

## GENESIS OF A COLONIAL SECRETARY'S OFFICE

### The Queensland Colonial Secretary's Office and its records, 1859 - 1898

by

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Robert George Wyndham Herbert, Queensland's first Colonial Secretary, was appointed by warrant under the Queen's Sign Manual, dated 30th August, 1959<sup>1</sup>. Herbert, together with the first Governor, Sir George Ferguson Bowen, arrived in the Colony on 10th December, 1859. The *Government Gazettes* of 10th and 17th December contained notices of Herbert's appointment to the positions of Colonial Secretary and member of the Executive Council respectively. Bowen, however, made it clear to the three members of his first Executive Council that continuation of their appointments was conditional on their being returned to the Legislative Assembly in the May 1860 elections and on their maintaining the confidence of the Assembly<sup>2</sup>.

Although Bowen argues that he was personally responsible for the structure of the various ministerial departments<sup>3</sup>, the real architect, at least as far as the Colonial Secretary's Office was concerned, appears to have been Abram Orpen Moriarty, a New South Wales civil servant of thirteen years' experience, who accompanied Bowen and Herbert from Sydney. Moriarty was appointed to the positions of Acting Private Secretary to the Governor, Under Colonial Secretary and Clerk of the Executive Council, and often worked without intimating in which of these capacities he was acting. Moriarty relied heavily on his New South Wales experience in determining administrative procedures and record-keeping practices.

The structure of the Colonial Secretary's Department established in the early months after Separation, and remaining almost unaltered throughout the period covered by this study, was one that facilitated the creation of new, separate, ministerial departments. Under the immediate control of the Colonial Secretary was a small head office with a number of first, second and third grade clerks, each with a specific function. It is the records preserved in this office that constitute the Colonial Secretary's Office record group.

The Colonial Secretary had under his control a large number of sub-departments which had a certain degree of autonomy, and were capable of creating and preserving their own records. Each had an identifiable head, either an individual or a board, and it was required of this sub-departmental head that all major, including monetary, decisions be referred through the head office to the Colonial Secretary.

In 1859 the Colonial Secretary's area of control was defined negatively in that he was, for all intents and purposes, responsible for all matters affecting the Colony that were not the responsibility of the Colonial Treasurer or the Attorney-General. He had thus under his purview education, defence, immigration, livestock, lands, works, law enforcement (including courts of summary jurisdiction presided over by police magistrates) the registrarship of births, deaths and marriages, communications, health and welfare, and such miscellaneous matters as the Botanic Gardens and the Meteorological Observatory.

The first formal definition of the Colonial Secretary's functions was contained in a notice published in the *Government Gazette* of 2nd April, 1862. Prior to this date the Post Office, but not the Electric Telegraph, had been placed under the control of the Colonial Treasurer, and a separate Department of Lands and Works had been established.

The details of this notice are worth describing at length, not only because they reveal the functions of the Colonial Secretary's Office and consequently the likely content of its records, but also because the functions of the office remained remarkably constant during the period under study. The notice stated that the Colonial Secretary was "charged with the business connected with" . . . legislative matters, naval and military establishments - including the Volunteer Corps - foreign correspondence, immigration, land orders, electric telegraph, police - including petty sessions and the native police - gaols, medical establishments - including quarantine, vaccinations and lunatic asylums - registration and statistics, municipal institutions, government printing, colonial stores, proclamations, commissions and other instruments under the Great Seal of the Colony, naturalization of aliens, ecclesiastical establishments, public education, hospitals and charitable institutions, the Savings Bank, Aborigines, remission and execution of sentences, and "all other matters of internal arrangement not confided to any other minister".

In addition the Colonial Secretary was responsible for the "supervision and control" of the following departments – the Immigration Board, the General Superintendent of Telegraphs, the Registrar General, Police Magistrates and Clerks of Petty Sessions, the Commandant of the Native Police Force, Visiting Justices and officers-in-charge of gaols and lunatic asylums, the Health Officers and the Government Printer. The Colonial Secretary was also empowered to write to a whole range of officials both inside and outside the Colony. Perhaps the most important of these was the Colonial Agent (later Agent-General) in London. The Agent-General was responsible for the commercial interests, and the furtherance of the immigration policy in Europe, and by the 1880s had become the alternative to the Governor as an official channel of communication with the Imperial Government. Unlike the position in other Colonies, the Colonial Secretary was not made the sole channel of communication between the local resident and the Governor. He was also expressly forbidden from corresponding with benches of magistrates on legal matters.

No attempt was made to change the basic concept of the Colonial Secretary's position until 1886, although there were changes resulting from the rapid development of the Colony in the eighteen-sixties and -seventies. Education was removed from the Colonial Secretary's control in 1876 with the establishment of the Department of Public Instruction, taking over from the Board of General Education which had been formed, and placed under the general oversight of the Colonial Secretary, in 1860. Scab Inspectors, appointed to administer the Scab Act 1860, an act passed to halt the spreading of the disease known as "Scab" in sheep caused by the scap insect (*Psoroptes communis*), were made responsible to the Treasury in 1864, and the Meteorological Observatory was placed under the Post Office in the same year. The Postmaster-General also gained control of the electric telegraph system in 1867. Gold Field Commissioners, who first appeared in the Colonial Secretary's Civil List for 1863-64, were placed under the control of the Department of Lands in 1867, and then transferred to the Department of Public Works in 1868. With the purchase of the Queensland Government schooner *Kate* in 1869, the business connected with government vessels was placed in the hands of the Colonial Secretary's Office.

Up until 1886 the position of Colonial Secretary was normally held by the Leader of the ministry, whose popular designation was "Premier", though no such portfolio existed officially. The exceptions to this norm accounted for only seven years of the period 1859-86, and were confined to such short-lived ministries as the first Macalister ministry (Feb-July 1866) and the Thorn ministry (June 1876-March 1877) where strong political considerations dictated an alternative allocation of ministerial positions. By 1884, the then Premier and Colonial Secretary, Samuel Walker Griffith, was speaking of the need to separate the administration of the internal and the external affairs of the Colony<sup>4</sup>. The separation was effected in 1886 with the creation of the portfolio of Chief Secretary. The Chief Secretary was responsible for matters connected with legislation, defence, foreign correspondence, immigration, and commissions and other instruments under the Great Seal. He was also empowered to correspond with the Agent-General in London and with the Government Resident at Thursday Island<sup>5</sup>.

Despite the creation of this ministerial position, no separate administrative structure was established, and it was arranged that all the work of the Chief Secretary would be executed in the Colonial Secretary's Office. No separate group of records was created, and series of records which had been established and added to as "Colonial Secretary's" series were maintained and extended by exactly the same administrative procedures even though the responsibility for the transactions documented in them was nominally that of the "Chief Secretary". Strictly speaking the Colonial Secretary's office record group for the period 1886 to 1898 could be thought of as an amalgam of the Colonial Secretary's and the Chief Secretary's records, but there is little internal evidence that the division between functions was taken very seriously in the administrative office itself.

A major addition to the work of the Colonial Secretary's Office was made in 1891 when the Colonial Secretary was made responsible for the administration of the various Divisional Boards (i.e. rural local government) Acts. Whereas municipal corporations (i.e. metropolitan and provincial urban local government bodies) had been the responsibility of the Colonial Secretary's Office from its inception, divisional boards (precursors of present-day shire councils) had, from the passing of the first Divisional Boards Act in 1879, been placed under the superintendence of the Department of Public Works. By placing all local authorities under the control of the Colonial Secretary, recognition was given to the changing nature of these authorities from being mere road-construction and bridge-building bodies, to being ones that were concerned with all aspects of the citizen's life that could be dealt with at the local level.

In 1894 the responsibility for the administration of the offices of the Registrar of Titles, Patents and Friendly Societies was transferred to the Attorney-General. In 1896 the title of the position of Colonial Secretary was changed to Home Secretary. Although this did not imply any immediate change in the functions of this position, it did foreshadow the final separation of the administration of the "internal" and "external" affairs of the Colony two years later.

The *Government Gazette* of 9th July 1898 contained a notice dated two days previously announcing the establishment of the Chief Secretary's Department. The work previously carried out for the Chief Secretary in the Colonial (Home) Secretary's Office was from this date executed in a newly-established department. This can best be seen as the end of the Colonial Secretary's Department as it had existed since 1859. The lineal descendant of the Colonial Secretary's Office exists today as the Department of Health, while the Chief Secretary's Department survives as the Premier's Department. Unlike other States Queensland does not have separate portfolios of Premier and Chief Secretary.

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The record-making and record-keeping procedures of the Colonial Secretary's Office maintained a remarkable consistency throughout the period from 1859 to 1898. Practices borrowed from New South Wales and used by Moriarty remained in evidence in several Queensland government departments well into the Twentieth Century.

The key record series is that of the in-letters, or letters received. From this series various registers, indexes, and special subsidiary series were developed. In evidence before a select committee on government departments, Moriarty, while giving evidence on the duties of second-class clerks, made the following points:

The duty of one is to keep a register of all documents coming into the Colonial Secretary's Office - to keep the records in fact. All documents

are numbered and an abstract of their contents is entered in the register. These form a complete record of all correspondence in the office. I must state that if I had not thought the Colonial Secretary's Office likely to extend in its operations, it is probable that there would not have been such a detailed system of record adopted. But I have endeavoured from the first to provide such a system as would be complete hereafter.<sup>6</sup>

In-letters were registered and arranged by a method commonly known as the annual single number system. Each in-letter, on registration, was given a distinctive number for identification. As the last two figures of the year were prefixed to the number, the numbering system began at 1 each year. Thus the eight hundred and twenty-third item received in 1876 was given the number 76/823. Under the number 76/823, entries were made in the register showing the date the letter was written, and the date it was received (registered), the name or official position of the writer, an abstract of the letter's contents, and a statement as to how it was dealt with. Out of this system developed the practice of grouping together items of inward correspondence which referred to the same transaction, and the method adopted was that of placing earlier letters under later ones - that is, of "top-numbering" the files. Thus if there were a later letter on the same transaction as 76/823, that earlier letter would be filed with the later one on the same matter, and there would in fact be no correspondence filed under 76/823, though of course the register entry would remain.

To enable the clerk to locate 76/823, a further entry would be made in the register to show that the correspondence was linked up in this way, so in the course of time it was necessary to have two additional columns in the register, - one to show what later correspondence number (if any) was given to related letters, and one to show what earlier correspondence number (if any) had been given to earlier related letters.

At the same time that registration took place, index entries were made in a separate bound volume, the normal type of index volume having been provided with thumb tabs for the letters of the alphabet. But whereas the registers show the link-up with earlier and later letters on the same transaction, it is rare for the indexes to give such an indication. The indexing was almost invariably according to the name, or the title, of the writer of the letter - *i.e.* it is not a subject index. As time went on it became the practice to incorporate a certain type of form or subject approach in the allocation of indexable headings, thus words like "Tenders", "Naturalisation", "New Guinea", "Immigrant Ships" appear along with words indicating official positions of writers of letters. But the normal practice was for one entry only for each inward letter in the index, so when a letter was received from, say, the Attorney-General about proceedings to be taken against the master of a migrant vessel, the clerk had to decide between "Attorney-General" and "Immigrant Ships" as the proper indexing heading. The use of separate indexes disappeared after 1877, as will be explained below.

The use of the file-building, or "top-numbering", method grew apace in the

1880s and 1890s, and in many cases large cumbersome files were the result. The process of searching the registers became more time-consuming, and presents quite a challenge to the scholar today. If the only approach the clerk could in those days use (or a scholar today can use) was to search the index for the period when he knew correspondence on the transaction had begun, he may have had to peruse many entries indeed until he came across an indication that the file-building was complete - i.e. until he came across entry in the register showing him that no subsequent correspondence was received on the transaction he was tracing. The search may take him through as many as one hundred entries, and may extend over several years, and therefore require reference to several different registers. Even when the searcher finds the correct number (according to the register) for the filing-away of the correspondence, there is still a strong possibility that the letters themselves will not have been filed away under that number. Some explanation for this will be given below.

The difficulty that clerks had in tracing entries through registers when the correspondence had become extensive probably explains the creation of separate "batches" for matters of major administrative concern in the period. Correspondence was normally registered in the same way, even for these "batches", but the actual letters were not put away in numerical order, but were placed in separate bundles which were described in terms of such expressions as "New Guinea batch", "Shearers' Strike, 1891, batch", "Chinese Immigration batch", etc. Another very practical reason for the creation of these special batches is the sheer physical bulk of the special files. The annual single number system was breaking down, though it is interesting to note that methods of registration did not change, and a good proportion of the inward letters - on those transactions which were soon completed - were both registered and filed by the old system for many years after the creation of the batches indicated some of its major shortcomings. These batches are filed today in the Queensland State Archives as a miscellaneous correspondence series. Examples are given in Appendix A.

Certain series were created which were exceptions to the rule that batches were created on the basis of particular transactions; amongst these is a series of despatches from the Agent-General in London, and a series of correspondence records dealing with local government. In both cases the receipt of letters is registered in much the same way, and normally in the same registers, as ordinary in-coming letters. The first example is one of the series being created because of the origin of the letters, and the second an example of the formation of a series because of its subject content. Despatches written by the Agent-General (COL/75 - 128) cover the periods December 1869 - December 1871, January 1873 - January 1888, and April 1888 - December 1895. After 1895, the Chief Secretary's Department assumed separate responsibility for correspondence with the Agent-General, so the despatches from that date form a series of Premier's Department records. With regard to records relating to the central control of local government, it has already been pointed out that the Colonial Secretary's Office took over this function in 1891. Correspondence respecting

this activity was kept in a separate series (COL/01 - 93) in which the individual letters were filed alphabetically, according to the names of the local government authorities. Some of the correspondence dates back to the early years of local government in Queensland, as it was taken from existing files in the annual single number system of in-letter arrangement, and placed in the new series, for ease of reference. Its covering dates (1861-1929) indicate that its constituent parts pre-date the decision to establish the series, and post-date the change from Colonial Secretary's Office to Home Secretary's Office. In more recent years, a Department of Local Government has been created to handle this function of administration.

Another record practice, use of which increased with the years, was that of sending files out of the department under blank cover. A file so transmitted from the office was described as being sent out "Under B/C". In more recent years the expression has come to mean any memorandum from one department to another, but the existence of the practice in the unsophisticated days before it was realised that it would be wise to keep a copy of anything so forwarded is important. Obviously a file sent out under B/C will not be available in the records of the sending department, unless it was later returned. Even if it was returned, it is not always easy to trace such a file through the registers, for its return may be delayed for some months, and when it is returned the clerk may not have noted earlier entries in the register to show that it came back. The sending of a file by B/C often explains the present-day scholar's difficulty in tracing files. Similarly, a file may be difficult to locate, even after a patient search of the register, if in the course of its being handled it has come apart - for instance the top letter may no longer be the latest letter, so it might have been (in violation of the "top-numbering" rule) filed away under some number other than the latest. Or the breaking apart of a file may result in what appears to be two files - one part filed away under the latest number, and one other under some earlier number. File jackets or folders were not created, and apart from a search through the registers the only evidence upon which a clerk could allocate a file to a particular bundle was the notation on the top letter. Frequently a file, passing under a blank cover from department to department would bear the register numbers of several different departments. As an example it might have been the case that letters bearing shall we say both the Colonial Secretary's and the Lands Department's notation have been filed away in the Colonial Secretary's Office in-letter series according to the Lands Department's number. A strong argument in favour of the centralisation of all government records in one archives institution is the obligation upon the archivist in many cases to search registers of correspondence from several different departments before he can locate a particular item.

The Queensland State Archives has the series of general inward correspondence (COL/A) from 1859 to 1898, though a few bundles were lost in the department before transfer took place. What appears to be the complete series of miscellaneous correspondence (batches), and most of the Agent-General's despatches, are also held. These three series, together with the series related to

local government, cover the whole range of Colonial Secretary's activities, but it remains to be shown to what extent reference to these is facilitated by means of registers and indexes.

The registers of inward correspondences, to which reference has already been made, were geared to provide the maximum possible use within the department of the correspondence records. Thus they contain details as to the sender of the letter, in what capacity he wrote, the date of sending and receipt, the progressive number and, where relevant, the previous and subsequent numbers, the subject of the letter and necessary information concerning action taken on the letter: to whom it was referred, the date of reply, and in which series of letterbooks (*i.e.* of outward letters) the reply is copied. Each register was compiled on an annual basis, and until 1877 had a separately bound index. The only exception was the first register, which covered the period 10th December 1859 to 31st December, 1860, and had an index bound in with it. After 1877 the registers became self-indexing, and the separate index disappeared. The principle adopted here was to combine in one series the index and the register, entering letters, not in one consecutive series according to their numbers, but under previously selected headings - the same headings, in fact, as were used in the index prior to 1878. Thus the annual single number system became more complicated, and nearly belied its title. For, to find a particular entry in the register, it is no longer sufficient to know merely the number and the year. Letter no 456 of 1878 (78/456) may have been from the Immigration Agent, and to find the entry for it one has to turn to that part of the self-indexing register where a thumb tab indicates letters from the Immigration Agent are entered. The numerically succeeding letter, 78/457, may have been from the Governor, and to find this one must turn to that section of the register where letters from the Governor were to have been entered. Letters from a member of the general public are entered in an alphabetical section, and are distinguished by the initial letter of the sender's surname. The Queensland State Archives has a complete set of the registers and indexes for the period of this study.

Although extensive minuting occurs on the inward correspondence records, no attempt was made by the Colonial Secretary's Office to keep copies of outward correspondence with the in-letter series. Instead, bound volumes, either of handwritten copies or of "press copies" were kept, to which access was facilitated by indexes, in a form very much like the self-indexing registers described above. Each outward letter was entered singly, and no attempt was made to link it up with the files that were being created out of the in-letter series. To begin with, one series of letterbooks was maintained (COL/R), the series having been started on Queensland's "birthday", 10 December, 1859. At this stage, press copy letterbooks had not been invented, and so full copies of outward letters were transcribed by hand. From the beginning of 1861, a second series of letterbooks was begun, this one being devoted to letters written to addresses outside the Colony. This series is now classified as COL/P. It is likely that at the same time a series of letterbooks containing copies of letters to other departments was



started, as the Archives holds indexes to such letterbooks, but the earliest item in the series of letterbooks themselves begins in 1865. Therefore, for the period 1861-72 (probably), and certainly for the period 1865-72, there were three main series of letterbooks – “Miscellaneous” letterbooks, (the successor to the general letterbook started in December, 1859), Letterbooks of extra-colonial letters, and Letterbooks of letters to other departments (COL/Q). From 1872, the series of extra-colonial letterbooks was split into two, with the creation, from July of that year, of a special series devoted to letters (despatches) written to the Agent-General in London; these being the outward series corresponding to the despatches received from the Agent-General, mentioned earlier in this article.

The picture is further complicated by the existence throughout part of the period of differentiated letterbooks of parallel series, one series consisting of press copy letterbooks, and one of manuscript ones. It seems probable that some officials distrusted the new-fangled press copy method (a mistrust that 20th Century archivists believe was only too well founded) and insisted on the retention of the manual system of copying, along with the new method. At all events, from 1871-1876 (though the date coverage varies with the three series) there are both press copy letterbooks, and manually entered ones, for all three of “Miscellaneous”, extra-colonial and departmental letterbooks. From January 1877 it was decided to unite two outward letter series in one, that is, a general letterbook series was begun (COL/G), and it was only the copies of outward letters to the Agent-General in London and those to addresses outside the Colony which were thought of as being sufficiently important or distinctive to have series of letterbooks to themselves. The Agent-General’s letterbooks (COL/N) continued till the end of 1896, when the function was taken over by the Premier’s Department. The indexes to these various series of letterbooks are by no means complete, and further confusion is provided by the fact that, though the two local differentiated series of letterbooks were discontinued at the end of 1876, the indexes to the different types of letters are still described by the old “Miscellaneous”, and departmental titles until the end of 1883, a series of general indexes to outward letters (COL/H) having been started in 1884. There is a list in Appendix B to this article, giving fuller details of letterbook series. It may offer some comfort to the research worker when he is told that in the normal course of research work he seldom has to refer to letterbooks, for notations on the in-letters themselves usually give a sufficient indication as to what reply was sent.

In addition to these correspondence records, other series from the Colonial Secretary’s Office are preserved in the Queensland State Archives. The most important of these is a series of Executive Council Minutes referred for attention to the Colonial Secretary (COL/E). These cover the period 1867-1898. Alphabetical registers provide convenient finding-aids to these minutes. Unfortunately, the registers for the period 1869-70 have not been transferred to the Archives, and are presumably no longer in existence. Appendix C contains a selective list of Colonial Secretary’s items, other than correspondence records, in the Queensland State Archives.

Some indication of the importance of the records in the Colonial Secretary's Office record group can be gained from the selective listing of "batches" in Appendix A. It should not, of course, be assumed that the subjects covered in these special batches were the only ones with which the Colonial Secretary had to deal, nor that all that was originally in the general in-letter series on the subjects indicated by those batches has now been removed from the general in-letter series. In fact, until about the middle of the 1870s the general in-letter series is quite comprehensive, and there were no special batches. Appendix A is offered as a suggestive list only, and there is nothing exhaustive about it.

The position of the Colonial Secretary in Queensland was to some extent analogous with that of the corresponding officer in each of the other Colonies. During much of the time the Colonial Secretary was also Premier; he was thus first among equals in Cabinet, and the views he recorded on incoming correspondence have some value in any study of the political, social and administrative history of the time. On the other hand it must be emphasised that the records of this Office in the Archives are not the personal or semi-personal papers of individual political leaders. They are very much the administrative records of a department of the Government. Private letters, political reminiscences, personal diaries and social background material are lacking. The job of creating the record was that of the Under Secretary - he referred those matters to his ministerial head that required ministerial approval or comment. But he did not regard himself as a personal secretary to the minister, nor as a father-confessor. Nor did he, a career public servant, usually record his own personal feelings.

The parallel with other Australian Colonies can be dangerous unless one remembers that, for the entire period of Queensland Colonial history, the Colony was administered under the system known as responsible government. Though Bowen saw himself as the progenitor of Queensland, there was never any stage at which the Northern Colony was administered by an autocratic governor. It follows therefore that the Queensland Colonial Secretary's records are not those of an official who could be described as general secretary to the government. This description could be applied to the records of colonial secretaries offices in the other Colonies prior to the granting of responsible government. Queensland became a separate entity, and adopted a system of Parliamentary Government, at virtually the same time. The Colonial Secretary was responsible for many of the odds and ends in the administrative field, but from the beginning he had no jurisdiction (though, especially while he had the position of leader of the government as well, he may have had influence) over such fields as the Crown Law Department and the Treasury. Gradually, as separate departments such as Lands and Works, Education, Mines, Postmaster-General's Department and Railways were created, the Colonial Secretary became responsible for a shrinking field of administrative matters.

The records which have been the subject of this article have been used in a number of research projects. Even before the establishment of the Queensland State Archives in November, 1959, they were available for research projects,

though on a rather unsatisfactory basis. Accredited research students were allowed to visit the old South Brisbane Court House, in Colchester Street, where they were housed in a first floor room more remarkable for the presence of dust than the availability of a good source of lighting. The greater part of them was transferred to the Archives in 1960, though other items were subsequently located in the custody of other departments, and some were deposited for a time in the Library of the University of Queensland, whence they were ultimately removed to the Archives. As they were arranged and more fully described, they became of increasing importance as research materials for a study of Queensland history, and they will doubtless continue to be used for a great number of research projects. It is the author's hope that a careful reading of this article will enable future research students to understand more fully the ways in which these records may be used to enlighten the study of Queensland history.

## APPENDIX A

### Examples of Series From the Batch System of Correspondence

COL/1-4	Correspondence respecting the annexation of New Guinea and the administration of the Protectorate. 7 Apr 1874-27 Sep 1888. 1' 3"
COL/6	Despatches from the Administrator of New Guinea to the Governor of Queensland, with associated papers. 1 Sep 1888-19 Aug 1891. 4"
COL/8-10	Reports respecting New Guinea, especially concerning customs of the natives, native vocabularies, land tenures, exploration, imports and exports. 1890-94. 8"
COL/13	Correspondence, printed papers, reports and copies of Acts, <i>re</i> the restriction of Chinese Immigration into the Australian Colonies. 1877-94. 3"
COL/72-74	Applications and correspondence <i>re</i> the naturalisation of Aliens under the Aliens Act, 1867 . . . 1867-1903. 7"
COL/139	Correspondence records relating to the supply of rations to the Aborigines. 1888-1902. 3"
COL/152	General correspondence <i>re</i> the Naval Defence Force. 1886-96. ½"
COL/207	Correspondence and papers <i>re</i> the General Election of 1883. 3"

- COL/411-425 Correspondence and papers relating to the Shearers' Strikes, 1891, 1893. 2' 3½"
- COL/01-93 Correspondence records respecting local government. 1861-1929. 30' 10"

## APPENDIX B

### Series of Letterbooks in the Colonial Secretary's Office

- COL/R1-18 "Miscellaneous" letterbooks. (Up to Jan 1861, this constitutes the general letterbook series. Differentiation begins in Jan 1861, and ends with the creation of the General letterbook series in January 1877). 10 Dec 1859-11 Aug 1860, 2 Jan 1861-3 Oct 1865, 3 Jan 1867-30 Dec 1876 (some duplication in the period Apr 1870-Apr 1871, Oct 1875-Jul 1876, owing to existence of press copy and manually entered letters) 3' 7"
- COL/U1-14 Indexes to "Miscellaneous" letterbooks, 1862-64, 1871-83. (From 1877-83, these constitute indexes to the "Miscellaneous" letters in the general letterbooks). 1' 1"
- COL/P1-20 Letterbooks of extra-colonial letters. 3 Jan 1861-31 Dec 1883 (some duplication in the period Apr 1870-Dec 1871 and Jan 1874-Dec 1875 owing to existence of press copy and manually entered letters) 3' 0"
- COL/S1-12 Indexes to extra-colonial letterbooks. 1864-65, 1872-74, 1876-83. 10"
- COL/Q1-19 Letterbooks of letters to other departments. 1 Jan-8 Nov 1865, 3 Jan 1867-19 Dec 1876 (some duplication in the period Apr 1871-Oct 1875 owing to existence of press copy and manually entered letters) 3' 7"
- COL/T1-16 Indexes to letterbooks of letters to other departments. 1864-65, 1872-74, 1876-83 (From 1877-83, these constitute indexes to the "departmental" letters in the general letterbooks)
- COL/M1-25 Letterbooks of letters to the Agent-General. 1 July 1872-31 Dec 1878, 12 Jan 1880-31 Dec 1896. 3' 5"
- COL/N29-35 Indexes to letterbooks of letters to the Agent-General. 1874, 1876-78, 1881-83.
- COL/G1-109 General letterbooks. 2 Jan 1877-24 Jul 1896. 19' 1½"

COL/H1, 14-24	Indexes to general letterbooks, 1884-96 (General letterbooks 1877-83 indexed by indexes to "Miscellaneous" and "Departmental" letterbooks for that period).	
COL/130	Letterbook of letters on public works matters, 15 Mar 1860-1 Apr 1862.	
COL/131	Letterbook of letters sent to the Governor. 14 May 1873-19 Dec 1879.	2½"

## APPENDIX C

### Select List of Non-Correspondence Records of the Colonial Secretary

COL/429	Register of officers. ca 1870-1910	3½"
COL/430	Register of police magistracy and clerk of petty sessions positions, with names of incumbents. ca 1870-87	1½"
COL/441	Register of minutes prepared for Cabinet. 25 Jul 1877-18 Nov 1878.	2"
COL/463	Register of relief given to Aborigines. 1891-96	1"
COL/464	Register of Executive Council decisions and other authorities. Feb 1890-June 1895.	1½"
COL/472	Report of the inquiry into the working of the Agent-General's Office, London. 1880.	1"
COL/E1-190	Minutes of the Executive Council referred for attention to the Colonial Secretary. Jan 1867-June 1896.	51' 6"
COL/F1-15, 19-28	Alphabetical registers of Executive Minutes. 1867-68, 1871-1905.	1' 4"

## REFERENCES

1. Transmitted in Despatch Newcastle to Bowen 1 Sep.1859. No 4 of 1859. Q.S.A. GOV/1
2. Bowen to Newcastle 2 Feb 1860. No 16 of 1860. Q.S.A. GOV/22
3. *Ibid.*
4. Queensland *Parliamentary Debates* . Vol XLIII, 1884, pp 103-4. (This speech contains interesting information on the role of the Colonial Secretary in the ministerial framework of the time).
5. Queensland *Government Gazette* 1 Apr 1886.
6. Minutes of evidence 22 June 1860. Select Committee on Government Departments. Queensland *Votes and Proceedings* of the Legislative Assembly, 1860, p.369.

## G.B.S. AND ARCHIVES

In 1964 at the ICA Congress in Brussels, the President, M.Etienne Sabbe, was at some pains to dispel the popular notion of the archivist as a grey, grubby, wizened old man scrabbling about amid dust and documents in a cellar<sup>1</sup>, in favour of a modern image of an alert young man alive to the problems of current records management and modern scholarship. M.Sabbe's several examples of the popular image seemed to have been drawn from European literature. In contrast with his librarian colleague, the archivist does not seem to be a notable figure in my reading of English literature, and I do not know of any Australian portrayal in literature of the archivist, though the poet, Robert D. Fitzgerald has written about

several stories that have missed  
index card and archivist<sup>2</sup>.

On the other hand, references to makers and users of archives are frequent in all literature. One can think immediately of Sir Joseph Porter K.C.B. in *H.M.S. Pinafore* who 'copied all the letters in a big round hand'. More interestingly, one might wonder whether some Irish repository unknowingly now holds the business archives which George Bernard Shaw made while working in an office as a youth. In some recollections, Shaw writes

I would not engage in manual labour of any kind, and called myself a junior clerk. For £18 a year I filed the incoming letters and found them when required. Of the outgoing letters I took impressions in a copying press before posting them<sup>3</sup>.

It may lighten the archivist's burden of shelving, arranging and listing long