

BOOK REVIEWS

SCHELLENBERG, T. R. *The Management of Archives*. N.Y. and London, Columbia Univ. Pr., 1965.

A new book by an acknowledged leader in the field of archives must be of interest to all in the profession and Australian Archivists, having a heightened interest in Dr Schellenberg because of his visit here 11 years ago, were naturally looking forward to the publication of this his most recent work. The book contains a full definition of archival principles and techniques in the United States as applied to both public and private records. It is a handbook of archival methods both past and present: it deals exhaustively not only with the methods that the author would have adopted, or that have been adopted successfully, but with the methods which in the history of archival techniques have not worked. Because it is a description of the North American scene there are many areas that are of more theoretical than practical interest to Archivists in this country. With this in mind then, it is profitable to speculate whether it is in spite of this, or because of it, that the author's strong plea for standardisation in archival methods should go unheeded.

The book is divided into two almost equal parts—the development, and the application, of principles and techniques. In Part one the author discusses, from an historical angle, the various methods adopted in the United States for the arrangement and description of state and federal records, and the archival methodology that resulted. The part played by historical societies, and by libraries in influencing archival development in the United States is of particular interest, describing as it does a situation quite different from the one that existed in Australia. This explains also the strong emphasis put on finding aids, and on arrangements for easy access. The emphasis is on providing records for historical research, the factor that Sir Hilary Jenkinson places only second in his duties of an Archivist. Dr Schellenberg names three factors that promoted and assisted the growth of archives and archival techniques this century—pressure by the American Historical Association, a significant growth in the volume of records produced, and the broadening of historical interests leading to the acquisition of many different kinds of records.

In the second part of the book the author treats in detail the arrangement of archives from their division, on organisation and function, to their physical arrangement on shelves. Very little is left unsaid. Private papers and manuscript collections are also dealt with, as are pictures and maps (here called cartographic records). Two chapters are also devoted to indexes and to the preparation of lists and calendars. In the discussion of all these practical details the author holds up for emulation library methods and standardisation. He considers that true professional status will come to Archives only when a high degree of standardisation, as in the library field, has been generally accepted. Some of the detail could perhaps be dispensed with, as for instance, "Manuscript collections should be shelved so that space is utilized progressively as material is received", or "Material that is larger than average in size should be shelved separately if it cannot be shelved conveniently with the average sized material to which it relates". The omission of such statements could have only one effect, to make the book shorter.

Dr Schellenberg has given a short "Explanation of Terms" at the beginning of the book. There is a useful index and a selective bibliography

of recent American books and articles that relate to the methods of managing documentary material. The notes for each chapter are collected together at the back.

A. L. Green

Guide to the State Archives of New South Wales. Record Group NCE. Council of Education, 1866-1880. Preliminary inventory. The Archives Authority of New South Wales, Sydney, 1964.

Record Group NAU. Auditor-General, 1824-1884. Preliminary inventory. The Archives Authority of New South Wales, Sydney, 1964.

These two parts to the *Guide to the State Archives of New South Wales* were issued late in 1964 and mark a significant advance in the descriptive programme of the Archives Authority of N.S.W. The inventory relating to the records of the Auditor-General was prepared by Miss Dawn Morgan, B.A., and that relating to the records of the Council of Education was initiated by Miss Margaret Bull, B.A., and the preparation was completed by Mr A. J. Hutchins, B.A. The preliminary inventories previously issued by the Archives Authority have related to Census records, Naturalisation and Denization records, and records of the Commissariat. The one now issued relating to the Council of Education will presumably be of more general interest and a quick perusal of the introduction makes it quite clear that a considerable amount of investigation has been done into a subject that has attracted a great deal of interest as a field for academic research in recent years.

The record group NAU (Auditor-General's Department) is not a large one. The sum total linear measurement of the records described is no more than ten feet. The value of the preliminary inventory however lies, not so much in the descriptions of the records themselves, as in the other information here presented. There is a list of related series in other record groups, and a useful glossary of accounting terms, the definitions being culled, not only from standard works of reference in the accounting field, but also from contemporary archival sources, thus assuring that the appropriate meaning, as understood in N.S.W. at the time the records were compiled, is conveyed. There is an introduction twelve pages in length, under the title "History of the Auditor General's Department", which traces the development of the Department up to 1856, and gives a lot of other useful information about the accounting methods used in the N.S.W. Colonial Service, and the inter-relations of Imperial and local departments. There is also a brief "appendix" on the location of the actual offices used by the Colonial Treasury and the Auditor-General. A table shows the "staff turnover" in the Audit Office, 1826-52, with the names of officers, and the dates when they held their appointments, done in such a way that one can discover who was in office on any one date. The inventory of records of the Auditor-General occupies only fifteen pages, and because there are only thirty-two different series, this is almost certainly adequate. Most of the records were transferred from the Auditor-General's Office (presumably to the Mitchell Library) in 1921, and one assumes that officers of the Archives Office have enquired as to whether there is a possibility of further accession.

The preliminary inventory for the Council of Education is arranged on more conventional lines, with supplementary tables and other appendices *after* the main description of the records. The Introduction is a comprehensive analysis of the development of education from the administrative

view-point over the period 1848-80, and it gives a good deal of information on the dispute between nationalists and denominationalists. There seems to be only one series of records (NCE/20) which pre-dates the establishment of the Council of Education, and one wonders where one would have to go to find information on the establishment of schools before 1866, and on educational policy generally, especially as the one earlier series is of such a small size. The records of the Colonial Secretary's Office, one assumes, would contain information about education prior to 1866. It appears that there were also two boards prior to 1866, one responsible for National Schools, and one for Denominational Schools. It would be interesting to know where the records of these two Boards are now held. Even in certain outlying parts of the Colony of New South Wales, which were in 1859 separated to make the new Colony of Queensland, there were schools established under the aegis of the two Boards, and to-day there are in existence, amongst the accumulation of records of the Education Department, certain documents dating back to pre-1859 unenlightenment.

The records of the Council of Education were apparently arranged in a complex manner. The "letters received" series (NCE/1) seems to have been interfiled with examiner's reports and memoranda received (NCE/2), with pupil-teacher applications and reclassification reports (NCE/5), with inspectors' itineraries and weekly diaries (NCE/6), with letters and memoranda received from inspectors (NCE/7), with applications for employment (NCE/10), with letters received from government departments (NCE/11), with letters and memoranda received from office staff (NCE/12), and with other, smaller, series. The archives office has done well to sort out all this confusion. Detailed lists (called shelf lists) are included in the preliminary inventory to show the covering dates for individual items or, where applicable, the content in other terms of the items. All told, this is a valuable part of the *Guide to the State Archives of New South Wales*, and will be of great assistance to any person studying education in N.S.W. in the period in question.

List of Series Titles in the Archives Office of New South Wales. The Archives Authority of New South Wales, Sydney, 1965. [This work, a copy of which has been sent to us for review, is mentioned in Miss Lukis's article "Archives in Australia; 1955-1965: Retrospect and Prospect", printed elsewhere in this issue. With these comments, the present reviewer is in agreement].

R. C. Sharman

DIRECTORY OF ARCHIVES INSTITUTIONS

At the Annual Meeting of the Section held in Canberra this year, it was agreed that Mr G. L. Fischer should compile, on the Section's behalf, a Directory of Archives Institutions in Australia. This will provide information on the names of the principal archives institutions in Australia, the names of their principal officers, their addresses, an outline of their holdings and other data of significance. Would those who receive a request from Mr Fischer on these matters please co-operate in the interests of the profession in Australia?