News Notes

Edited by Helen McLaughlin

Australian National University Archives Program

Correspondent: Maggie Shapley, University Archivist

New guides to records have been produced and added to our website at *<http://www.archives.anu.edu.au>* on records relating to the World War I 1914–18, the World War II 1939–45, the Australian Forestry School 1926–64, and family history sources in the Noel Butlin Archives Centre and the University Archives. The latter two were prepared for our participation in the National Archives of Australia's family history day 'Shake Your Family Tree' in February. An album of photographs of Canberra in the late-1940s which was produced to attract overseas academic staff to move to the new Australian National University was on display.

The photographic exhibition *Hard Labour* depicts the manual labour of man and beast: hauling timber, wool and wheat, hard at work on the land, on the waterfront and in mines and factories. It features the work of Harold Cazneaux, Sam Hood, Noel Rubie and many anonymous recorders of working conditions from the 1880s to the 1930s from the collections of Adelaide Steamship Company, Dunlop Rubber, Unilever, Tooth and Company, Dalgety Australia, CSR Limited and the Waterside Workers Federation. It coincides with the Vivid: National Photography Festival featuring one hundred exhibitions in fifty venues around Canberra.

The Archives' volunteer program is underway, supervised by a part-time project archivist, whose tasks have included the preparation of guidelines and an information booklet and assessment of projects proposed by other staff.

New accessions for the Noel Butlin Archives Centre include: Director's reports of the Scottish Australian Investment Company Ltd, 1840–1870, transferred from Trent University, Ontario, Canada; diaries of Alexander Roby, managing director of metal smelter and alloy manufacturer, OT Lempriere and Company Ltd; minutes and correspondence of the Tasmanian branch of the Liquor, Hospitality and Miscellaneous Workers Union and predecessors; papers of Professor Marian Sawer on the removal of the marriage bar on women in Commonwealth employment; files on Australian media companies of stockbroker Peter Dobrijevic; and papers of ABC journalist Geoffrey Luck.

The grant of arms to the University issued by the College of Heralds in 1954 has been accessioned into the University Archives. We have also acquired a master set of the student publication *Woroni* from 1954, and papers of Dr Nigel Wace, former head of the Department of Biogeography and Geomorphology, many relating to the South Atlantic islands of Tristan da Cunha.

The contents of the Pacific History Record Room in the Research School of Pacific and Asian Studies are progressively being transferred to the Pacific Research Archives, including papers of Richard Gilson on Samoa and the Cook Islands, historian Ethel Drus on Fiji, and demographer Dr Norma McArthur on Pacific Island population, and additional research papers of Professor Jim Davidson. The Pacific Research Archives has also received papers of Rev. NA Threlfall relating to the Methodist Church in Papua New Guinea and of Gavin Daws on Europeans in the Pacific from the Pacific Manuscripts Bureau, and digital images of Ocean Island (Banaba) from a number of donors.

Australian War Memorial Research Centre

Correspondent: Tim Roberts

Staff news

Two long-serving senior staff members have very recently left the Research Centre. Section head Mal Booth, who started with us in 2001 after working as Head of the Memorial's personnel section, is changing cities and making a new career move. He is going to take up a senior managing position in the library of the University of Technology Sydney. Ian Smith, Senior Curator of Official and Private Records started at the

Memorial in 1988, after moving to Canberra from Sydney. He also became an active member of the local archives scene. After a long career in recordkeeping and archives in NSW and Commonwealth public service agencies, Ian is now retiring from both the Memorial and the public service.

The Research Centre has greatly benefited from Mal's and Ian's individual and combined professional contributions over many years and they will be missed as colleagues.

Margaret Lewis, the current team manager of Information Services, will be Acting Head of the section and Craig Tibbitts, the Curator of Official Records, will be Acting Senior Curator.

Assistant Curator of Private Records Nicholas Schmidt has joined an exhibition development team for a short-term secondment as the team's assistant curator. The exhibition, which looks at romance and relationships during war, has the working title of 'Love and War' and a proposed launch time in December 2009.

Promotion of the Memorial's collections

An ongoing feature of the collections databases on the Memorial's website is the 'Collection Highlights', which covers the Memorial's range of collections. A substantial portion of collections are in the Research Centre. Each new feature in the series has its own theme. Go to <*http://www.awm.gov.au/database/collection.asp*> and choose 'Collection Search'. The list of Collection Highlights is located under the search button.

Activities with other cultural institutions

On Thursday 27 March, Margaret Lewis and Jennie Norberry from the Information Services team represented the Research Centre at the busy National Archives of Australia's annual 'Shake Your Family Tree' event.
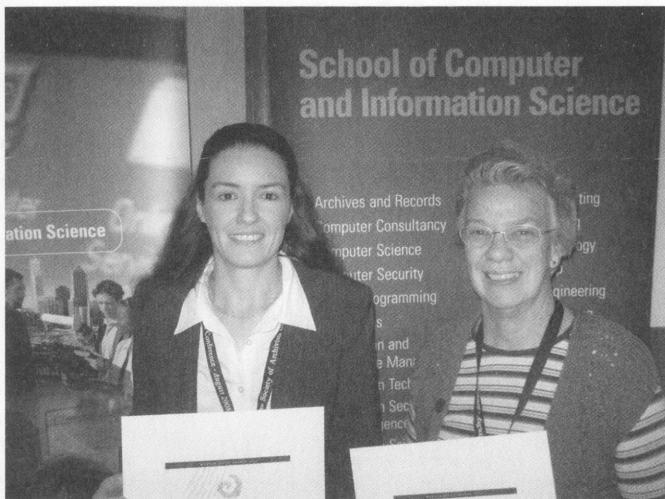
Edith Cowan University, Archives and Records Program

Correspondent: Dr Mark Brogan

In March and August 2008 the Archives and Records Program hosted visits by a Course Accreditation Committee from the Australian Society of Archivists Inc. comprising Dr Sigrid McCausland, Ms Marelda Kelly and Ms Lynda Weller. In June 2008, the program entered into a

relationship with Dataflair enabling Archive Server to be made available to students in the program. As of 28 July 2008, this system went live in the archives and records program.

On 6 August 2008, the program hosted a professional development workshop on archival strategies for databases, details of which can be viewed at <*http://www.chs.ecu.edu.au/portals/LIS/courses/short-courses.php#archivaldatabases*>. The workshop was held as a pre-conference event in conjunction with the 2008 Annual Conference of the Australian Society of Archivists Inc. The workshop was attended by twenty-two archivists from Australia, New Zealand and Sweden. Edith Cowan University (EDU) Graduate Sister Theresa Elliott and current student Jane Ratcliffe took out Mander Jones Awards at the conference. Earlier in the year, at a presentation ceremony held in Sydney on Thursday 1 May 2008, ECU Indigenous student Lee Lazarevic, together with fellow Indigenous student Monica Hardie, were jointly awarded the Australian Society of Archivists Loris Williams Scholarship. Congratulations to Theresa, Jane and Lee. Dr Justin Brown, from the School's Information Technology program, presented a paper at the conference on the integration of electronic archiving topics into applications development courses.

Mander Jones Award Winners (L-R) Theresa Elliott, Jane Ratcliffe.

Loris Williams Scholarship Presentation
(L-R) Jill Caldwell, Lee Lazarevic and Kirsten Thorpe.

Monash University Records and Archives Services Branch

Correspondent: Karen Rogers

TRIM records management software is now being used by over 250 staff throughout the University. The implementation of electronic student files is currently being rolled out, and the requisite training of staff is a huge and ongoing undertaking for the Archives Services Branch.

The extensive resources and photographs of the University Archives have been used in some recent publications. These include: *The Early History of Monash University Men's Cricket Club*, by Trevor R Finlayson; *Still Learning: A 50 Year History of Monash University Peninsula Campus,* by Fay Woodhouse; *Evolution Through Innovation – A History of Marketing Education at Monash,* by Katherine Sheedy and Emma Russell; *From Ferranti to Faculty – Information Technology at Monash University, 1960 to 1990,* by Sarah Rood; and *Go Boldly: Monash University.*

There have been some recent staff changes, with the Branch Manager and University Archivist, Kathryn Dan, taking leave for 12 months. Janet Brennen is acting manager in Kathryn's absence.

National Gallery of Australia

Research Library Special Collections

Correspondent: Jennifer Coombes

Archives

Since the appointment of a Special Collections Archivist at the Research Library in 2006, we have been busy completing several rehousing and documentation projects. Two particularly significant collections that have been conserved and rehoused are the papers of former National Gallery Director James Mollison and National Gallery of Victoria Director and artist, Bernard Hall. These papers both comprise correspondence with a wide range of nineteenth and twentieth-century artists including Arthur Boyd, Donald Friend, Sir Daryl Lindsay, Mirka Mora, Auguste Rodin and Jeffrey Smart. The records also document their professional activities concerning art openings, exhibitions, publishing, and reviews.

A number of new acquisitions have been received in the last year. They include papers donated by Canberra gallery owner Helen Maxwell relating to the running of australian Girls Own Gallery (aGOG). Susan Gillespie donated records relating to the administration of the commercial gallery she owned in Canberra during the late-1970s. We also received a collection of exhibition invitations designed by artist Peter Burns for Melbourne galleries including Mirka's Studio (run by artist Mirka Mora), the Contemporary Art Society, the Heide Museum of Modern Art and Argus Gallery.

Ephemera

The Research Library has begun a project to catalogue and rehouse its substantial visual arts ephemera collection. Work began in early 2007 on the Australian and New Zealand Art Files and to date we have over 1,000 records completed. In mid 2008 cataloguing has also commenced on the International Art and Artists Files with 190 entries now searchable on the Research Library's catalogue. The ephemera files are given a

collection level entry under the artist or organisation name. New entries are currently being added.

The Research Library also collects ephemera generated by the National Gallery of Australia which is our largest and most comprehensive ephemera collection to be catalogued and rehoused. The earliest record invites the public to a 'summer exhibition' in 1963 with the Arts Council of Australia and the Commonwealth Advisory Board presenting 'Recent additions to the National Collection' at the Auditorium in Garema Place.

Oral History

In 2006 with the assistance of the National Library Oral History Section, the Research Library was able to digitise 98 interviews conducted by James Gleeson with Australian artists in the 1970s. The library also received funding to transcribe the interviews. A small number have been made available on the National Gallery's website at *<http://www.nga.gov.au/Research/Gleeson/Default.cfm>*, including Judy Cassab, Rosalie Gascoigne and Lloyd Rees.

The James Gleeson Oral History Collection has been inscribed into UNESCO's Australian Memory of the World Register 2008 as being significant Australian cultural heritage material. The UNESCO Memory of the World program announced the inscription at its conference *Communities and memories: a global perspective in Canberra,* held 19–22 February 2008.

Events

The Research Library has placed a particular focus on its Special Collections through public programs and group visits.

The Research Library Special Collections staff ran a number of lunch-time public programs events at the National Gallery including a recent talk called 'Fashion and fabric in the Research Centre Special Collections' which attracted good numbers.

The Australian Capital Territory branch of the Australian Society of Archivists attended an after-hours talk called 'Artists in the Archives' in July 2007.

Staff also delivered papers at the UNESCO Memory of the World Conference at the National Library in February 2008. Professional papers

were delivered in 2007 at the Australasian Sound Recording Association Conference and at the Bob Hawke Prime Ministerial Library 'Simply the Best Conference'.

National Archives of Australia

Correspondents: Allison Burness and Mark Semmler

17th International Congress on Archives

From 21 to 27 July 2008, 11 staff members from the National Archives of Australia and its Director-General, Mr Ross Gibbs, attended the 17th International Congress on Archives (ICA) in Kuala Lumper, Malaysia. The next congress is in 2012 and will be hosted by the Archives in Brisbane. As such, the Archives had a high level of representation and visibility at this year's congress. Archives staff members presented 17 papers, attended 15 meetings and were involved in a very successful trade stand.

The Archives hosted an initial planning meeting for ICA Australia 2012 with Australian and international committee members. The meeting provided the opportunity for the Director-General to reinforce Australia's intention to be inclusive of its national colleagues and close international neighbours. The Archives also presented a closing ceremony speech and DVD which showed Australia's acceptance and readiness to host the 18th ICA in 2012.

A highlight of the congress was the launch of a new ICA suite of publications, *Principles and Functional Requirements for Records in Electronic Office Environments.* The aim of this project was to produce internationally recognised guidelines for the management of records in software applications and electronic business systems. This project was led by the Archives and featured participation from 12 other archival institutions from around the world, including Archives New Zealand and Queensland State Archives. The project was also co-sponsored by the Australasian Digital Recordkeeping Initiative. For the launch, the Archives produced copies of a brochure-mounted CD-ROM containing the publications. These CD-ROMs were distributed free of charge to ICA delegates and the publications are also available on the ICA website.

Australian Society of Archivists conference

From 6 to 9 August 2008, 26 staff from the National Archives of Australia attended the Australian Society of Archivists (ASA) Conference in Perth. Presentations were given by 10 Archives staff during the course of the conference. The Archives was a major sponsor for the conference, providing funding for the attendance of keynote speaker Professor Tom Nesmith of the University of Manitoba, Canada. The Archives' Perth Office Director, Alan Ralph, was also a member of the Conference Organising Committee.

The Archives won two Mander Jones Awards at the conference. The Archives' website *Uncommon Lives: Muslim Journeys* was selected as 'the best publication that uses, features or interprets Australian archives, written by or for or on behalf of a corporate body.' A High Commendation was also awarded to the Archives exhibition catalogue for *Memory of a Nation* in the category 'best publication that uses, features or interprets Australian archives, written by or on behalf of a corporate body.'

Constitution Day 2008

Constitution Day 2008 celebrations included the inaugural Constitution Day Founders' Lecture, held at the Supreme Court Library of Queensland on 12 June 2008. The Honourable Chief Justice of Queensland, Paul de Jersey, presented a lecture entitled *A Founding Father – Sir Samuel Griffith and the Australian Constitution*. The Honourable Justice Patrick Keane also presented a lecture entitled *In Celebration of the Constitution*, which signified the state-based origins of the Constitution movement and its ongoing significance.

On 9 July 2008, citizenship ceremonies were held in the Archives' Brisbane and Canberra offices to mark Constitution Day 2008. In Canberra, Minister John Faulkner delivered the Constitution Day address and in Brisbane, the then Governor of Queensland, Ms Quentin Bryce, AC, presided at the citizenship ceremony. On 13 July, Professor Mick Dodson concluded Constitution Day events with an address during NAIDOC week entitled *The Continuing Relevance of the Constitution for Indigenous Australians* at the Archives' Parkes office in Canberra. All events were well attended, with almost 200 people attending the lectures in Brisbane and a fully booked audience for Professor Dodson. All lectures are available as audio downloads on the Archives' website.

Making Australia Home

On 9 July 2008, Minister John Faulkner launched *Making Australia Home*, the Archives' long-term project to preserve and make available online the millions of largely twentieth-century immigration records held in its collection. With the growing public interest in genealogy and family history, as well as the requirement for proof of identity, immigration records are increasingly some of the most popular records in the Archives' collection, with 10,000 immigration reference inquiries received in 2007 alone. The international heritage value of the files of 170,000 displaced persons who came to Australia from Europe following the turmoil of World War II has been recognised by their inscription on the UNESCO Australian Memory of the World Register.

Australian Government Recordkeeping Metadata Standard

A collaborative project between the National Archives of Australia and Archives New Zealand on the development of recordkeeping metadata standards has concluded. On 17 July 2008, the Archives' recordkeeping metadata standard was published on its website and has since generated great interest. An official launch of the new standard by Archives Advisory Council Member Senator Kate Lundy was held in Canberra on 26 August 2008 and coincided with the Archives New Zealand launch of their metadata standard. Representatives spoke jointly about the collaborative experience at the International Congress on Archives in Kuala Lumpur, and at the Australian Society of Archivists conference in Perth.

Records Authorities

The Archives' approach to developing and approving records authorities has been fundamentally re-engineered this year. In 2007–08 the Archives issued 24 records authorities to 19 agencies. The new approach focuses strongly on agency accountability requirements, ongoing business needs and risks, community interest, including the need to support the rights and entitlements of Australians and long-term historical and cultural interests. It emphasises the partnership between agencies and the Archives and features include a single submission from agencies and flexibility to tailor a project to specific agency needs.

Australian Public Service Commission Records Authority

On 17 April 2008, a records authority signing ceremony took place at the Australian Public Service Commission (APSC). This authority was signed

by the Director-General, Mr Ross Gibbs, with Australian Public Service Commissioner, Ms Lynelle Briggs. This authority marks a significant achievement for both the Archives and the APSC as it guarantees the survival of valuable Australian Government records which ensure the story of the Australian Public Service can be told. Minister John Faulkner, who has portfolio responsibility for both agencies, spoke at the ceremony. Senator Faulkner has said that 'the Archives can be seen as the ultimate integrity and accountability agency'. It was the first time a minister has attended such an event.

Antarctic Midwinter Festival

The Archives was a major sponsor of the Tasmanian Antarctic Midwinter Festival held in Hobart in June 2008. The Archives was involved in two events, the Longest Night Film Festival and an exhibition on the history of Antarctic mapping held for the week of the Midwinter Festival. The Archives co-sponsored and co-produced two films which were shown at the film festival. The films used rarely seen footage retrieved from the Archives' collection. The Director-General launched the films and an audience of over 750 people viewed them over eight screenings.

A mapping exhibition was held in the Hobart office to celebrate and advertise the transfer of an Antarctic map from the Australian Antarctic Division into the Archives' collection. The exhibition gave context to the development of mapping in Antarctica up until 1939. 'Antarctic Ambassador' Sir Guy Green was present at the launch, along with the first Tasmanian National Archives of Australia Advisory Council member, Dr Dianne Snowden.

Book, Paper and Photographic Materials Symposium

From 23 to 25 July 2008, the Australian Institute for the Conservation of Cultural Materials (AICCM) held its bi-annual Book, Paper and Photographic Materials Symposium in Canberra. The symposium is the largest gathering of paper, book and photographic conservators in Australia. The Archives provided substantial support to the symposium through membership of the organising committee and the presentation of four research papers by staff.

On 24 July, Senator Kate Lundy launched a new Archives publication, *The Office Copying Revolution: History, Identification and Preservation,* at the symposium. The publication is a comprehensive history of nineteenth-

and twentieth-century copying processes. It is a valuable reference book for conservators faced with the challenge of preserving the myriad of copies generated by various technologies.

Memory of a Nation exhibition

In June 2008, new collection material was put on display in the Archives' *Memory of a Nation* exhibition, including a handwritten notice of motion donated to the Archives by former Prime Minister Gough Whitlam. The document was written on 11 November 1975, the day Mr Whitlam was dismissed by then Governor-General Sir John Kerr. To mark the occasion, Senator John Faulkner and Mr Whitlam discussed the former prime minister's personal recollections of 11 November 1975. The audience included students of Australian democracy from the Australian National University and 'living archives', people whose stories are part of the *Memory of a Nation* exhibition. The handwritten document remains on display at the Archives.

Strike a Pose exhibition

On 17 July 2008 *Strike a Pose … with Lee Lin Chin* was launched to coincide with the Vivid: National Photography Festival in Canberra. The exhibition consisted of 89 photographs sourced from the Australian News and Information Bureau collection of images and explored the changing fashions of the 1960s and 1970s in Australia. Guest curator Lee Lin Chin selected a number of images and wrote captions for the exhibition. The exhibition launch and associated design project with the Canberra Institute of Technology Fashion Design School received extensive media coverage, both locally and interstate. The exhibition closed on 12 October 2008.

2008 RG Neale Lecture

On 30 October 2008, Adjunct Professor Richard Cashman from the School of Leisure, Sport and Tourism, University of Technology, Sydney presented the 2008 RG Neale Lecture. This year, the lecture was held at the National Archives on the topic of *Australia and Opposition to Apartheid in Sport.* Professor Cashman's lecture referred to records relating to the Gleneagles Agreement on sporting contacts with South Africa which was approved at a Commonwealth Heads of Government Meeting in 1977. Digital copies of these records are available on the Archives' website and the original records can be viewed in the Canberra reading room.

The lecture is available as a podcast on the Archives' website and published in booklet format.

Ian McLean Award

The 2008 Ian McLean Award recipient is Dr Mitchell Whitelaw, Senior Lecturer, Faculty of Design and Creative Practice at the University of Canberra. Dr Whitelaw's award-winning project will be to produce a set of visualisations of the Archives' digital collection. These will range from still images to dynamic, interactive displays and their aim will be to represent the digital collection in innovative ways that provide new insights for archivists and archive users.

Keep the Knowledge – Make A Record!

The National Archives of Australia produced the *Keep the Knowledge – Make a Record!* suite of products in 2003 to assist Australian Government agencies in raising staff awareness of their basic records management responsibilities. Consisting of a presentation, booklet and other promotional material, *Keep the Knowledge* has been extensively used across government, particularly in agency induction programs.

As a first step in updating these valuable resources, a revised booklet has been produced. The new content better reflects the nature of contemporary records management, especially in the digital environment.

The cavern of the emails

Geoff Pryor, former cartoonist for the *Canberra Times*, was commissioned to produce a set of new cartoons to illustrate key information management messages.

Guiding the future: practical advice for Australian Government agencies

A National Archives of Australia project is underway to develop information products to assist Australian Government agencies in initiating and implementing an electronic document and records management system (EDRMS). This information will consist of:

• case studies of EDRMS implementation in Australian Government agencies;

• a summary of the key lessons from the case studies;

• a checklist of key EDRMS considerations; and

• a summary of the key issues for senior government decision makers.

With an expected completion around mid 2009, the content will be developed by the Archives with a range of stakeholders including, agency records managers and relevant information and communications technology staff.

Shell-shocked: Australia after Armistice

An exhibition to mark the ninetieth Anniversary of Armistice Day 1918 opened on 5 November 2008 at the National Archives of Australia in Canberra. Visitor response to the exhibition *Shell-shocked: Australia after Armistice* has been overwhelmingly positive and inspiring. One visitor wrote:

> … my grandfather never told me a thing about his time in WWI – now I think I would like to know more.

Visitors are responding to the personal stories this exhibition uses to explore the impact of government policy on Australia and Australians after WWI.

A commemorative event was held in conjunction with the exhibition. Visitors were able to create a commemorative cross that they feel reflects the life and experiences of a World War I soldier featured in an Archives'

online service record. These crosses, plus unmarked ones, will be displayed in Constitution Place over a 10-day period.

Mapping our Anzacs, the online component of the exhibition, continues to be very popular with continued interest from community groups on how the online tributes can be developed. The online scrapbook continues to be populated with personal information and photographs linked to WWI service dossiers.

Shell-shocked was on display in Canberra until 26 April 2009, and begins touring in mid 2009 starting at the Shrine of Remembrance, Melbourne. For more information about our exhibitions visit our website at <*http://www.naa.gov.au*>.

Shake Your Family Tree

The National Archives of Australia's nation-wide event for genealogists *Shake Your Family Tree* was held on 25 February 2009. It was the second year the event has been held. Opened in Canberra by Senator Kate Lundy, it featured a lecture by Professor Tom Frame, author of *Family history and the story of a nation.* Other events on the day included an ABC local radio on-site broadcast with competitions, seminars by major cultural institutions, a conservation clinic, and family history tours of the exhibition galleries. Each of the Archives' state and territory offices held their own local *Shake Your Family Tree* events.

Release of the 1978 Cabinet records

The 1978 Cabinet records were made available under embargo to the media on 2 December 2008. Two guest speakers addressed the media: The Hon Fred Chaney AO, who in 1978 was Minister for Administrative Services, Minister assisting the Minister for Education, and Minister for Aboriginal Affairs; and consultant historian, Dr Jim Stokes. Mr Chaney spoke about the key events and issues of 1978 and Dr Stokes highlighted some of the issues considered by Cabinet. Both presentations were informative and well received. The release of the 1978 Cabinet records attracted extensive media coverage from 1 January 2009. Digital copies of the released papers, contextual information about the 1978 Cabinet, and podcasts of Mr Chaney's and Dr Stokes's presentations were made available on the Archives' website from 1 January 2009.

Harold Holt's personal papers

The National Archives of Australia has recently acquired a handwritten letter by Harold Holt to his uncle Harold Martin in August 1940 when he was serving as a gunner in the Second AIF. In the letter he describes his feelings upon hearing the news that three Victorian ministers, who were all good friends of his, had died along with other Australian war leaders in a plane crash in the low hills near Canberra.

A private collection of photographic albums, press cuttings and publications with inscriptions by Harold Holt and his family was also acquired late last year and added to the personal papers of the former prime minister.

Australian Navy preservation project

A project to preserve Australian Navy audiovisual material is nearing completion with approximately 500 films, representing 150 titles, already preserved. The productions range from the 1950s to 1980s and cover training, documentary and ceremonial titles. In addition to the creation of preservation copies, access copies of unique or iconic titles in the series are reproduced and described in RecordSearch.

Titles include:

- *The Basic Physics Of An Atomic Bomb* (1950)
- *Operation Buffalo Maralinga* (1956)
- *RAN Fleet Air Arm – Navy Aviators Show Aerobatic Artistry* (1960)
- *Music At Sea: School Of Music, H.M.A.S. Cerberus* (1963)
- *Mapping Australia* (1966)
- *Navy Officer Careers: Join The RAN As Officer Cadets* (1969)
- *Navy For A New Nation – Papua New Guinea* (1972)
- *Operation Navy Help (Cyclone Tracey)* (1974)
- *Ocean Survey By Computer* (1976)
- *On The Gunline – HMAS Perth At War In Vietnam* (1969)

The Archives holds approximately 13,700 films, videos and audio tapes originating from four Defence agencies: the Australian Army; the Royal Australian Navy (RAN); the Defence Science and Technology Organisation (DSTO); and the Royal Australian Air Force (RAAF).

HMAS Sydney

The Department of Defence requested the digitisation of approximately 220 plans of the HMAS Sydney. Digital copies were required for the *HMAS Sydney II* Commission of Inquiry and were used by the Commission to develop the computer simulation of the ship. Conservators in Canberra have completed the treatment of all 220 plans to enable digitisation. The treatment included localised moisture humidification to enable the folded plans to be opened. The surfaces, heavy with dust and dirt, were then dry-cleaned using smoke sponges. Each finished plan was then gently flattened by placing them under weights to ensure they remained open and flat. Once digitised, these plans were relocated from standard box shelving into flat plan storage.

Public Record Office Victoria

Correspondents: Allison Hunter and Sebastian Gurciullo

Public Record Office Victoria endorsed tools

In 2008 the Keeper of Public Records, Justine Heazlewood, announced Public Record Office Victoria's endorsement of the Principles and Functional Requirements for Electronic Office Environments for use by Victorian Government agencies.

The stated aim of the Principles and Functional Requirements for Records in Electronic Office Environments project was to produce globally harmonised principles and functional requirements for software which is used to create and manage electronic records in office environments. That aim is realised in this suite of publications which comprise three modules:

• Overview and Statement of Principles

• Guidelines and Functional Requirements for Electronic Records management Systems

- Guidelines and Functional Requirements for Records in Business Systems

The project was sponsored by the International Council on Archives as an activity in its Electronic Records and Automation Priority area, and is supported by the Australian Digital Recordkeeping Initiative (ADRI). ADRI is a collaborative venture sponsored by the Council of Australasian Archives and Records Authorities (CAARA). PROV is a member of ADRI.

For a list of all announced Public Record Office Victoria (PROV) endorsed tools, please visit our website at <*http://www.prov.vic.gov.au/records/standards/endorsed_tools.asp*>.

Uniform Evidence Act

Legislation recently passed through parliament to bring the Victorian *Evidence Act* in line with the uniform evidence laws of the Commonwealth and New South Wales. The new legislation, which has been enacted but has not yet come into force, will abolish the original document rule under common law and will permit the use of copies, transcripts, and computer printouts as documentary evidence. The legislation will have a profound impact in Victorian recordkeeping. PROV is preparing to revise a number of advices to agencies and other documentation in line with the new legislation once it comes into force.

Koorie records

Footprints: The Journey of Lucy and Percy Pepper was launched on 13 May 2008 by the Hon. Richard Wynne, Minister for Aboriginal Affairs. *Footprints*, is a much-anticipated book published by PROV in partnership with the National Archives of Australia. The book tells the story of Lucy and Percy Pepper, a couple living in Gippsland in the early years of the twentieth century who were profoundly affected by laws and government policies underpinned by ill-informed bureaucratic definitions of who was 'Aboriginal' and who was not.

Exhibitions and public programs

In 2008, the Victorian Archives Centre gallery hosted *Currach Folk: Photographs by Bill Doyle,* an exhibition of photographs of traditional communities of the Irish west coast. Irish photographer Bill Doyle visited the region in the 1960s when access to some of the islands was by ferry and currach – a traditional local rowing boat made of wooden slats and

hide. Doyle's extraordinary images are a record of a now vanished world. The exhibition at the Victorian Archives Centre is supported by some wonderful stories of Irish immigrants to Victoria taken from original records held by PROV.

Max Dupain on Assignment is a National Archives of Australia touring exhibition which was on display at the Victorian Archives Centre in early 2009. The exhibition was officially launched on 6 February 2009 by Susan Van Wyk, Curator of Photography at the National Gallery of Victoria, and featured over 60 eye-catching examples of rarely seen government and commercial work taken from the 1940s to the 1970s by world-renowned Australian photographer, Max Dupain. The photographs are themed around: landscapes; cityscapes; people; industry; and architecture.

Sourced from the National Archives' collection and the Noel Butlin Archives Centre at the Australian National University, many of the photographs that were on display had never before been seen by the viewing public. PROV was pleased to offer audiences the opportunity to see them for the first time in Victoria.

Max Dupain on Assignment is supported by Visions of Australia. For further information, visit the PROV exhibitions web page at <*http://www.prov.vic.gov.au/online*>.

Public Records Advisory Council regional meetings

PROV continues to expand its training and community information program by conducting seminars in conjunction with meetings of its advisory body, the Public Records Advisory Council (PRAC) in outer-metropolitan and regional Victoria. These meetings have been very successful, and the program was expanded into a two-day event at the most recent seminar in East Gippsland.

PROV staff conducted general information sessions on research and using other services at PROV, while local and State government staff working in that area had an opportunity for workshops and other training with PROV records management staff.

Provenance: The Journal of Public Record Office Victoria

During the Australian Society of Archivists conference in Perth in August 2008, *Provenance: The Journal of Public Record Office Victoria* was

announced co-winner in category 2A of the Mander Jones Awards for 2007, the second year running that it has won this award.

Issue 7 of the journal was published online in September 2008 at <*http://www.prov.vic.gov.au/provenance/*> and features 11 articles, bringing together yet again an extraordinary range of research that is facilitated by the PROV collection and other archives.

Online news

The education section of the PROV website is undergoing continuous development and improvements. New education notes have been added for one of PROV's long-standing online exhibitions *Ned Online*, which features records relating to the crimes, capture and trial of Ned Kelly.

Sir Rupert Hamer Records Management Awards

Each year the Public Records Advisory Council (PRAC) conducts the Sir Rupert Hamer Records Management Awards, recognising excellence and innovation in records management.

The 2008 Sir Rupert Hamer Awards ceremony announcing winners took place during Information Awareness Month in May 2009.

Since 2008, the Sir Rupert Hamer Records Management Awards have expanded to incorporate categories relevant to both Victorian Government agencies and community archives.

Winners of the 2008 awards and information on nomination guidelines for 2009 are available from the Public Record Office Victoria (PROV) website at <*http://www.prov.vic.gov.au/events/rmham.asp*>.

The Hamer Awards are sponsored by the Records Management Association of Australasia, the Australian Society of Archivists Inc., Archival Survival Pty Ltd and Albox Australia Pty Ltd, and are supported by the Records Management Network.

Good Records – Good Governance – Good Business

A tool for raising records management awareness in your organisation has been developed by PROV, with the assistance of a number of agencies. This is the *Good Records – Good Business – Good Governance* program, a series of PowerPoint slides and a presenter's guide designed to enable the delivery of records management awareness training to non-records

staff. The pack includes tips and tricks for effective delivery and explains how to contextualise it to fit your own organisational environment.

A copy of the *Good Records* slides and presenters guide can be obtained from PROV's website at <*http://www.prov.vic.gov.au/records/training/GR Program/GR_main.asp*>.

If you prefer, PROV can also deliver or co-deliver this program to your organisation for the cost of:

- $400 (excluding GST) for delivery of the one hour session in metro areas

- $900 (excluding GST) for delivery of up to 3 one-hour sessions over the course of one day in metro areas

Delivery costs for non-metro areas need to be negotiated on a case-by-case basis.

For further information, please contact Ricky Tuck on (03) 9348 5723 or email <*ricky.tuck@prov.vic.gov.au*> to make arrangements for PROV delivery of this program.

PROV Standards Program update

The PROV Standards Program is making progress towards its ultimate goal of delivering a comprehensive, up-to-date suite of recordkeeping standards and supporting documentation for the Victorian Government. The following standards are currently under development:

- Storage Standard – being prepared for final review prior to publication

- Disposal Standard – being prepared for its first public exposure draft

- Strategic Management Standard – workshops with stakeholders are currently under way and the first draft is being developed

- Operational Management Standard – workshops with stakeholders are currently under way and the first draft is being developed

- Capture Standard – initial planning has commenced

Each standard will be supported by a number of specifications and guidelines. For more information about the PROV Standards Program please visit our website at *<http://www.prov.vic.gov.au/records/ rkstandardsprogram.asp>*.

The first standard to be released in exposure draft format, the Storage Standard, provides the principles for physical storage of public records across the Victorian public sector. Specification 1 covers the storage of permanent records, and provides a set of minimum requirements and measures required to comply with the standard. Specification 2 provides the same for temporary records.

The draft disposal standard is currently being revised after being reviewed by the advisory group. Specifications associated with the disposal standard are: Specification 1 – Development of a Disposal Authority; Specification 2 – Implementation of a Disposal Authority; and Specification 3 – Transfer of State Archives to PROV.

Disposal Update

Developing a records disposal authority (RDA) is a vital but often difficult and time-consuming task for an agency. The Department for Human Services (DHS) has beaten all records by developing six RDAs to cover a range of major functional areas over an intensive period during 2008.

DHS and PROV began planning this project in January 2008 and by April the contracted developer, Enterprise Knowledge, had commenced work. Final endorsement was obtained from PROV advisory body, the Public Records Advisory Council (PRAC), in December 2008.

DHS, Enterprise Knowledge and PROV worked closely together to ensure that all record classes were identified and thoroughly researched and that sentencing decisions were made which would properly meet the current and future needs of DHS and the Victorian public. This long-term project involved extensive coordination and consultation with more than 350 head office and regional staff at DHS.

Reading room review

In late 2008 PROV conducted a staff led review of the services that it provides to researchers in its Victorian Archives Centre Reading Room at North Melbourne.

Since the reading room opened in 2004, considerable change has occurred in the way researchers use PROV's services, especially in relation to the provision of online services.

Over the next 3 to 6 months PROV will be examining the recommendations of this review and how, if implemented, they will impact upon service provision to all its researchers.

PROV will keep you advised as more information becomes available regarding any proposed changes to its service delivery model.

State Records New South Wales

Correspondent: Jim Sinclair

State Records Online Indexes

State Records New South Wales' online indexes are one of the most popular and well-used resources on its website. These records are an important tool for researchers undertaking genealogical and local history research as well as social historians. There are now around 1 million names discoverable on State Records' site. These indexes cover records relating to convicts, immigration, land occupation, legal matters and soldier settlement, to name just a few. As a result of these indexes, access to the state archives collection has been enhanced for all researchers, whether they are based in Sydney or the country. The continuing popularity of these online indexes has consolidated State Records' position among New South Wales government websites. According to the 'Hitwise Custom Report for NSW Government Websites' (Custom Report for Government – NSW) based on Australian Internet usage for the week ending 14 February 2009, State Records was 28th overall.

Digitisation on demand pilot

State Records is currently trialling digitisation on demand. When researchers request copies from the series *Photographs of doctors, 1889–1927,* NRS 9873, we are also adding the image to Photo Investigator. The photographs are listed in Archives Investigator under the names of the doctors and we are experiencing steady demand for the copies.

Flickr photos

In June 2008 State Records set up a Flickr Pro account and has been busy adding many of our Photo Investigator images to the photostream. Each uploaded image includes basic metadata such as title, date and a digital ID reference which links back to the image in Photo Investigator. We will also be adding scanned images of some of our archival documents in the near future to showcase the broader archival collection. To date we have uploaded over 600 images to the photostream. Our contact list grows almost daily and our 117 contacts include other archival institutions, libraries, museums and general Flickr users with a love of history and old photographs. Our contacts are not only from New South Wales but from all parts of the world.

Our Flickr profile invites users to join us in identifying unknown scenes, people and places by tagging and commenting on our photostream. We have had several photographs 'possibly' dated as a result. Some of our Flickr contacts also blog about our photographs – one contact in particular writes interesting 'now and then' posts on his blog using his own photographs for 'now' and photographs from archival or library institutions on Flickr as the 'then'.

We are able to tag and describe images using more general terms than the controlled vocabulary of Photo Investigator. Our Flickr contacts can also tag our images which makes it easier to relocate them, while simultaneously helping other Flickr users find them. Viewers of the photographs are not only Flickr members. Statistics show that many people find our photographs through search engines such as Google, Google Images, Yahoo and Facebook.

By joining Flickr we have given our photographic collection exposure to a much wider audience than ever before and also to State Records in general. It has proved to be an innovative way to showcase our archival collection, keep in contact with other archival collections from around the world, and provide an interactive introduction to those with an interest in history and culture. Our photostream is at <*http://www.flickr.com/photos/ state-records-nsw/*> and our profile is at <*http://www.flickr.com/people/state-records-nsw/*>.

In Living Memory

The *In Living Memory* exhibition of photographs from the Aborigines Welfare Board, currently on display at State Records Gallery in The Rocks, has been so popular that it has been extended twice and a special travelling version is touring 17 venues around New South Wales until September 2010. At the Ballina opening in February, 100 Elders came from as far north as Tweed Heads and as far south as Grafton, to attend a special Elders preview, records information session and lunch. The tour is currently on display at the Penrith Regional Gallery and The Lewers Bequest, and then continues to Hurstville, Newcastle, Moruya, Bega, Wagga Wagga, Cootamundra, Dubbo and Broken Hill. See <*http:/ /www.records.nsw.gov.au*> for details.

Women in the records

This is a new online resource focusing on a number of gateways to researching records on women in the state archives collection. The pages include links to detailed agency and record series information as listed in Archives Investigator, photos featuring women and children, and a number of examples. Of particular note on the Women's Advocacy page are letters to the Colonial Secretary from the Woman's Christian Temperance Union and records relating to the passing of the *Women's Franchise Act 1902*.

New look for website

State Records launched a new look website during February 2009. The re-developed website provides improved features, such as a re-vamped breadcrumb trail that is useful for navigation, more links direct from the homepage, a live search facility that initiates as the user starts typing, and right sidebar navigation showing all the latest news and events.

Future Proof – State Records Digital Records Strategy

As part of the Future Proof strategy, State Records NSW has issued a standard on digital recordkeeping, accompanying guidance on managing digital records, and new short publications *FAQ: email and recordkeeping* and *Selecting records management software.* Further digital records initiatives and products will be produced as part of the strategy. In addition, a Future Proof web page has been developed to build on brand recognition

for the strategy and provide a point of entry for guidance and exchange (through a blog) on digital recordkeeping issues.

A key part of the digital records strategy is the development of a Digital State Archives facility. In addition to the submission of a business case seeking funding for this initiative, State Records has been undertaking preparatory skills, awareness raising activities, and trialling of preservation technologies.

Record levels of transfer of state archives

State Records has experience a period of very high demand for transfer of records to archival custody and care. Since July 2008 over 5.5 kilometres of state archives have been received. Most of these are important land registration records from the NSW Department of Lands.

University of Melbourne Archives

Correspondents: Jane Ellen, Suzanne Fairbanks and Helen McLaughlin

University of Melbourne Archives (UMA) was very excited to have had the work of Jason Benjamin and Michael Piggott acknowledged in the University's second annual Knowledge Transfer Grants and Awards. The entry, for the Howship Project in which UMA collaborated with the Benalla community, was successful in the category of Agricultural Sciences, Veterinary Science, and Science, including Information Sciences. The award was formally presented in September 2008 and was accompanied by $5,000 to further future Knowledge Transfer projects.

A plan to appraise and catalogue the objects as part of the collection review, for which UMA received $33,000 from the Miegunyah Committee, will work in conjunction with the shelving project.

Collection Review 2008, the review of the business collections proceeds. Melinda Barrie and Jane Ellen have drawn up procedures, have identified some of the business collections that are never used by researchers and have consulted with accountancy academics about nineteenth-century financial records. There are many ramifications to this kind of undertaking which we have to incorporate into our thinking and our methodology as we go along.

Denise Driver has designed an audio-visual collection audit in order to fully document and identify AV materials within the repository. She will follow the audit with recommendations for storage, possible de-accession and identify any conservation requirements.

Collection Management

The purchase and installation of new shelving in the Brunswick repository has been completed. The shelves will now allow UMA to more appropriately house and store objects and architectural drawings previously stored in the northern end of the repository. The new shelving range is a departure from the previous configuration. It incorporates plan cabinets for posters and architectural drawings into the lowest bays with wider aisles to allow facing plan cabinets to open completely into the same space. There is an area for hanging textiles which are robust enough to hang, while other items are to be stored in boxes on shelves. Included is a purpose-built hanging frame for rolled banners and similar textiles. Objects are to be re-boxed and stored on shelves, and an objects curator has been funded by the Miegunyah Fund in order to catalogue and pack the objects.

Recent staff movements

UMA has recently welcomed several members of new staff. Denise Driver, who worked as a project archivist on the University Leaders project, has now been appointed to the position of Coordinator Collection Management and Storage. Denise's position also includes the role of loans officer. Kathryn Wood, who was also previously doing project work on the arrangement and description of the Shell collection, is currently occupying the role of the reference archivist in our reading room. Sophie Garrett has joined us from the Law faculty as the new coordinator of the archives repository.

New collections

New accessions acquired in the last six months have included the papers of four significant University of Melbourne academics including: labour economist and arbitration commissioner Emeritus Professor Joseph Isaac; Dr Leonard Tierney, an early academic in social work; Dr David Philips, historian of the British Empire; Professor Derek Denton, founding director of Melbourne's Howard Florey Institute for Experimental Physiology and

Medicine; and from photographer John Ellis, a further accession of 5,800 images depicting scenes of Melbourne political activism in the previous ten years.