

NEWS NOTES

Edited by Ann Archer and Stephen Howell

Archives Branch, State Library of South Australia

Correspondent: B.S. Baldwin.

The Principal Archivist, Mr J.H. Love, was seconded in November 1981 to prepare a report on an appropriate new 'legislative framework for archival services and related records management functions'. In July 1982 he completed a 'Proposal for a Bill to provide for better preservation, management and use of public records'. He has subsequently been engaged on administrative planning for both the Archives and the State Library's South Australian Collection.

No move has yet been made to implement the separation of the Archives from the State Library foreshadowed by the Director of Local Government in November 1981. In a media release from the Minister of Local Government on 14 September 1982 it was announced that a special South Australiana library was to be established and that it would include photographs, private archival records and manuscripts. These categories of documents are at present included in the Archives.

A review of the appropriateness and feasibility of a move away from the group system is proceeding. Mr Mark Brogan, who joined the staff in May 1981 after completing his Diploma in Archives Administration, was granted facilities to visit Sydney, Canberra and Melbourne earlier this year to study the series system of control and its compatibility with ADP. He compiled a very useful report.

Archives Office of New South Wales

Correspondent: Michael Allen

Funds have been made available in the 1982/83 financial year for the purchase of a word processor which will primarily be used for the production and maintenance of the *Concise Guide to the State Archives of New South Wales*. The *Concise Guide* was originally published in 1970 and updated by means of quarterly supplements cumulated annually. It is the most important of the Archives Office finding aids, because it is the only one which lists all records held in the State archives. As such, it is both a

vital research tool for members of the public and the basic control system of the Archives Office.

The task of maintaining the *Concise Guide* by manual means has become too costly in terms of staff time and a word processor is seen as the most efficient means of producing a new edition and regularly updating it.

It is planned to produce four editions of the *Concise Guide* a year for internal and Search Room use. In addition it is hoped that a new edition will be available for sale to the public every one or two years.

Another important application for a word processor is to update and assist in referencing the Archives Authority's authorisations for the disposal of records.

In June and July 1982 the staff of the Technical Services Division were mainly involved with appraisal. The single largest appraisal task has been that resulting from the transfer of functions of the Department of Services to other Government departments. In recent months, however, considerable progress has been made in processing. Records processed include: Soil Conservation Service: *Correspondence files*, 1950-67; Industrial Commission: *Transcripts of Proceedings*, c. 1939-66; Lands: *Aerial photographs*, 1948-79; Department of Services: *Bills files*, 1919-82; and Art Gallery of New South Wales: *Trustees' Minute Books*, 1896-1980.

The Archives Office's series of Information Leaflets now numbers 31. Leaflets are published from time to time to provide easy reference to a particular series or subject area. The two most recent leaflets are No. 30: "A Career as an Archivist in the Archives Office of New South Wales," and No. 31: "Preventative Conservation — Basic Conservation Techniques" by John Davies, Curator of Conservation.

The Archives Office has also published colour reproductions of three plans depicting Sydney hotel architecture of the late nineteenth century, from the series: Metropolitan Licensing Court: *Hotel plans* 1887-90.

The Stage II Phase II extension of the Kingswood Repository has been completed except for the installation of shelving. Funds for 60,000 linear metres of compactus shelving has been allocated for the 1982-83 financial year. It is anticipated that the extension will become operational in the latter half of 1983. The provision of this additional space will permit the closure of the Shea's Creek Repository. Hence by late 1983 the Archives office will operate from two locations (The Rocks and Kingswood) compared with four in 1978.

Australian Archives

Correspondent: C.D. Pitson

BUILDINGS AND FACILITIES

• *Official Opening of New Tasmanian Repository* The new complex at Rosny Park, Hobart, was officially opened by the Minister for Home Affairs and Environment, the Hon D.T. McVeigh, MP, on 1 September 1982. Approximately 80 guests attended the function. The ceremony was conducted in the mezzanine exhibition area, and visitors were able to inspect the building and the explanatory displays of the work carried out by Australian Archives. The opening was featured on television and radio news as well as in *The Mercury* newspaper.

• *NSW* Work on the fumigation chamber has commenced to bring it up to standards required by the NSW Department of Health. A temporary records sorting area has been completed. Twelve hundred metres of static shelving to contain permanent archives has been installed. Telecine facilities have been purchased to commence making videotape reference copies of film holdings.

• *WA* The WA Repository will be fully shelved by early 1983, bringing its capacity to 24,498 shelf metres. Containerisation has been introduced to facilitate destruction: an orderly destruction programme has been arranged with AMP, at Spearwood.

• *North Queensland* The telephone number for the Townsville Office given at page 92 of *Archives and Manuscripts*, Vol. 10, No. 1, has now been changed to the following:

Switchboard: (077) 75 3788, (077) 75 3437

Officer in Charge: (077) 75 3708

RECORDS

• *General Disposal Schedule No 10* In the area of records disposal a major achievement has been the issue of GDS 10 — a revised and expanded General Disposal Schedule covering the general administration records of Commonwealth agencies. The new schedule provides broader disposal coverage for many categories of records. Among the more important of these are the records of Royal Commissions and Committees of Inquiry. The Schedule also contains a number of new classes covering subjects ranging from Ministerial Representations to Occupational Safety. It is expected that the new Schedule will make a significant contribution to the records disposal programmes of Commonwealth agencies.

• *NSW* Recent transfers include records of the Public Inquiry into the Monopoly Position of the Australian Postal Commission, and personal archives of Mr P.M. Ruddock, MP, and Mr A.G. Cadman, MP. Work has

commenced on conservation of our extensive holdings of exhibits of the Second World War Aliens Tribunal.

- *WA* Recent transfers include some records of the former British Phosphate Commissioners.

Australian Joint Copying Project

Correspondent: Mary-Ann Pattison

The year 1981/82 was a disappointing one for the Australian Joint Copying Project. Due to the disruption caused by the long investigation of the Review of Commonwealth Government Functions orders were delayed resulting in a very low output of microfilm for the year. Only 66 reels were produced compared with 240 reels for 1980/81. Record offices and libraries in Great Britain are now slower in filling film orders, with the exception of the British Library, taking over six months to complete orders. We expect to receive the new reels in Australia before Christmas and will describe them in the next issue of *Archives and Manuscripts*.

A disturbing trend noted by the AJCP officer in London this year is the increasing reluctance of institutions to allow their collections to be copied. Concern about the security of their collections, the rights of copyright owners, possible loss of revenue or inadequate staff appear to be the main causes of this trend.

A second supplement to *AJCP Handbook* part 8 has been produced and will be distributed free of charge in October. It describes 29 collections recently filmed for the Miscellaneous series of the AJCP. Any institution or individual wishing to receive a copy should write to the Principal Librarian, Australian Reference, National Library of Australia, Canberra, A.C.T. 2600.

Australian National University Archives of Business and Labour

Correspondent: Michael Saclier

Winter may be a quiet time for the gardener, farmer and manufacturer of suntan lotion, but one would be forgiven for wondering what has happened to the world in the archives under the hill.

Reader daily visits reached new highs in the months of August and September and the monthly average for the first nine months of 1982 is the highest on record. More people used the Archives in September than in any month since 1962 when records were first kept. While the actual figures will not be set down here to avoid derision from those archives whose annual figures for daily visits are in the thousands, and we are always conscious of the fact that the Archives is under-utilised (along with most

others), we are heartened by the trend.

The publicity booklet mentioned in the last News Notes was finally extracted from the printer and has been extremely useful in making contact with depositors and potential depositors.

Accessions during the winter have included a further batch of Tooth's brewery records, continuation deposits from the Seamen's Union, the Merchant Service, Guild, the Federated Ironworkers' Association, the Amalgamated Metal Workers' & Shipwrights' Union, and the Australian Bank Employees' Union. A new depositor was the Federated Marine Cooks' and Pantrymen's Union.

Australian War Memorial

Correspondent: Ron Gilchrist

The Memorial has undergone significant changes in 1982. The Library has been abolished and the material is now catered for in three sections; Written Records (encompassing Official and Personal papers), Audio-Visual Records, and Printed and Special Collections. A Senior Curator will be in charge of each section following the re-classification of positions from that of Library staff to Curatorial staff. In conjunction with the administrative changes, the former library area will be re-designed with improved conditions for reader facilities, staff working areas and security. This work will commence in the early New Year.

Recent acquisitions of personal records include the papers of Brigadier Sir Lindsay Ride, head of the British Army Aid Group (BAAG) in Nationalist China 1941-45; the Log book and associated papers of HMCS Childers, outlining the maiden voyage of his torpedo boat from England to Victoria in 1883-84; extensive letters from Privates Victor and Gerard Peacocke relating their Gallipoli experiences; manuscript material from *Independent Company*, Sir Bernard Callinan's account of the 2/2nd Independent Coy. in Timor, 1941-43; and the papers of Lt. Colonel Ian Teague, a member of the Australian Army Training Team in Vietnam, 1964-65.

In respect of this last acquisition, the Memorial has become more conscious of the need to actively seek material of a personal nature from the areas of more recent Australian involvement. Following upon this, an open letter was circulated at the 20th Anniversary gathering of AATTV members at Canungra seeking material from the veterans. Moderate success has been achieved to date.

J.S. Battye Library of West Australian History

Correspondent: Susan Byrne

In June, Western Australia's Deputy State Archivist Chris Coggin and archivist Tom Reynolds embarked on a record collecting visit to the Eastern Goldfields. The highlight of the trip was a visit to the Boulder Town Hall which contained what Chris described as the most awful records storage areas he had ever seen. The first of these was a dome in the roof which could only be entered through a small trapdoor in the ceiling via a rickety wooden six metre ladder. The dome was lined with shelves and housed records shrouded in decades of goldfields red dust. Chris spent a fascinating two hours examining the material and managed to retrieve five metres of archival records, which were then lowered through the trap door in a wheat bag tied to a rope. Records, luckily mainly of ephemeral value, were also found in a dungeon where the caked dust was so thick it had to be scraped off volumes with a stick. Other valuable records, including the early minutes of the Bulong Municipal Council, Kanowna Roads Board and the Australian Protestant Association were found elsewhere in the Town Hall.

On the 16 March 1982, the annual general meeting of the Friends of the Battye Library was held. The guest speaker was Sir Paul Hasluck the foundation president of the Friends, who gave a stimulating address on the "Prehistory of the State Archives." At this meeting the constitution was ratified and office bearers were elected: Patron, Professor F. Alexander; President, Sir Paul Hasluck; Vice-President and Chairman, Professor G. Bolton; Vice-President, Mr Michael Lewi; Secretary, Ms Nancy Lutton; Treasurer, Ms Pat Simpson; Minute Secretary, Mrs Heather Wrigley. Other guest speakers in 1982 have been Professor Bolton who reminisced about archives in which he had worked throughout Australia in an address entitled "Worm's eye view: a user among the Western Australian Archives"; Ian McGill of Serendipity Books, who spoke about "Collecting Westraliana"; and Dorothy Collin who gave an illustrated talk on printing blocks of Western Australia. There are now more than 150 members of the Friends, several of whom have given valuable voluntary help in the Battye Library. Four issues of a newsletter have been produced and the Friends have presented to the Battye Library much needed items of equipment, including a book stand for new books and a tape duplicator.

The Council of the City of Sydney Archives

Correspondent: Janet Howse

It is now nearly two years since my predecessor, Ken Smith, departed from the municipal world to advance to greener pastures at Sydney University. The archival staff at the Council now numbers two, with

Sandra Hinchey being appointed as Archives Officer in March, 1981.

In the past eighteen months, microfilm of Series 51, City Engineer's Department Demolition and Resumption Books (1900-39, 39 volumes) proceeded and is now complete. Researchers have access to approximately 4,000 photographs of the city of that period. Microfilm of Council Minutes and Indexes to the Minutes (1842 to present day) is to commence in September.

More complete lists, with series descriptions, were completed during 1981 for the following series:— Indexes to Minutes of Council (1850-99), Registers of Letters Received (1853-1913), Indexes to Letters Received (1854-1913), Minutes of the Improvement Committee (1843-91), Minutes of the Finance Committee (1846-1973), Minutes of the Works Committee (1899-1973), Rate Books (1844-1928), Committee Reports (1842-99), Letters Received (1843-99), Printed Publications (1833 +).

In addition, first, and probably final, lists were commenced and some completed in 1981 and 1982 for various series of photographs (both negatives and prints), including the Town Clerk's Department Photograph Book (1932-37), City Planning Department Negatives (1951-64), City Engineer's Photographs (1953-69), City Medical Officer's Department Photographs (1912-62), and Photographs of Mayors, Lord Mayors, Aldermen and Council Officers (1877-1942).

The first Records Disposition Schedule for Council Department was drawn up in 1981, for the Cleansing Department. Work in this area has proceeded very slowly.

In the latter half of 1982, work has been concentrated on surveying the records of the City Planning and Building Department (formerly the City Architect and Building Surveyor's Department) which have been stored in the Queen Victoria Building. This building has now to be vacated by Council by the end of the year. Building plans dated from about 1911 and numbering about 1.2 million sheets, Building Application Files (1940-73), which have been culled under the Archivist's supervision and under adopted guidelines, Development Application Files (1949 to date), which are to be retained, and hundreds of metres of other records were investigated and decisions made on retention or destruction. The Building Plans will be re-located to another building and a selective microfilming and retention programme will be initiated in 1983.

The Archives held its first exhibition at the time of Heritage Week in March, 1982, the theme being "Hyde Park, 1932-1982". Copies of photographs were used to demonstrate the historical development of the Park.

La Trobe Library, State Library of Victoria

Correspondent: Tony Marshall

In conjunction with the recent exhibition "Trade unions in Australian Society", the State Library initiated a series of Sunday afternoon lectures. The three talks, given by Clarrie O'Shea, Linda Rubinstein and John Halfpenny, were well attended and generated considerable publicity. A similar series is to be held around the exhibition "Dreams of a golden harvest: gold-seekers in Victoria" which was opened by the Governor of Victoria, Sir Brian Murray, on 26 October.

Tony Marshall has now been confirmed in the position of Manuscripts Librarian. A new member of staff who is working with, but is not part of, the Manuscripts Collection is Dr. Charles Fahey, the La Trobe Library's Living Biography Project Officer. The project involves the collection of biographical information in the form of questionnaires, reminiscences and tape-recorded interviews about Victorians from all walks of life. As a side benefit the project is assisting considerably in the acquisition of manuscripts and the material resulting from the project will ultimately be incorporated in the Collection.

In September the State Library celebrated the publication by John Currey O'Neil of *The Victorian goldfields 1852-1853*. The book reproduces, with a text by Michael Cannon, a series of watercolours prepared by S.T. Gill in 1874 at the request of the Trustees of the then Public Library.

Recent acquisitions of note include: additions to the records of the Royal Society of Victoria, the Independent Order of Rechabites and the Prisoners' Aid Society; further papers of Francis Henty, the Mackinnon family and the journalist Wilfred Burchett, the records of the Australian Performing Group and the Pram Factory Theatre; records of the Australian Pre-School Association Victorian Branch and of the Medico-Clerical Society of Victoria; a collection of papers of the actor George Ireland (1834?-1913); and correspondence of Edward Gittins Bucknall and his family, of "Rodborough Vale" near Maryborough, Victoria.

Mitchell Library, State Library of New South Wales

Correspondent: Anne Robertson

During the year, the Library Council produced *A Guide to the papers and books of Randolph Hughes in the Mitchell Library*, in two volumes, as Mitchell Library Manuscripts Guide No. 6. Randolph Hughes (1889-1955) was born and educated in Sydney. He spent most of his adult life in France and England and for many years was lecturer in French Language and

Literature at King's College in the University of London. He published articles in numerous English and French periodicals and attained a European-wide reputation as a brilliant, creative and uncompromising critic with a vast breadth of scholarship. His papers, in approximately 95 volumes, include not only his own literary manuscripts but original material of Swinburne and Rossetti, on whose works he was an authority. The papers were placed in the Mitchell Library after Hughes' death, together with books from his personal library which form a substantial collection in the fields of French Literature and the Pre-Raphaelites. The *Guide* to the Hughes papers and books is available free of charge from the State Library of New South Wales.

The most important manuscript accession during 1981-82 was a collection of the letters, literary manuscripts and sketchbooks of Norman Lindsay. It includes a thirty-year span of nearly 400 of Norman's letters, those to his sister Mary being particularly revealing, and 16 sketchbooks covering the years 1895 to 1919. These include sketches made during the period the young Norman, unknown to his family, abandoned school to spend days observing and recording scenes and people round Creswick; sketches for *Lysistrata*; and shipboard scenes dashed off during his voyage to London in 1910. This collection is also rich in scrapbooks, compiled over a forty year period on every aspect of the life of Norman and other members of the Lindsay Family. The material adds greatly to the wealth of Lindsayana already held by the Mitchell Library.

Other collections received during the past six months include further records of the Royal Far West Children's Health Scheme, 1967-1974 and of Fitzgerald, White and Talbot, Muswellbrook solicitors, 1958-1968. Both collections are restricted. The Library now holds Fitzgerald, White and Talbot records from 1872 to 1968.

National Library of Australia, Manuscript Collection

Correspondent: Valerie Helson

One of the highlights of the year was the official opening of the personal papers of Sir Robert Menzies, Prime Minister of Australia 1939-1941 and from 1949-1966, which had been for some years, under terms of Sir Robert's Will, the exclusive domain of his biographer, Lady McNicoll. Released for a hectic Press Conference on 13 July, the papers were made available to the general public the following day, with the exception of some parts still restricted in accordance with the wishes of the family or the provisions of the 30-year embargo on government documents. The great demand by researchers reached a peak in the ensuing weeks, but has since settled to a steady level.

The Library was privileged to accept as the gift of the Monash family the

outstanding collection of papers of Sir John Monash, soldier and engineer, following the recent publication of Geoffrey Serle's biography. Meticulously thorough, the biography testifies to the value of this important archive, which the Library welcomes as one of its major acquisitions. It is rare in Australia for such a large and comprehensive record of a distinguished career — and of an era — to be accumulated, much less preserved for the national benefit. Among the papers, which date back as early as Sir John's School and university days, are diaries crammed with detail, inward and outward correspondence, manuscripts, speeches, engineering designs and wealth of personal memorabilia.

The personal papers of Sir Zelman Cowen, Governor-General of Australia from 1977 until his retirement in 1982 constitute one of the National Library's most recent acquisitions. Other accessions of note include the A.N.U. Social Science Data Archives, consisting of questionnaires emanating from several public surveys; additions to the A.D. Hope, Judah Waten and Kylie Tennant collections, the papers of Jim Davidson, the A.B.C. Dance Band leader, letters of the Campbell and Williams families (early settlers of Tasmania and Holbrook, NSW), and an Ethiopian bible written in Amharic script on vellum.

The Otley Beyer microfiching project mentioned in the last issue has now been completed and preparations are in hand for the production of fiche copies for libraries and researchers interested in this important Philippine ethnography collection.

The Manuscript Section has been involved in a number of exhibitions: the National Library featured unpublished material from its collections in displays on Sports and Information (to coincide with the Commonwealth Games) and on Sir Douglas Mawson, while manuscripts and regalia of Sir Isaac Isaacs were put on show at the Great Synagogue in Sydney, and a letter of Dame Nellie Melba was lent to the Victorian Arts Centre Trust for its inaugural exhibition.

New Zealand News Notes

On 8 October Miss Judith Hornabrook ended nearly 25 years of service at National Archives the last ten as Chief Archivist. She leaves to take up a UNESCO sponsored appointment as Chief Archivist of the National Archives of Papua New Guinea. Miss Hornabrook has a long-standing interest in the archives of the Pacific region and is currently assistant Secretary-General of PARBICA. She is also a member of the executive of the ICA. A farewell dinner and presentation was held for Miss Hornabrook by the staff of National Archives.

A local authority archives seminar jointly sponsored by National Archives and the Napier City Council was held in Napier on 8 and 9 September. It attracted about 20 local authority administrators in the

Hawkes Bay region and included working visits to a number of local authority records systems. A similar seminar is planned to be held in Auckland next March.

The sixth annual conference and general meeting of the Archives and Records Association of New Zealand was held in Dunedin at the University of Otago on 27 and 28 August. It attracted 90 participants, mostly from Otago and Southland but from all parts of the country. There were sessions on local authority archives, the keynote speaker being Ray Grover, Director of National Archives; church archives; and marine archives — seventeen papers in three sessions. At the annual general meeting Ian Wards, the retiring Chief Historian of the Historical Publications Branch, was elected a life member of the Association for his long service to the cause of archives in New Zealand. Peter Miller is the new President, and the two Vice-Presidents are Michael Hoare and Jack Churchouse. John Angus, Ron Keam, Cathy Marr, Robin Sutton and Ewan Wright were elected Council members. Michael Hodder continues as Editor. All agree it had been a most successful and enjoyable occasion.

Mr Ken Scadden, a B.A. (Hons.) graduate, has been appointed to the newly created position of Cartographic Archivist at National Archives. Mr Scadden has surveying experience and was previously employed as an advisory officer in the Department of Trade and Industry.

Queensland State Archives

Correspondent: Paul Wilson

Installation of air conditioning in all previously unairconditioned spaces at Queensland State Archives is nearly complete and testing is being carried out. There are two separate new plants — one for the large repository on ground level, plus the office and sorting space and the public research area and other for the repository on basement level.

Another in the series of Queensland State Archives Guides has been issued. This latest addition to the list is the *Guide to the records of the Lands Department 1866-1910*. It was compiled by Barbara Archer (now Manuscripts Librarian at John Oxley Library).

University of Western Australia Archives

Correspondent: Christine Shervington

An oral history programme has been inaugurated in order to interview ex-students, ex-staff members, and others associated with the University in some way, for example, benefactors, Senate members, etc. To date, about thirty interviews have been conducted and transcribed.

The major project currently being undertaken by the Archivist is the re-organisation of the Central Records Office, the main innovation being the adoption of a KWOC (Key Word Out of Context) Indexing system. This has been developed over the past nine months with the assistance of Noel Rogers, the Records Manager at the University of Sydney. It is hoped that funds will be available to computerise the system, and that implementation will commence after the busy enrolment period next year.