

News Notes

Edited by Helen McLaughlin

Australian National University Archives Program

Correspondent: Maggie Shapley, University Archivist

We have recently added our map catalogue, which covers both the Noel Butlin Archives Centre and the University Archives, to our website (select 'Map Collection' from the home page at <http://www.archives.anu.edu.au>). There are over 5,000 maps dating from the 1820s and covering many parts of Australia and the Pacific. There are topographical maps of rural properties, street maps of towns and settlements, hand-drawn maps of exploration, geological maps of mining areas, and land use maps of Papua New Guinea and Fiji. Many were deposited by pastoral and land development companies including Australian Agricultural Company Limited, CSR Limited, Dalgety and Company, Goldsbrough Mort and Company Limited, Lake George Mines Pty Limited, New Zealand and Australian Land Company, and Peel River Land and Mineral Company Limited.

We are surveying the condition of our audiovisual holdings to prioritise treatment and copying of original material. This has meant gathering information on the material and the various formats we hold, physical inspection by a contract conservator, and staged implementation of recommendations for rewinding, rehousing and copying. We have film and audiotape of public lectures, openings of buildings by the Queen and Prime Minister Menzies, language tapes recorded by linguist Professor Stephen Wurm and anthropologist Dr Helen Groger-Wurm in the Northern Territory, Papua New Guinea and the Solomon Islands, promotional material from the Ford New Holland farm machinery

company, speeches by ACTU president Bob Hawke, and films produced for HIV/AIDS educational programs, among many other examples.

The Queensland Coal Industry Industrial Library, previously maintained by the Queensland Resources Council, has been donated to the Noel Butlin Archives Centre. This contains material from the Queensland Coal Reference Board and Coal Industry Tribunal. The transfer was facilitated by industry partners covering the cost of freight from Brisbane and the Mining Division of Construction, Forestry, Mining and Energy Union funding the purchase of archives boxes to rehouse the collection.

Australian War Memorial Research Centre

Correspondents: Tim Roberts and Robyn van-Dyk

Published and digitised collections

In January 2010 the last page of the series AWM4 Unit War Diaries of the Australian Imperial Force (AIF) was digitised. Planning for the digitisation project commenced in 2004. Since then, over 500,000 pages were scanned and are now available for researchers on the Australian War Memorial's website. The unit diaries were written by the army commanders of headquarters and units who were required to keep a daily account of their unit's activities. They were created to provide an accurate record of the operations from which it was hoped that the history of World War I could be prepared. Information for future reference regarding organisation, training, equipment and administration was also important to record.

The content of the unit diaries is varied and generally comes down to the individual talent of the officers writing them. Important documents including orders, telegrams and maps will be found within the series. The quality of the diary entries improved overall following the establishment of the Australian War Records Section (AWRS) in 1917. Members of the AWRS collected and collated the records as well as actively promoted their production and improvement. They trained the commanders to write in sufficient detail what would be important to record for history.

Three fundamental sources of Australia's World War I military history, Charles Bean's diaries, notebooks and folders, the Australian Imperial Force unit war diaries, 1914-18 and the Official History of Australia in the War of 1914-1918, have now made it into the digital age. They have all been published on the website of the Australian War Memorial (AWM). This represents a major achievement for AWM in bringing the most significant collections to the desk top of researchers throughout Australia and the world. The original records are now preserved and researchers have the broadest possible access to these vital historical sources. These resources are available through the following webpages:

<http://www.awm.gov.au/collection/war_diaries/cew_bean/>

<http://www.awm.gov.au/collection/war_diaries/>

<<http://www.awm.gov.au/histories/>>

Edith Cowan University, Archives and Digital Recordkeeping Programs

Correspondent: Dr Mark Brogan

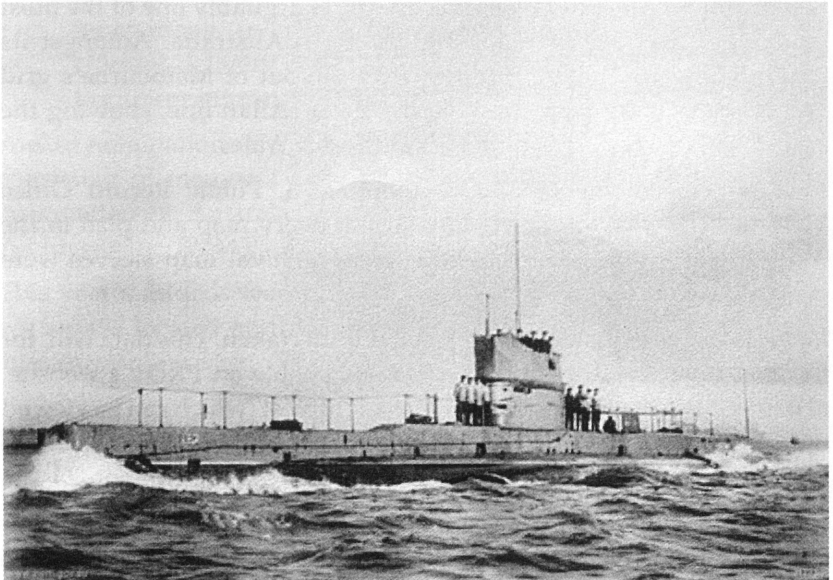
Student achievements

Congratulations to Edith Cowan University (ECU) students Nick Gleghorn and Debra Leigo who took out 2008 Mander Jones Category 6 Awards for their research essays on 'Social Media, User Contributed Content and Archives Online.' Nick and Debra were presented with their awards in absentia at the Australian Society of Archivists Inc. Conference in Brisbane on 15 October 2009.

Congratulations also go to ECU Computer and Security Science student, Sue Newman, who was awarded the Loris Williams Scholarship at a meeting of the Australian Society of Archivists (ASA) Inc. on 8 April 2009. The award honours the life and contribution of the late Loris Williams, a graduate of ECU. Loris was the first Indigenous Queenslander and only the second Australian Indigenous person to qualify as an archivist. The scholarship provides financial and mentoring support to Indigenous students seeking to gain a professional qualification in archives and records.

Ian Maclean Award

A project to build a computer simulation of the World War I Australian submarine AE2 began in October. In a combined application with the School of Computer and Security Science's (SCSS) Games Programming Group, the Archives and Records program was successful in securing a National Archives of Australia Ian Maclean Award (<http://www.naa.gov.au/about-us/research-grants/ian-maclean/index.aspx>) to build the simulation. The AE2, an early generation submarine, successfully penetrated Turkish defenses on the first day of the Gallipoli campaign in 1915, and was subsequently lost in action. The project will build an Internet-deliverable 3-D simulation of the submarine using serious gaming methods. The online experience of users will be shaped by interaction with digitised copies of archives and records. The program team is being led by Games Programming Coordinator, Dr Martin Masek, with assistance from fellow SCSS academics Associate Professor Phil Hingston and Dr Mark Brogan.



Australian Navy Submarine AE2: Australian War Memorial Reference ID H17538

Digital recordkeeping and security studies

In 2010, Archives and Records at ECU will be joined by a new addition to the program, a specialisation in digital recordkeeping and security studies. The new specialisation, which will be implemented initially in graduate coursework programs, will offer students the opportunity to acquire new knowledge and skills in the allied areas of information security, computer security and digital forensics. The new program is expected to expand the archival diplomatics knowledge base of graduates into the digital domain generating new career and professional development opportunities for graduates.

Public Record Office Victoria

Correspondent: Allison Hunter

Historic Plan Collection

The Historic Plan Collection of Victoria's Department of Crown Lands and Survey (and its predecessors) is arguably one of the most valuable collections of maps and plans in Australia. Amongst its 9,000+ plans are Robert Hoddle's 1837 layout of Melbourne's grid and the surveying map showing the Black-Allan line, showing the boundary between Victoria and New South Wales.

In a project commencing in October 2008, Public Record Office Victoria's (PROV) volunteers have listed every map and plan in the collection. Those too large to be kept in archival map sleeves were encapsulated in mylar.

Final checking of the data is now being undertaken. This data will, for the first time, be downloadable and searchable on PROV's website, assisting researchers to identify items of interest (which can be viewed on microfiche in PROV's Victorian Archives Centre Reading Room in North Melbourne) by their location, title, surveyor or content.

Exhibitions at the Old Treasury Building

The Old Treasury Building, located in Spring Street, Melbourne, is pleased to announce that it will be delivering a series of exhibitions

of Public Record Office Victoria material. The exhibitions will focus on complementing the historic nature of the Old Treasury Building and provide material which will be of interest to all groups including schools visiting the building.

The first exhibition to be held at the Old Treasury Building will open in May 2010. See the PROV website for opening times.

Hamer Awards

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

Awards are made to agencies achieving the following objectives:

- preservation of records of permanent value, including adherence to Public Record Office Victoria records management standards and ensuring government accountability; and
- innovations in records management practices, including efficient delivery of service to clients and facilitation of access to current information in a cost-effective manner.

Award nominations are considered by an awards judging committee consisting of members of PRAC, PROV, the Records Management Association of Australasia (RMAA) and the Australian Society of Archivists Inc. (ASA).

This year's awards were held on 20 May. Information about award winners is located on the PROV website at <<http://www.prov.vic.gov.au/events/rmham.asp>>.

Public Record Office Victoria presents records management training
Public Record Office Victoria is pleased to announce the recordkeeping awareness and records management training schedule for the first half of 2010.

This series of training courses is ideal for those who work with recordkeeping in the government and not-for-profit sectors.

Visit the PROV website at <<http://www.prov.vic.gov.au/records/training/>> to access further information on the complete training calendar up to June 2010, course descriptions and details on how to register your place.

Victorian Recordkeeping Standards: shape up

Last year, PROV established a project to create a new, comprehensive suite of standards for good recordkeeping in the Victorian Government. PROV has secured additional funding to resource a dedicated project team comprised of a senior project manager, two senior project officers and a training development officer. The project will develop 7 new standards, supported by 20 specifications, which will detail mandatory compliance requirements for all Victorian Government agencies under the *Public Records Act 1973* (Victoria). A set of 37 guidelines and fact sheets will be developed to support the specifications. Training courses and materials will also be provided to assist agencies to implement the new standards.

The standards products are structured around seven key areas of recordkeeping: strategic management, operations management, capture, control, storage, access and disposal. All products aim to reflect best practice recordkeeping and are being developed in collaboration with recordkeeping professionals across the state to ensure they are relevant and can be implemented. Individuals and organisations can get involved in the creation of these new standards through advisory groups, public exposure drafts, a public blog and a series of city and regional consultative forums.

To find out more about the Recordkeeping Standards project, please visit the PROV website at <<http://www.prov.vic.gov.au/recordkeepingstandards/>>. On this site you can review the standards framework and our progress to date. You can also access our blog to review and comment on draft standards. If you are interested in this project, please subscribe to our monthly newsletter for regular updates.

PROV hopes that this project will deliver a strong framework to improve the standard of recordkeeping, and to protect and preserve the history and memory of the Victorian Government.

State Library Victoria

Correspondent: Sandra Burt

News

A number of projects and new initiatives have been taking place over the last twelve months in the Australian Manuscripts collection at the State Library of Victoria. Final approval has been given for the use of Archivists Toolkit (AT), an open source data management system designed specifically for the management of archive collections. AT allows for complete accessioning, the production of fully encoded lists, and the generation of MARC catalogue records. We are still in the early stages of learning to use the full functionality of this system but it clearly has the potential for turning collection management and cataloguing into a seamless process.

Since the middle of 2008 reference inquiries at the State Library of Victoria (SLV) have been managed by RefTracker software. This has made it easier not only to communicate with patrons but enables other staff to check on the progress of inquiries and to confirm receipt. Electronic finding aids and copies of letters can be readily attached so the entire 'paper' trail is documented in a single system.

In September of this year a very fruitful collaborative project between the eScholarship Research Centre (eSRC) at the University of Melbourne, and SLV came to end. Over the past two years SLV has hosted a team of archivists from the eSRC working on-site processing a number of important personal papers of high-profile Australian scientists. These collections are now housed in the SLV collection.

There are also a number of other projects that have been either completed or are underway at SLV. One of the most notable is that dealing with the Coles Myer collection. Comprising over one linear kilometer, the Coles Myer retail collection is the largest single collection housed at SLV. Since January 2009 the residual records from Coles Myer – over 160 linear metres of paper records and objects – have been fully listed and re-housed.

In December 2008, SLV transferred on long-term loan the records of the Aborigines Advancement League. Recently the manuscripts team was joined by Library Technician Domenica Macheda who will be spending two-and-a-half days per week, over the next twelve months, processing this 54 linear metre collection. The rest of Domenica's time will be spent on library work in the manuscripts collection.

Beginning in September, Librarian Greg Gerrand is now working three days a week on an encoded listing and digitising project involving the BA Santamaria papers. The Port Phillip Papers digitising project is winding up at the end of September which is timely as project manager Shona Dewar is going on maternity leave. Much has been accomplished in the last three years and the results can be seen at <http://www.slv.vic.gov.au/about/pastfuture/future/digitising/portphillip.html>.

Shona received a great deal of assistance from our dedicated volunteers who tirelessly transcribed crabbed and cross-written documents to provide the invaluable transcripts.

The next collection earmarked for digitising are the diaries of Joseph Jenkins, the Welsh Swagman. Covering the period 1869-1894, they provide an invaluable commentary on his everyday working life and public affairs as he travelled around Victoria. Many of his Welsh poems are included. The original diaries are in a very fragile state and digitising them is the perfect way to make them readily accessible.

Recent additions to the collection

Papers of Ray Parkin: comprising the personal papers of Ray Parkin and including his wartime diaries, correspondence, artwork and other unpublished material such as short stories, poems and philosophical writings. The papers also include the original manuscripts and drafts for the *Wartime Trilogy* and *HM Bark Endeavour*.

Papers of Joseph Brown: the recent death of Dr Brown lends an added dimension to this collection which includes records of his business activities and philanthropic activities.

Records of the Wandiligong Preservation Society (WPS): these records cover the many activities engaged in, and public battles fought, by the WPS, to improve and retain local landmarks and vegetation.

Papers of Richard McGarvie: these papers cover the various aspects of McGarvie's career including his time at the Bar and as Governor of Victoria.

Records of the Universal Science Group: the records of an alternative spiritual healing group which operated out of a private home in Elsternwick in the 1940s and early 1950s.

State Records NSW

Correspondent: Jim Sinclair

Future Proof – State Records Digital Records Strategy

During 2009 State Records NSW (SRNSW) developed and ran a pilot version of a new training course 'Managing digital records'. This course will be run for public sector personnel during 2010. The digital records strategy Future Proof has a blog and during 2009 established a Twitter account from which news and useful links are regularly disseminated. Also during the year a shortened version of the NAA/CAARA Data Stewardship Residential program was run internally as part of SRNSW's internal capability building strategy. There were 16 delegates from all program areas of SRNSW in attendance.

Recordkeeping products

During 2009 a number of new publications were produced including a guideline on managing digital records, a guide to implementing the standard on digital recordkeeping, a revised guideline on the destruction of records, and a checklist for assessing business systems. In 2009 SRNSW commenced a review of the General Retention and Disposal Authority for Local Government Records. This review and revision work will be completed during 2010.

Events

On 2 September 2009, SRNSW held a successful Recordkeeping and Conservation Qualifications Showcase with 115 visitors from the NSW Government, the Australian Government and private sector organisations. Representatives from universities, the vocational education and training sector, and professional associations were on hand to provide information on the wide range of recordkeeping and conservation qualifications available. In addition, three regular Records Managers Forums were run during the year and were well attended.

A land fit for heroes

SRNSW, together with the Department of Veterans Affairs, is a Linkage partner in a project funded by the Australian Research Council, Monash University and the University of New England. The aim of the project is to examine the history of soldier settlement in NSW, which is a virtually untouched field in the state's environmental, social, political and cultural history. The project will focus on the many thousands of files in the NSW state archives relating to the men and women who took up land as soldier settlers after World War I. SRNSW has developed and is hosting a website as part of its contribution to the project. The site *A land fit for heroes?* (<http://soldiersettlement.records.nsw.gov.au/>) is dedicated to the memory of post-World War I Soldier Settlement in NSW. *A land fit for heroes?* was launched on 8 December 2009. In association with the project, SRNSW Volunteers have been listing the records relating to soldier settlement in SRNSW custody. Once this work has been completed the lists will be available on the SRNSW website.

Lachlan Macquarie: visionary and builder

SRNSW's latest addition to its digital gallery is a display titled *Lachlan Macquarie: visionary and builder*. The display went live on 1 January 2010, 200 years to the day after Lachlan Macquarie became Governor of New South Wales. The online exhibition showcases a selection of documents sourced from the state archives collection, which have been digitised and transcribed. They provide an insight into Macquarie the

builder, the visionary and the man. Each month a document in the gallery is being highlighted. These are the highlights to date: an 1820 government/general order about road rules, directing all vehicles to be driven on the left side of the road; an 1810 proclamation by Macquarie to the citizens titled 'Illicit Intercourse, evils arising there from'; and a letter concerning Lachlan and Elizabeth Macquarie's son, also named Lachlan, who fell ill with 'worm fever', causing them enough concern for a trip to Newcastle to be postponed. The online display has received official endorsement from the Macquarie 2010 Committee.

Archives Outside blog

SRNSW has successfully launched a new blog, Archives Outside which is available at <<http://archivesoutside.records.nsw.gov.au>>. The blog focuses on generating information and discussion about archival collections held in New South Wales and their content, care and management. Its aim is to create a collaborative, supportive space for those who care for small to medium sized archival collections. A wide variety of topics are covered. We recently featured a blast from the past with a look back at the Archivist and the Aardvark comic strip which has starred in previous SRNSW publications, available at <<http://archivesoutside.records.nsw.gov.au/the-archivist-and-the-aardark-a-comic-strip/>>, while our guest blogger Bea Scanned took us behind the scenes during the development of an online exhibition to celebrate Macquarie 2010, available at <<http://archivesoutside.records.nsw.gov.au/creating-a-digital-gallery-part-1-the-planning-committe/>>. Participation from all keepers and users of archives is welcomed.

National Archives of Australia

Correspondent: Elizabeth Nannelli

State and territory office co-locations

In late 2009 the Australian Government, as part of its Mid-Year Economic and Fiscal Outlook statement announced that the National Archives of Australia (NAA), along with other government agencies, was required to find budget savings. To achieve these savings, the

NAA decided to reduce service costs in Canberra and close its offices in Darwin, Adelaide and Hobart over the next two-and-a-half years as building leases expire.

However, on 23 February 2010 the Minister responsible for the NAA, Senator the Hon. Joe Ludwig, responding to stakeholder concerns announced that instead of closing the three offices the NAA would maintain a physical presence in every state and territory. The stand-alone offices in Darwin, Adelaide and Hobart will remain open until a permanent solution involving co-location with a local organisation has been found.

Negotiations with local organisations in Darwin, Adelaide and Hobart are currently well underway. The NAA will also be pursuing co-location options in other states.

Personal records donation from William Robertson

Recently, Mr Bill Robertson CBE, OBE (Mil) MC donated to the NAA a memorandum dealing with his termination as Director of the Australian Secret Intelligence Service (ASIS) in November 1975. The document was written in 2009 and is Mr Robertson's personal recollection of the events of October–November 1975 when he was dismissed by the then Prime Minister Gough Whitlam. This document is available in the Canberra reading room and complements the official records already in the custody of the NAA.

Other important additions to the NAA holdings of personal papers were received from the Hon. Michael Kirby AC, CMG, and the new Australian Ambassador to the United States of America, the Hon. Kim Beazley AC.

Stanley Melbourne Bruce: Prime Minister & Statesman

The NAA's latest temporary exhibition, *Stanley Melbourne Bruce: Prime Minister & Statesman*, was launched on the evening of 10 December 2009 in the company of special guests Lady Anne Synnot, great-niece of Ethel Bruce, and Mark Colvin (ABC Radio *PM* presenter), great-great nephew of Ethel Bruce.

Drawn from the extensive Bruce collection of the NAA, *Stanley Melbourne Bruce* provides a window into the life of the man Robert Menzies referred to as 'probably the outstanding Australian of our time'. The exhibition features items such as the Freedom of the City of London casket and parchment, Bruce's Privy Councillors Uniform and his Viscount parchment and seal.

The NAA's Imaging Services team has also generated 3-D 'virtual reality' images of eight objects online and four items within the exhibition, which enables visitors to the exhibition and online to view all sides of specific objects.

The exhibition is open to the public in Canberra, ACT until 30 May 2010.

Release of the 1979 Cabinet records

On 1 January 2009, the NAA once again released thirty-year-old Cabinet records, with the records of 1979 coming into the open period. 1979 was the middle year of the second term of the Fraser Government. Fraser had a comfortable majority in the House of Representatives and control of the Senate, but the opinion polls were less encouraging.

For a full description of the Cabinet records, including indexes, registers and records of meetings, see the NAA's Fact Sheet 246, available at <<http://www.naa.gov.au/about-us/publications/fact-sheets/fs246.aspx>> or the 1979 Fraser government introductory page at <<http://www.naa.gov.au/collection/explore/cabinet/by-year/cabinet-records-1979.aspx#section1>>.

Memorandum of understanding – Kakadu National Park

A Memorandum of Understanding for the custody and management of cultural material from Kakadu National Park was signed by National Archives of Australia Director-General Ross Gibbs and Peter Cochrane, Director National Parks, Department of Environment Water Heritage and Arts, at South Alligator, Northern Territory on 16 February 2010. The signing was attended by National Archives of Australia Advisory Council member Dr Mickey Dewar, the Kakadu Bininj Heritage Management Committee and the Kakadu Board of Management.

Keeping family treasures

The NAA's latest publication *Keeping family treasures* is a preservation guide for people who are interested in the best way to store their family keepsakes, including, books, letters, photographs, film and objects. The book, launched as part of the NAA's national open day Shake Your Family Tree, features insights from Margaret Fulton, actor Alice Garner and Andy Muirhead (from the ABC show *The collectors*). *Keeping family treasures* is the second in a series that began with the publication *Family journeys: stories in the National Archives of Australia*.

International Council on Archives (ICA) Brisbane Congress 2012

Planning for the ICA Brisbane Congress 2012 is moving full steam ahead. Whilst in Brisbane as a keynote speaker for the joint ASA/ARANZ/PARBICA 2009 Conference, Dr David Leitch, Secretary-General of the International Council on Archives (ICA), attended the Steering Committee meeting for the ICA Congress. The meeting was also attended by representatives of all archives and records professional and industry bodies in Australia, and of the ICA regional bodies in South East Asia (SARBICA) and the Pacific (PARBICA).

With the Brisbane Convention Centre and Brisbane City Marketing, Margaret Kenna, Deputy Secretary-General, ICA Congress 2012, showed the ICA Secretary-General the facilities and accommodation proposed for the 2012 Congress. Margaret was also 'host' for David's visit and showed him the sights of Brisbane. Margaret also managed the NAA/ICA Congress 2012 stand at the conferences.

PARBICA recordkeeping for good governance train the trainer project

The NAA was funded by AusAID's Pacific Governance Support Program to develop 'Train the Trainer' guidelines for the Pacific Regional Branch of the International Council on Archives (PARBICA). These guidelines form part of the PARBICA Recordkeeping for Good Governance Toolkit, which has been developed by the NAA and Archives New Zealand using funding from both AusAID and New Zealand Aid.

The Train the Trainer package was piloted at a workshop hosted by the National Archives of Papua New Guinea in Port Moresby on 14–15 September 2009. The workshop was attended by over 50 employees from various agencies of the Papua New Guinea Government. The guidelines were then launched at a PARBICA workshop in Brisbane on 13 October, which was attended by over 50 members of PARBICA in addition to some senior Pacific human resource managers arranged in cooperation with the Australian Public Service Commission.

Check-up 2.0

Check-up, originally released in 2007, was developed by the NAA as a business information tool for Australian Government agencies to assess the current state of their information and records management practices. A review last year indicated that Australian Government agencies had found it very useful and identified a number of enhancements.

Development of Check-up 2.0 is underway. The questions have been thoroughly reviewed to reflect a more integrated approach to digital information management and to encompass some recent government initiatives. Requirements from other agencies have also been incorporated so that Check-up 2.0 will more fully represent whole-of-government records and information management requirements. This is in keeping with a recommendation from the Australian National Audit Office in 2006.