

LIBRARY ASSOCIATION OF AUSTRALIA
ARCHIVES SECTION — NEWSLETTER No. 12
February, 1975

NEWS NOTES

AUSTRALIAN ARCHIVES

Release of Cabinet Records

Records of the Full Cabinet, War Cabinet and Advisory War Council for the period 1942-1945 were released in November 1974. Inventories of items listing these records are available in all branches of the Australian Archives.

Staff

Mr P. J. Scott, Senior Archivist Registration and Disposal Policy attended the International Seminar on A.D.P. in Archives which was held at the University of Sussex from 27-31 August, 1974. The seminar was organized by the Public Record Office. Mr Scott subsequently visited the Public Record Office and a number of other archival institutions including several county record offices. He went on to Paris where he was an Australian delegate at the U.N.E.S.C.O. sponsored Inter-governmental Conference on the Planning of Overall National Documentation Library and Archives Infrastructures held from 23-27 September, 1974. He also visited the *Archives Nationales*. Since returning to Australia Mr Scott has been transferred temporarily to the position of Senior Archivist, N.S.W. Mr B. T. Burne who was formerly Acting Senior Archivist, N.S.W. has returned to Fiji as Director of the Western Pacific Archives.

The Senior Archivist, Reference and Access Policy, Miss T. M. Exley attended the Thirty-Eighth Annual Meeting of the Society of American Archivists which was held in Toronto from 1-4 October, 1974. She went on to represent the Australian Archives at the Fifteenth International Conference of the Round Table on Archives held in Ottawa from 7-10 October, 1974. The theme of the conference was Archives in relation to the public. Miss Exley also visited the Roosevelt Library in New York and the National Archives, Washington where she particularly investigated the administration of access policy and information and extension services.

Mr C. J. Hurley, Senior Archivist, Registration and Disposal, A.C.T. went to London in September on an Australian Public Service Post-Graduate Scholarship Overseas. He is attending the Diploma in Archival Studies at the University College, London, and will later spend several months working at the Public Record Office. Miss M. I. Wheeler is acting in Mr Hurley's position.

Round Table on Archives

A proposal that the International Conference of the Round Table on Archives should be held in Australia in 1977 is under consideration.

Buildings

In 1969-1970, the then Commonwealth Archives Office began to develop a building programme which would up-grade the standard of accommodation and services. The objective of the programme was to provide, in each major centre of activity, modern storage, staff and user facilities. This programme was scheduled over a ten year period and is now beginning to bear fruit.

The final stage of the New South Wales Branches' repository at Villawood is scheduled for completion in June 1975. This will bring the total size of the building to approximately 19 137 square metres including an ultimate storage capacity of some 204 000 linear metres. Facilities provided in the complex include public and official reference and research areas exhibition areas and replay-viewing facilities for audio-visual material. Stage Two storage and user facilities are completely air-conditioned.

The Stage One general storage contains one of the largest automatic mobile storage systems in the world. Other repository facilities include a large climate controlled film-vault, repair and conservation and records processing areas. A "Telelift" document conveyor services all floors of the building including issue points in public research areas. The repository houses extensive holdings of phonograph and tape recordings on behalf of city based agencies including the Australian Broadcasting Commission. To ensure the preservation of this material in a proper environment a replay studio will be constructed in 1975 which will allow for recordings to be transmitted to agency studios in Sydney via direct land line.

It is intended to retain a city office, the present office being situated in Wembley Chambers.

A city office, in addition to the repository at Cannon Hill, will be opened in Brisbane early in 1975. The premises which have been leased in Wharf Street have one floor of storage facilities for records and one for offices and user areas including public and official search rooms.

Tenders will be called for the construction of a new building at Victoria Park in Perth in January 1975. The building will provide for the full range of archives activities and will contain an administration block housing offices, public and official search facilities, seminar room, exhibition area and oral history interview room. The two storey storage area will have 27 400 linear metres of storage space and also a vault, records processing areas and repair and conservation workshop. The building is capable of being entirely duplicated in both storage and public user areas. Provision has been made for later addition of storage of audio-visual records. The building will be completely air-conditioned with special air cleansing equipment. The expected completion date is October 1976.

The South Australian repository at Collinswood which was built in 1966 and extended in 1969 is to be further extended and remodelled. Construction of the extension which is due to commence in the latter

half of 1975, will provide for some 24 300 metres of records and associated servicing facilities including a repair and conservation area and facilities for the storage of audio-visual material.

The existing building, which will be linked to the extension, will be completely remodelled to provide exhibition, reference and guide, control records, oral history interview and search rooms as well as audio-visual projection and microfilm reading areas. The building will be air-conditioned.

THE WOLLONGONG UNIVERSITY ARCHIVES UNIT

The Wollongong University Archives Unit was officially opened on 12th July, 1974. Although archival material has been collected at the College by interested staff and students for several years, it is only since the beginning of 1974 that a suitable repository, with adequate storage space for the whole collection, has become available. The Archives Unit is now located in the basement of the Wollongong City Council's parking station in Kenny Street, Wollongong. The basement covers 3 500 square feet; two-thirds of the area is used for storage, the remaining one-third has been equipped as a work area for the Archives staff and users.

The archival collection at Wollongong University contains: (1) records of the University; (2) records pertaining to organisations, individuals and events of historical significance, with especial reference to the Illawarra region. The majority of the records are in manuscript form (1 500 feet), but the Archives Unit also holds microfilms, photographs, tape recordings and printed matter. The principal non-university holdings relate to the following organisations and individuals: Australasian Meat Industry Employees' Union; Australian Iron and Steel Pty. Ltd. Collieries; Australian Labor Party; Miners' Federation, Southern Division; New Opportunities for Women; Chamber of Manufactures of New South Wales; Shellharbour Municipal Council; Wollongong Hospital; Miners' Federation Women's Auxiliaries; May Day, Wollongong; L. R. Johnson, M.H.R.; South Coast Organisation Opposing Pollution; Kiama Municipal Council; Shoalhaven Teachers' Association; Business and Professional Women's Club of Wollongong; Port Kembla District Hospital; *Illawarra Mercury*; Orient Point; Jack McCabe; P. T. Thorne. Preliminary listings are available for most of the Archives Unit's holdings.

Further information about the Wollongong University archival collection will be gladly supplied. The address is: Archives Officer, Wollongong University, P.O. Box 1144, Wollongong, N.S.W. 2500.

Baiba Irving

ARCHIVES OFFICE OF NEW SOUTH WALES

As usual, developments at Kingswood continue to dominate the activities of the Archives Office. The remaining nine cells of the first stage of the new Repository were formally handed over by the Department of Public Works on 1st November, 1974, and installation of the shelving in these cells is now well under way. Since 1974 rather more

than 22 000 labels and cartons for storage of semi-current records have been issued to departments and approximately 5 000 of the cartons have already been received. In addition it is hoped to commence a major transfer to Kingswood of about 52 000 feet of State archives and permanently valuable semi-current records, half from the Library of New South Wales building and half from the Shea's Creek Repository, early in 1975. This transfer will free much needed space in the Library of New South Wales building now occupied by the Archives Office for use by the Library, and will still leave room for a nucleus of about 20 000 feet of State archives to be kept in the Library building. The transfer will be followed by a reorganisation of the Archives Office which will provide additional accommodation for staff and better facilities for processing of records.

In November 1974 Mr J. S. Partridge was appointed to the new position of Records Manager in the Archives Office. He is responsible for the management of semi-current records in the Government Records Repository and it is already apparent that this new position will produce a marked and sorely needed improvement in control over the storage and disposal of these records.

The Archives Office participated in staffing an information booth and display area situated at "Centrepont" in the heart of the city during Australian Library Week, 16-20th September. Archivists were rostered along with librarians to man the centre between 10 a.m. and 5 p.m. Monday to Friday and on Saturday morning. The staff were kept busy by inviting questions from the public and answering them rapidly by using a land-line telephone linked to the reference unit at the Library of New South Wales, conducting a questionnaire and distributing pamphlets and balloons. As a public relations exercise the project was quite successful and attracted favourable press and radio coverage. From the viewpoint of the Archives Office it was particularly interesting in that while radio advertisements claimed staff at the booth would "compile your family history" we had only one inquiry! Archives staff also prepared and distributed a broadsheet titled *Suggestions on tracing your family history*.

QUEENSLAND STATE ARCHIVES

Transfers received recently include:

Department of Mines—Maps, correspondence and drawings relating to the Gympie Goldfield 1905-1935. (Special access conditions apply).

Premier's Department—Drafts of outward correspondence, Colonial Secretary 1859-63.

Department of Education—College of Art, Brisbane. Rolls 1944-72. Executive Council Minutes 1892-1964.

Department of Justice—Electoral Office official rolls 1969-71.

Department of Works—Series of photographs, major river bridges 1896-1915.

Queensland Government Railways—Plans and specifications for new lines, laid before Parliament 1876-1914.

Some years ago, Robert Sharman commenced an index to entries

in the series of Immigration Registers (1848-1911). This work is being continued and so far we have reached 1886. Work is also continuing on the replacement of the Gall estrays mentioned in the last news notes.

Our staff of graduates has been increased from three to four with the appointment of Mr Clifford Law, B.A.(Hons.). The Archives staff has also recently been augmented by the appointment of an additional Clerical Assistant, Mr Neville Lyon and an apprentice bookbinder, Mr David Sims, as an assistant to Mr James Bruce, our restoration expert.

Recently, control was relinquished of the storage area at the Anzac Square complex in the city. This area has reverted to control by Departments in the complex which hold intermediate records there. Early in 1975 it is likely that we shall be called upon to operate a newly equipped repository for intermediate records, located in the nearby suburb of West End.

AUSTRALIAN NATIONAL UNIVERSITY

Mr Colin Smith, whose appointment was noted in this section in the February 1974 issue, has resigned effective from 17th January, to take up a position with the Australian Archives. His post, which will be advertised shortly (perhaps before this note appears in print) will, if the academic salary review handed down on 11th December, 1974, is not negated by Parliament, carry a salary of \$8,600-\$10,350.

The Archives Officer visited Hobart during December to arrange the microfilming of records of the Tasmanian Trades and Labour Council and will be visiting other centres during 1975 on similar missions. Microfilm will progressively become a more important part of our work as the pressure on space increases. At present it seems unlikely that the repository sought in the A.N.U. submission to the Australian Universities Commission will be approved and space is going to be an increasing problem over the next few years.

Work is progressing on the creation of additional finding aids for publication. The first of these will be a list of organizations, material about which is held in the Archives although the records of the organizations themselves do not reside here. This will be supplementary to the lists of companies and firms and of employer and employee organizations which have been published (more or less) regularly for several years.