

IAN MACLEAN: THIRTY YEARS AN ARCHIVIST

by Alan Ives

In October 1944 the then National Library Division of the Commonwealth Parliamentary Library appointed its first Archives Officer in the person of Lieutenant Ian Maclean, with the intention that he would take up duty on the 29th day of the month. In fact he commenced work on 30th October, 1944, after a period of more than three and a half years of service in the Australian Army. "Thirty Years On" Mr Ian Maclean is currently the Acting Director of that institution of which in a very real sense he was both the founder and the foundation.

The appointment of an Archives Officer in 1944 was a development following the activity generated by the formation in 1942 of the Committee on Collection and Preservation of Historical Records. The Committee first met on 16th July, 1942, and again on 24th August, and 28th August, 1942, after which it changed its name to that of the War Archives Committee. Its Chairman was Dr C. E. W. Bean, leading Australian historian and editor and author of much of the Official History of Australia in World War I. The Secretary of the Committee was A. J. Kenney until he enlisted in the R.A.A.F. in December 1943, and then Keith Smith, both officers of the Prime Minister's Department.

The main Commonwealth archival activities between July 1942 and October 1944 were related to the preservation of war records. An initial survey of methods of record control and types and volume of records held was conducted during the period July to September 1942. In relation to this war time survey, it is interesting to note that surveys of holdings of Australian Government records have been made in 1942, 1950-51 and 1962.

An early step in the process of organising facilities for their preservation was the decision to divide the responsibility for records into two categories, with those of a military nature and primarily resulting from war-time activity to be the responsibility of the Australian War Memorial, and all other classes of records to be the responsibility of the Library Division of the Commonwealth Parliamentary Library. This remained the situation until 1952.

Because of this decision, two different sets of printed notes entitled *Preservation of War Records* (Notes for guidance of Departmental officers) were prepared by the members of the War Archives Committee, by G. M. Long, General Editor of the Official War History, and by staff of both the Library and the War Memorial. These two printed circulars were distributed to Government Departments and agencies from early March 1944 onwards.

Gavin Long, who was attached to the Australian War Memorial as a Second World War equivalent to Dr C. E. W. Bean, issued a printed circular on the subject of *Departmental Histories* on 25th February, 1944. It too was distributed to many Government agencies of all kinds.

Long's own brief, as "General Editor, Official History of Australia

in the War” was such that he was to provide outlines for volumes of that official history, organise access to records and to edit the series as a whole; but he was not permitted to write more than two volumes of the total work.

One aspect of the preservation of records in which Long in particular, but also Dr Bean and the War Archives Committee, played a major part was in respect of war records from the South West Pacific Area. These records were of all kinds, from printed documents to photographic materials and maps. For example, a great deal of data on Papua and New Guinea was collated from such records after the war and was of considerable influence in the re-establishment of civilian order and control in the Territory.

It was into this area of concern with the collection and retention of valuable war-time records that Maclean came. Maclean’s appointment in October 1944, to the Commonwealth Parliamentary Library where Kenneth Binns was Librarian, and that of Lieutenant Axel Lodewycks in July 1944 as Archives Officer to the Australian War Memorial Board—the Australian War Memorial was then under the charge of Lieutenant-Colonel J. L. Treloar—were the first steps towards the actual creation of a formal archival system for the control of Commonwealth Government records.

Maclean’s *curriculum vitae* shows a remarkable degree of versatility: an Arts degree with honours in Classics and Ancient History from “The Shop” was well matched by Half Blues in Cricket and Rugby Union. He was also a member of the Melbourne University Historical Society. Maclean’s career since then, apart from service during World War II in the Australian Army as an Artillery Officer and a term in Bangkok from late 1968 to 1973 with S.E.A.T.O., has been as an Archivist and Records Management specialist at all levels of the structure which since 7th March, 1974, has been known officially as the Australian Archives.

Apart from his principal role on the Archives stage in Canberra, Maclean has been an active element in another part of the Canberra scene. Since his early days in Canberra, Ian Maclean has been a very keen and enthusiastic member of the Canberra Repertory Theatre. For a time during the Sixties he was President of the Society and since his return in 1974 he has rejoined the Society. His roles have included parts in Gilbert and Sullivan Operettas, not the least of these being a part in the Mikado, where his penchant for disposal scheduling could, perhaps, have been put to best use as the Lord High Executioner?

It is not the intention here to provide an historical survey of the thirty years 1944 to 1974. Such a survey must await a more appropriate moment.

However, let it be said that archival institutions in Australia have been surprisingly active despite the usual problems of lack of staff, space, money and most important of all, legislation. One concrete product indicative of this activity has been a considerable output of written work, much of it printed only as working papers. A great deal of this material has never actually been published. Many of these items have been unearthed during the compilation of a substantial “Bibliography of writings on Australian archives and manuscripts” in

the broadest sense, including works theoretical and practical by Australian archivists and manuscript librarians, and guides of all kinds produced by them.

The standard of work produced has been on the whole, high, and shows a real depth of conceptual understanding as well as a considerable local practical application. The bibliography referred to above now contains over 6000 items, and this in itself shows a strong current of professional interest in the field of Australian archival principles and practice.

A small segment of the bibliography shows the breadth of Maclean's interest and influence. As a conclusion to this brief anniversary comment there is appended a partly annotated list of the extant, but not necessarily published works of Mr Ian Maclean, whose appointment thirty years ago, in October 1944, formally established an Australian Federal Government interest in this Country's archives. Perhaps the first Australian archival *festschrift* would be an appropriate tribute to the first professional Archivist of the Australian Government.

A Bibliography of the Known Writings of Ian Maclean

1945

1. [Two points of view: the form Australian War Memorials should take.]
Typescript transcript, 5 pp.
Talk on Radio 2CA.
Australian Broadcasting Commission. Canberra.
2. [First Annual] Report of the National Library Archival Authority.
Processed, 3 pp.
[Commonwealth National Library. Archives Section. Canberra.]

1946

3. [Second] Annual Report of the National Library Archival Authority.
Typescript and Processed, 8, 6 pp.
[Commonwealth National Library. Archives Section. Canberra.]

1947

4. Work in Archives, 1939-47.
British Records Association, London.
Reprinted from: The Year's Work in Librarianship.
Under "British Commonwealth" there is treatment of both the (Australian) Commonwealth and the State Archives—part of which was written by Maclean, pp 43-48.
5. Report on Archives overseas from documentary evidence, with application to Australian conditions.
Typescript, 43 pp.
[Commonwealth National Library. Archives Section. Canberra. 1947?]
6. [Third] Annual Report of the National Library Archival Authority.
Processed, 8, 8 pp.
[Commonwealth National Library. Archives Section. Canberra.]

1949.

7. Fourth Annual Report of the National Library Archival Authority.
Typescript, 5, 2 pp.
[Commonwealth National Library. Archives Division. Canberra.]
8. Statement by the National Library Archival Authority; Supplementary to the Annual Report for 1948.
Staff and Accommodation.
Typescript, 2 pp.
[Commonwealth National Library. Archives Division. Canberra.]

1950

9. Fifth Annual Report of the National Library Archival Authority.
Typescript, 15, 6 pp.

- [Commonwealth National Library. Archives Division. Canberra.]
1951
10. Procedure for disposal of Departmental records.
Archives Information Circular No. 2.
Processed, cover, 6, 3, 3 pp.
[Commonwealth National Library. Archives Division. Canberra.]
 11. Records disposal and archival procedure. Lecture to P[ublic] S[ervice] B[oard]
Administrative Training Course.
Typescript, 4 pp.
[Commonwealth National Library. Archives Division. Canberra.]
1952-1957/58
 12. Because Maclean was Executive officer of the Commonwealth Archives Committee during the period in which the six annual reports were published, and although the attribution is not absolutely positive, it is more than probable that he contributed significantly to each of them.
 - (a) First annual report of the Commonwealth Archives Committee, covering the period from commencement to [30th] June, 1952.
Processed, cover, 5 pp.
Canberra, October, 1952.
 - (b) Second annual report of the Commonwealth Archives Committee, covering the period from 1st July, 1952, to 30th June, 1953.
Processed, cover, 3, 2, 2, 2 pp.
Canberra, August, 1953.
 - (c) Commonwealth Archives Committee.
Third annual report, 1953-1954.
Processed, printed cover, title page, 9, 4, 3, 3, 4, 3 pp.
Canberra, February, 1955.
Note: The text of this report relates to the period 1st July, 1953, to 31st December, 1954.
 - (d) Commonwealth Archives Committee.
Fourth annual report, 1955.
Processed, cover, 10, 5, 5, 2, 5 pp.
Canberra, January, 1956.
 - (e) Commonwealth Archives Committee.
Fifth annual report, 1955-1956.
Processed, printed cover, title page, 6, 2, 3 pp.
Canberra, November 1956.
Note: The text of this report relates to the period 1st July, 1955, to 31st October, 1956.
 - (f) Commonwealth Archives Committee.
Sixth report, 1956/57-1957/58.
Processed, printed cover, title page, 8, 2, 2, 1, 2 pp.
Canberra, December, 1958.
Note: The text of this report relates to the period November 1956 to June 1958.
- 1952
13. Progress report for information of members of the Commonwealth Archives Committee [number 1].
Typescript, 1 p.
[Commonwealth National Library. Archives Division.] Canberra.
- 1953
14. Commonwealth National Library Archival Authority: Progress Report No. 2.
Processed, 4 pp.
Commonwealth National Library. Archives Division. Canberra.
 15. Access to Commonwealth Archives: submitted for consideration by the Commonwealth Archives Committee at its 27th meeting, 16th February, 1953.
Processed, 7, 3, 3 pp.
Commonwealth National Library. Archives Division. Canberra.
 16. Commonwealth National Library Archival Authority: Progress Report No. 3.
Processed, 5 pp.
Commonwealth National Library. Archives Division. Canberra.

17. Treatment of non-current records.
Typescript, 9 pp.
[Commonwealth National Library. Archives Division. Canberra.]
 18. Information circular No. 1, prepared for members of the Archives Committee: Facilities for visiting archives repositories.
Processed, 2 pp.
Commonwealth National Library. Archives Division. Canberra.
 19. Principles and practice of archives management as applied to accessioning procedure.
Processed, 2, 13 pp.
Commonwealth National Library. Archives Division. Staff information paper No. 1. [Canberra].
- 1954*
20. Report on the archival resources of the Australian Broadcasting Commission with recommendations for the establishment of preservation procedures.
Processed, 14, 2 pp.
[Commonwealth National Library. Archives Division. Canberra.]
 21. In April 1954, Maclean presented in a series a "Short Lecture course in Archives Administration" to the Library School of the Commonwealth National Library in Canberra. Of the eighteen lectures originally proposed, apparently only eight were prepared in print. Certainly only eight of the lectures are now extant, namely lectures 1 to 4, 7 to 9, and 12:
 - (a) Lecture 1:
Introductory. The significance of archives administration. Processed, 5 pp.
 - (b) Lecture 2:
Traditional theory and methodology, part 1, Definitions and terminology. Processed, 11 pp.
 - (c) Lecture 3:
Traditional theory and methodology, part 2. Quality of archives and responsibilities of the archivist. Processed, 14 pp.
 - (d) Lecture 4:
Traditional theory and methodology, part 3. History of archival theory with particular reference to arrangement and description. Processed, 8 pp.
 - (e) Lecture 7:
Modern Archives Institutions: [Australia]. Processed, 2 pp., *together with* reprints of items on New South Wales, 6 pp; Western Australia, 3 pp.; Victoria, 1 p.; the Commonwealth Archives Committee's First Annual Report, 6 pp.; Tasmania, 3 pp.; and South Australia, 2 pp.
 - (f) Lecture 8:
Modern Archives Institutions: Public Record Office. Processed, 7 pp.
 - (g) Lecture 9:
Modern Archives Institutions: United States and Canada. Processed, 7 pp.
 - (h) Lecture 12:
The selection of records for preservation. Processed, 8 pp.
All [Commonwealth National Library. Archives Division. Canberra.]
 22. Statement of records and archives management practice in the Commonwealth Government.
Processed, 11 pp.: Appendix 1: 73-83 *in* Commonwealth National Library. Archives Division. Proceedings of the Archives Management Seminar. Canberra.
Section 1: Methods of records control in Departments, 73-75; The paper was prepared for the Seminar in mid-July 1954. The Proceedings were published in November, 1955. The paper was issued both as part of the Proceedings and separately.
Section 2: Administrative history, 75;
Section 3: Selection of archives, 76-77;
Section 4: Accessioning, 77-78;

- Section 5: Arrangement, 78-80;
 Section 6: Description, 80;
 Section 7: Reference services, 80-81;
 (a) Provision of general finding aids, 80.
 (b) Provisions of Search Room facilities, 80.
 (c) Bona fides of students and conditions of access to official archives, 81.
 (d) Publication and microfilm copies, 81.
 (e) Exhibitions, 81.
 Section 8: Organization for archival work, 81-82;
 Section 9: Physical custody of archives, 82-83;
 (a) Buildings, 82.
 (b) Equipment, 82-83.
 (c) Repair and preservation, 83.
 Section 10: Co-operation between archival agencies, 83;
 (a) Loan of archives, 83.
 (b) Exchange of description media, 83
 (c) Exchange of professional and technical information, 83.

Note: Enclosures referred to in the Appendix were not included with it.

23. Values for which archives are selected.
 Processed, 4 pp.
 Commonwealth National Library. Archives Division. Proceedings of the Records Management Seminar. Appendix D. Canberra.
 The paper was presented to the Seminar in late July 1954.
 The Seminar Proceedings were published in October 1955.

1955

24. The training of Senior Registry Officers.
 Processed, 7 pp.
 Report of a Study Group, whose members were J. L. McNamara, K. N. Willis, M. C. Law, and I. Maclean, presented to a Conference of Senior Registry officers, Canberra.
25. An outline of public records management.
 Processed, Cover, 8 pp.
 Conference of Senior Registry Officers, Melbourne.

1956

26. Trends in organising modern public records, with special reference to classification methods.
Archives and Manuscripts 1(3): 1-17.
 The paper deals with the work of the "records officer". It is about the types of record that have to be dealt with and the ways in which they are controlled and classified. It relates mainly to Commonwealth records in the Australian setting.
27. Review of "Modern Archives", by T. R. Schellenberg. Cheshire, Melbourne.
Archives and Manuscripts 1(3): 21-24.
 This article is an unsigned review by Maclean of Schellenberg's work. Maclean describes the book as "a comprehensive handbook admirably suited to the needs of a new country". The volume was written as a result of Schellenberg's visit to Australia as a Fulbright scholar in 1954, and is based on the author's long experience in America and elsewhere, as well as on this Australian visit.

1957

28. Modern public records administration and the relations of records officers and archivists, 6-19;
in Archives — Techniques and Functions in a Modern Society. Business Archives Council of Australia, New South Wales Branch, Sydney.
29. [The nature of archives in general and Australian archives in particular.]
 Typescript, 16 pp.
 Conference of Australian Historians, Australian National University, Canberra.

1958

30. Trends in organising modern public records with special reference to classification methods.
Processed, 12 pp. (with errata slip). Canberra.
This paper was first published in *Archives and Manuscripts* 1(3): 1-17, December 1956. See entry number 26.
31. Modern public records administration and the relations of records officers and archivists.
Processed, 14 pp. (with errata slip). Canberra.
This is the text of a paper delivered at Sydney University's Summer School in Archives, as organized by the Business Archives Council of Australia, New South Wales Branch. See entry number 28.
32. Review of the Hoover Commission Task Force Reports and the Grigg Report.
Processed, 5, 7 pp. Canberra.
33. Theoretical aspects of record-keeping.
Processed, 33, 9 pp. Canberra.
This paper deals with the classification processes used in the keeping of departmental records.
34. Classification processes in the keeping of departmental records.
Processed, cover, 13 pp. Canberra.
This paper was intended to summarize and revise where necessary entries numbers: 33 and 37.
35. A suggested technique for classing files.
Processed, 8 pp. Canberra.
36. Comparative review of present scope of registry services.
Processed, 4 pp. Canberra.
37. Subject classification and the control of information. Processed, 7 pp. Canberra.
(Entries numbers 30-37 were course discussion papers prepared for Series B and Series D of the Departmental Registrars' Training Course. Number 30 was document B.1; number 31 was B.33; number 32 was D.1; numbers 33-34 were document 8 (the latter a revised version); and numbers 35-37 were documents D.9, 12 and 17 respectively).
38. Work in Archives, 1948-55.
Reprinted from: *Five Years' Work in Librarianship*: 33-41.
British Records Association, London.
Under "Australia—Commonwealth and States" there are entries for Public Archives (33-34) and Private Archives and Manuscripts (35), and entries for the principal archives institutions. Some of this writing is the work of Maclean.

1958 (1961, 1962, 1963*)

39. Archives.
Australian Encyclopaedia, 1:239-241.
Angus and Robertson, Sydney.
* When the Grolier Society of Australia up-dated in part and reprinted the *Australian Encyclopaedia*, the entry for Archives was left unchanged.

1959

40. First report on overseas scholarship programme containing a general description of scholarship activities and comments on archives institutions visited. Typescript, cover, 7, 49, 30, appendices A' to L.
[Commonwealth National Library. Archives Division Canberra.]
41. Second report following overseas visit of the Chief Archivist of the Commonwealth National Library, containing: Recommendations for future action in respect of Commonwealth Government records and archives.
Typescript, cover, 1, 5, 9, with attachments A to F.
[Commonwealth National Library. Archives Division Canberra.]
42. Interim report on United Kingdom policy on access to official records.
Typescript, cover, 8, 3, 1 pp.
[Commonwealth National Library. Archives Division Canberra.]

43. Interim notes on observations in England.
Typescript, 7 pp., with enclosures. n.p.
44. Circular memorandum on arrangement and description of archives.
Processed, 2 pp. and 5 pp. of attachments.
Commonwealth National Library. Archives Division. Canberra.
The attachments are:
A. Outline of tentative scheme for treatment of archives, 3 pp;
B. [Notes on particular problems], 1 p;
C. Tentative rules for arrangement, 1 p.
45. Australian experience in record and archives management.
American archivist 22(4): 387-418.
"The first part of [this paper] consists of some general observations on the profession as [noted by Maclean] during [his] travels [in 1958-1959]; the second part describes [then] recent developments in Australia; and the third is a hurried attempt to rewrite for American readers the theory of record keeping that was developed in 1958 during a course for record managers in Commonwealth Government Departments. There is also a brief conclusion."
46. [Archives organizations in the Australian Capital Territory.]
Archivum 11:67-68.
The Commonwealth Archives Offices, 67;
The Australian War Memorial, 68;
National Library of Australia, 68;
Australian National University, 68;
Research School of Social Sciences, 68.
- 1961 [?]
47. Archives, 1956-60.
Occasional Publication No. 1.
Library Association, London.
Reprinted from: Lancaster, J. C. (Editor)—Five years' work in Librarianship, 1956-1960.
Section 7, Archives.
Chapter 29, part 6, item 6:
Australia: Commonwealth Archives, 515-516.
- 1962
48. Arrangements for Commonwealth Public Records and Archives problems and Possible Solutions.
Processed, 15 pp.
Inter-Departmental Committee on Commonwealth Archives.
Agenda Paper 1/1. A paper for discussion prepared by the Chief Archivist, Commonwealth Archives Office. Canberra.
49. An analysis of Jenkinson's "Manual of Archive Administration" in the light of Australian experience, 128-152.
in Hollaender, A. E. J. (Editor). Essays in memory of Sir Hilary Jenkinson. Society of Archivists. London. This chapter was also issued as a separate item.
- 1963
50. Access to public records, paper 25, 1-9.
in Impact: Addresses and papers read before the 12th Biennial Conference of the Library Association of Australia. Hobart.
- 1964
51. Inter-Departmental Committee on Commonwealth Archives:
[Report]
Processed, 2, 63 pp.
Canberra.
- 1965
52. Archives and the Jungwirth Report, 35-40.
in Library Services in Victoria—The Jungwirth Report. Adult Education Association of Victoria, in association with the Library Week Committee of Victoria. Melbourne. Maclean's comments make reference to that part of the

- first chapter of Sir John Jungwirth's report on Library Services in Victoria, published in Melbourne in 1964, where there is discussion of the question "Should the Archives Section be removed from State Library control?". Maclean then briefly discusses the question of future control of the public records system.
53. Archives in the machine age, 421-435.
in volume 2 of the papers of the Library Association of Australia, 13th Biennial Conference. Canberra.
- 1967
54. Disposal scheduling in the Commonwealth Government.
Proceedings of a Seminar on Records Management and Disposal Scheduling, 13th February. 20-21.
55. Records managers—a new and profitable career—and responsibilities in records management.
Proceedings of a Seminar on Records Management and Disposal Scheduling, 14th February. 9-16.
- 1968
56. Records management and disposal scheduling.
Local government administration. 13:67-71.
This item is a collected and shortened version of Maclean's two papers presented in February of the previous year as part of Proceedings of a seminar on records management and disposal scheduling held under the auspices of the Local Government Department and the Archives Division of the State Library of Victoria.
57. News from the Commonwealth Archives Office.
Archives and Manuscripts 3(7):38.
This is a brief announcement of Maclean's departure from the then Commonwealth Archives Office for his term with S.E.A.T.O. in Bangkok.
- 1970
58. In memoriam Theodore R. Schellenberg, 1903-1970.
Archival World Leader.
American Archivist 33(2):196-198.
Schellenberg's visit to Australia was of considerable influence on archival development in Australia, and it is this point that Maclean emphasises. Maclean was attached to the Secretariat-General, S.E.A.T.O., at the time of writing.