

News Notes

Edited by Helen McLaughlin

Australian Manuscripts Collection, State Library of Victoria

Correspondent: Sandra Burt, Acting Manuscripts Librarian

Staff changes form the main basis of our news at the moment. Librarian Greg Gerrand left Manuscripts in February to take up a position as a project officer for the Heritage Collections. Lucy Shedden, who had been back-filling Shona Dewar's maternity leave, was the successful applicant for the vacancy. We welcome Lucy who brings with her 20 years of experience with the Australian History and Literature team.

In June we welcomed librarian Lucie Goudie who continues to back-fill Shona's position. Library technician Linda Notley from Document Supply is working with us two days per week on a 12 month secondment.

Our volunteers continue to transcribe the diaries of Welsh swagman Joseph Jenkins and we hope to see them online soon.

Also in progress at the moment is the digitisation of the Burke and Wills collection which, when completed, will be of great interest to the many followers of the expedition. The original *Terra Incognita* website has been updated and expanded and can be found at <http://burkeandwills.slv.vic.gov.au/>.

Manuscripts librarian Kevin Molloy and librarian Sandra Burt have both given papers on genealogical resources in the Australian Manuscripts Collection. Kevin at the Jewish Genealogical Conference on 9 March 2010, and the Irish Ancestry Seminar on 8 August 2010. Sandra gave her paper at the Family History Feast held at the State Library of Victoria on 2 August 2010.

Recent additions to the collection

Papers of Faye Dumont. A collection of material relating to two very large choral and orchestral performances held at the Exhibition Buildings as part of the bicentennial celebrations in 1988 and Victoria's 150th: *Australia-Australia*, and *Victoria-Victoria*. Faye has worked on Melbourne's music scene for decades, principally in the area of choral music and choirs, in both performing and educational roles.

Papers of Elsa Davis. Elsa was a popular performer, occasionally appearing on the *Don Lane Show*. She was also declared a vexatious litigant, her failed marriage to John Isaacs, brother of former Governor-General Sir Isaac Isaacs, sending Davis and Sir Isaac into a legal battle that lasted for years.

Records of Gordon Care. Further records of a children's welfare organisation.

Papers of Pam Baragwanath. Consisting of material relating to Pam's extensive research into Australian Mechanics' Institutes over the last 20 years.

Papers of Grace Fraser. Consisting of architectural landscape drawings and files.

Public Record Office Victoria (PROV)

Correspondent: Allison Hunter, Senior Project Officer, Recordkeeping Standards

Ballarat Archives Centre Reading Room refurbishment

The Ballarat Archives Centre Reading Room was refurbished in August 2010. When it re-opened on Monday 30 August an entirely new-look reading room with new carpet, new furniture and a new front desk was revealed.

New Delivery Procedures at Ballarat Archives Centre and Victorian Archives Centre

- Users can now request eight (8) records for delivery per day
- Users can now have up to 24 records on order at any one time
- There will now be two (2) deliveries to the reading room each day
- Orders made by 8:00 am will be delivered at 10:30 am
- Orders made by 11:30 am will be delivered at 2:00 pm

To save time we suggest that public users order their records online at <http://www.access.prov.vic.gov.au> before visiting one of our reading rooms. This ensures records will be available for their visit, and reduces their number of research trips.

Government agencies accessing closed records via courier are not affected by the changes, but agencies ordering open records to view in reading rooms need to order according to the new delivery times.

Victoria 175 Grants

The Victoria 175 grants have now closed. All submissions received have been processed and confirmations of receipt sent. Successful applicants were announced in September and can be accessed online at http://www.prov.vic.gov.au/CommunityCollections/Victoria175_HistoryGrants.asp.

Veteran heritage workshops at VAC

In August, Public Record Office Victoria hosted a free one-day workshop for RSL memorabilia officers and volunteers from community organisations that care for veterans heritage collections. The workshop aimed to improve their skills and knowledge to help them preserve this important material for future generations.

Liz Beattie, Parliamentary Secretary for Veterans' Affairs, opened the event. Attendees toured the repository and heard speakers from PROV, National Archives of Australia, Museums Australia, the Department of Community Development and Planning, and the Royal Historical Society of Victoria.

New Places of Deposit appointed

Six new community heritage groups have been appointed as Places of Deposit:

- Morewell Historical Society
- Waranga Regional Tourism Association and Goulburn Diggings Research Centre
- Romsey and Lancefield Districts Historical Society
- East Loddon and District Historical Society Inc
- Elmore Progress Association Inc Museum
- Keilor Historical Society

Standards update

The Victorian Recordkeeping Standards for Strategic Management and for Disposal are now available. We hope that you find these standards and their supporting documentation to be clear, relevant and practical.

PROV would like to thank everyone who contributed to the development of these documents, and in particular to members of our Strategic Management Advisory Group, and Disposal Advisory Group, for their valuable assistance.

The Strategic Management Standard suite consists of the following documents:

- Strategic Management Standard
- Strategic Management Specification
- Records Management Policy Guideline
- Managing Records of Outsourced Activities Guideline
- Key Performance Indicators Guideline
- Writing a Business Case Guideline
- Records Management Strategy Guideline
- Records and Risk Management Guideline
- Stakeholder Engagement Guideline

- Recordkeeping Responsibilities for Heads of Departments and CEOs Fact Sheet
- Recordkeeping Responsibilities for Public Sector Employees Fact Sheet
- Recordkeeping Responsibilities for Volunteers Fact Sheet

The above documents are now available for download from PROV's website at <<http://www.prov.vic.gov.au/records/standards.asp#SM>>.

The Disposal Standard suite consists of the following documents:

- Disposal Standard
- Developing Disposal Authorities Specification
- Implementing Disposal Authorities Specification
- Developing an RDA Guideline
- Destruction Guideline

More documents will be added as they are completed and approved.

The above documents are now available for download from PROV's website at <<http://www.prov.vic.gov.au/records/standards.asp#Disposal>>.

The Strategic Management and Disposal Standards were officially launched by the Auditor-General Des Pearson and Keeper of Public Records Justine Heazlewood on Monday 23 August 2010.

VERS Vendor Update

The PROV Victorian Electronic Records Strategy (VERS) compliance team works with vendors that wish to achieve certification against the VERS Standard (*PROS 99/007 v.2 Management of Electronic Records*). The team also regularly reports on vendor progress towards certification to interested stakeholders in the Victorian Government.

The VERS Vendor Update report provides information regarding vendor activity with regards to achieving VERS compliance within a particular month.

Further information about compliant products and products undergoing compliance is located on PROV's website at <<http://prov.vic.gov.au/vers/assessment>>.

Monthly VERS vendor reports are now available for download on PROV's website at <http://www.prov.vic.gov.au/vers/assessment/vendor_report.asp>.

Remodelling of transfer service

A major review of PROV's transfer approach and processes has been undertaken. The transfer service will now be remodelled, in line with the findings and recommendations of this review. An implementation plan is under development in order to deliver a program of change over the next 3 years.

Transfer program

The transfer program is extremely busy with many digital and paper transfers underway and planned. A major success has been the transfer to PROV of over 110,000 digital records from the Bushfire Royal Commission as VERS Encapsulated Objects (VEOs).

Victorian Electronic Record Strategy refresh

PROV's Victorian Electronic Record Strategy (VERS) is being redeveloped to ensure it remains relevant and to drive the next stage of its implementation across Victorian Government agencies.

Consultancy program

Recent major consultancy projects delivered for agencies include a *Web Archiving Strategy*, *RM Toolkit for Process Management* and a *Guideline on Digital Records and Collaborative Workspaces*.

Research Centre, Australian War Memorial (AWM)

Correspondent : Tim Roberts, assisted by Robyn Van-Dyk and other Research Centre colleagues

Published and digitised collections

The Australian War Memorial has reached a significant milestone in the implementation of the digital asset management system (DAMS) component of the enterprise content management project. Commencing in August, a half million photographs and over two million digitised pages from documents have commenced migration to our new DAMS. We estimate that this process will take up to three months of almost continuous processing. The AWM's new DAMS will manage our preservation and access images including born-digital collections, photographs, records, film and sound recordings. Due for implementation in December 2010, the DAMS integrates with our existing collection management databases and includes automated asset processing, digital asset ingestion and deployment including bulk import of assets and metadata, capture metadata and management of security considerations.

Staff changes – retirement and new Head of Research Centre

In July this year, and after many years at the AWM, Margaret Lewis retired from her job as Head of Research Centre and also from work life in general.

Starting in August this year, the new Head of our section is military historian Dr Peter Pedersen, the former Acting Section Head of the AWM's own Military History Section. Peter has some earlier career ties to the AWM, after doing research for a book on General John Monash. Prior to joining AWM staff in 2008 as a Senior Historian, he served in command roles in the Australian Army and was a political and strategic analyst in the Australian Office of National Assessments. He has also led many battlefield tours and written – and continues to write – books on Australian military history.

Research Centre talks during Floriade

During this year's Floriade spring flower festival (11 September – 10 October) and the ACT and NSW school holiday period, the Research Centre's Information Services staff presented a series of free half-hour talks on various aspects of Australian military history, including: codes, commemoration, aerial photography in World War I and the Women's Auxiliary Australian Air Force (WAAAF) in World War II. All talks were presented in the Research Centre's reading room facility between 29 September and 8 October.

State Records Authority NSW

Correspondent: Jim Sinclair, Executive Officer

New online modules for records management

State Records New South Wales (SRNSW) has produced 6 new e-learning modules available from our Training Resources Centre webpage. The modules have been designed for different audiences, including the nominated senior officer responsible for records management; records managers and records management staff, and action officers in the New South Wales (NSW) public sector. The courses cover several topics and include: recordkeeping and digital recordkeeping concepts; framework for recordkeeping in the NSW public sector; managing email; and the role of the nominated senior officer. SRNSW has already received positive feedback on these modules and we plan to add new topics.

Records Management Assessment Tool

SRNSW has developed a new Records Management Assessment Tool. The self-assessment tool can be used by NSW public offices to assess their conformity with requirements of the *State Records Act 1998*, standards issued under the Act, and the capacity of the organisation in achieving best practice records management. The new tool has been made available as an exposure draft until early 2011 so that agencies can provide us with feedback on it.

Future Proof – SRNSW digital records strategy

During the year two short publications were produced – *How to avoid information loss in the digital age* and *Managing recordkeeping risk in the cloud*. These two-page leaflets were specifically designed to provide concise advice, suitable for both records management and information and communication technology (ICT) professionals, on specific topics relevant to the management of digital records. During July–August SRNSW conducted an online survey of ICT attitudes to recordkeeping. The results of the survey will be used to develop better communications between ICT and recordkeeping professionals, and to facilitate a dialogue that aims to promote cooperation and collaboration to meet common business goals.

In 2010 SRNSW introduced a new records management training course on digital recordkeeping to our suite of training. The course – *Managing Digital Records* – provides participants with an understanding of some of the frameworks and tools required to manage digital records appropriately. It is also designed to help participants to understand and implement the requirements in SRNSW's *Standard on Digital Recordkeeping*.

Historical land title records

In a joint initiative with the Land and Property Information Division of the Land Property Management Authority (LPMA), SRNSW will be providing access to historical land title records in both reading rooms at online kiosks. The records available, Crown plans, charting maps and old form Torrens registers, have been progressively conserved and digitised by the LPMA. Once only available at or through the LPMA, these important records provide a wealth of information about local, family, house and property history.

Online microfilm of shipping lists

We recently completed a pilot to test the feasibility of large scale digitisation from microfilm. As the first part of the project we digitised microfilm copies of: Persons on bounty ships (Agent's Immigrant Lists), 1838–96 (NRS 5316); Persons on bounty ships arriving at Port

Phillip, 1839–51 (NRS 5318); and, Germans on bounty ships, 1849–52 (NRS 5320). Users can identify the relevant date and ship through our online indexes to immigration and shipping by scrolling through the digital copies of these lists, ship by ship, just as they would if they were going through a microfilm in the reading rooms. It has proved so popular with researchers we are identifying more series to digitise.

SRNSW online indexes

SRNSW has improved searching and copying options for our online indexes. Indexes for a variety of convict records series have been integrated allowing users to trace an individual through the convict system and identify all relevant records with one search. We have also streamlined copying options for online copying services by providing a shopping cart that allows users to add multiple copy requests from multiple indexes. This means users need only submit one copy order for all copies and for one administration charge.

In Living Memory exhibition

After 17 venues and two and a half years, the *In Living Memory* tour of photographs from the records of the NSW Aborigines Welfare Board (1919–1966) is nearing the end of its journey around NSW. The collection of 1,000 photographs includes images of summer camps, weddings and official visits. In addition there are more personal photographs of young Aboriginal women in service. The images have produced strong emotions in community members and there is intense interest in the future of the exhibition from Aboriginal people throughout NSW. Rather than preparing for the exhibition to close, SRNSW has begun preparing for the next stage of its development. The exhibition team is once again consulting with families, Elders and communities connected to the photos, and tour venues to find ways of keeping the exhibition alive in the community for future generations.