

News Notes

Edited by Maggie Shapley

Archives Office of New South Wales

Correspondent: Michael Allen

On the weekend of 18-19 June 1983, two members of the Reference Services staff visited Dubbo and conducted a workshop on family history research organised by the Macquarie Family History Group. The workshop was attended by about 60 people from Dubbo and surrounding areas (including participants from Bathurst, Parkes and Gulgong). Subjects covered included Shipping, Convicts, Land Records, Colonial Secretary Correspondence, Access Conditions and Search Room Procedure.

The Archives Office has commenced a new series of leaflets known as Technical Papers. These publications are designed to assist Government agencies and similar bodies which have technical problems in the records area. They will also be of value to private individuals undertaking the repair and preservation of old books and private papers. So far three papers have been produced. Numbers 1 and 2 were formerly Information Leaflets 27 and 31 and relate to matters of conservation. Technical Paper No.3 is entitled "Guidelines on Establishing a Microfilming Programme". No.4, which is still in preparation is entitled "Microfilming of Records" and will be available in late 1983.

Work has commenced on the production of a new edition of the *Concise Guide to the State Archives of New South Wales*. This has been facilitated by the installation in June of a Remington OASys System 8 word processor. It is expected to take about a year to complete the initial input of the *Concise Guide* and the new edition will probably be available for distribution in late 1984. Following the initial input, maintenance of the *Concise Guide* by means of the word processor will allow frequent revisions for use in the Archives Office Search Room. Subsequent new editions for sale to the public will be produced at approximately two yearly intervals.

Recent accessions include: Ministry of Transport: Records of the Commission of Inquiry into the Warringah Transport Corridor, Education Department: Subject files, 1955-81, and Department of Youth and Community Services: Institutional files for Yawarra Training School, 1969-81.

The extension to the State Archives and Government Records Repository at Kingswood, comprising 60,000 linear metres, is due for

completion in mid-August 1983. This will enable the Shea's Creek branch of the repository to be closed with the remaining records (c.10,000 linear metres) being transferred to Kingswood.

When the Kingswood Repository re-opens in late 1983 it will function under new guidelines, which were approved by the Premier in April 1983. The guidelines provide both financial and administrative means for achieving the optimum value from repository storage. Generally speaking, public offices not financed through Consolidated Revenue will be required to consider their records storage needs based on a system of charges which will be levied on their use of the repository. On the other hand, public offices funded through Consolidated Revenue will not have to pay (except for file reference service as from 1 July, 1984) but may be more restricted in the type of material they can transfer to the repository.

Australian Archives

Correspondent: C.D. Pitson

On 2 June 1983, the new Government introduced a revised Archives Bill into the Parliament. The Archives Bill 1983 is structurally the same as the previous Archives Bill and its provisions are largely the same. There is a clear political commitment to the enactment of this legislation in 1983, and it can be expected that it will be brought into force in 1984.

In May and June of this year, Mr Colin Pitson, Assistant Director-General, Business Management Branch, visited archival organisations in the United States, Canada, England and Malaysia. The purpose of the visits was to examine and discuss with senior officers of significant overseas federal archival organisations the developments and application of business management techniques, and in particular those related to computer services, with a view to corporate and ADP strategic planning. As well, Mr Pitson was able to examine other developments including the training and development of staff and the optimum levels of specialisation of archives records services officers, and the access and distribution policies of the National Film Library of the United Kingdom. Whilst in the United Kingdom, Mr Pitson was able to examine and evaluate work on data protection. The opportunity was also taken to discuss with senior officers in Canada the preparation of papers on the application of business management to archives, which Australia is delivering jointly with Canada and which is scheduled for delivery to the 10th International Congress in Bonn in September 1984.

RECORDS

Recent accessions by the NSW Branch include:

- records of the Board of Accident Inquiry;
- records of the review of Customs Administration and Procedures:

- records of the Metric Conversion Board;
- personal archives of Senator P. Baume, the Hon C. Cadman and Dr J. Battersby
- a further transfer of Sir Howard Beale's personal archives;
- all personal archives of E.G. Whitlam are now located in Sydney and preliminary contact has been made by M. Latham, Mr Whitlam's research assistant.

The NSW Branch has also completed major appraisals of Customs records, ABC program material and the section of the revised General Disposal Schedule (Personnel Records) covering staff discipline records. The survey of agencies in Newcastle was completed in February, and the Branch is currently undertaking a survey of the records of the Joint Coal Board. Conservation work is continuing on 19th Century Newcastle crew lists, registers of British ships, and World War II aliens exhibits.

The Australian Tourist Commission has transferred into custody of the Victorian Regional Office a collection of 46 Australian National Travel Association posters produced during the 1930's to advertise Australia abroad. The posters depict Australian flora and fauna, sporting events, rural and urban scenes, aboriginal motifs and the celebrations of Australia's 150th anniversary (1938) and Victoria's Centenary (1934-5).

The Victorian Office has also undertaken the following copying projects:

- *Photographs*

Glass and nitrate-based negatives of photographs from the Commonwealth Railways are being copied onto safety film. They date from c.1910 and depict all aspects of the construction and maintenance of Commonwealth-run railways in South Australia, Western Australia and Northern Territory. The copying should be completed by September 1983 and sets of both negatives and prints will be held in the South Australian and Victorian Regional Offices.

- *Microfilming*

A total of eight series of nineteenth to early twentieth century volumes of records relating to Aborigines, quarantine stations and Victorian Treasury pensions were microfilmed earlier this year, in order to safeguard the fragile originals from frequent reference use. They include nine letter-books from the Central Board for the Protection of the Aborigines, 1871-1922, consisting of flimsy letterpress copies of outward correspondence on a wide variety of subjects.

Recent transfers to the custody of ACT Regional Office include the personal archives of former Ministers Mr Carlton, Senator Chaney, Mr Hodgman, Mr Hunt, Sir James Killen, Mr Macphee, Senator Messner, Mr Newman, Mr Nixon, Mr Street, Mr Thomson, and Mr Wilson, and the

former Prime Minister Mr Fraser. Papers were also transferred by Senator M. Reid (Senator for the ACT) and Mr M. Sainsbury (former member for Eden-Monaro). Documentation of these archives is nearing completion.

Other recent transfers include the records of the Committee of Review of Commonwealth Administration (the Reid Committee) and the Committee of Review of the NCDC.

A survey of post-1958 Cabinet records is being undertaken in preparation for their use by Dr Peter Edwards, Official Historian of Australia's involvement in the Malayan Emergency and the Vietnam War.

Arrangement and description has been completed of the records of CA601, Federal Capital Office, 1913-1921. This is part of a continuing program to complete documentation of the first 1200 record series registered in Canberra.

Arrangement and Description staff are engaged in examination of the backlog of Conservation Request Slips, as part of implementation of a new procedure for determining conservation priorities. This procedure requires A & D and Conservation staff to examine records reported by staff and researchers as needing repair, and make recommendations on the appropriate treatment and the priority they should be accorded, taking into account the extent of the damage and the value of the records.

Other problems to be investigated include deterioration caused to paper records (especially files c.1920-1950) by frequent use, especially photocopying to meet researcher requests; and the effects of long-term storage in tightly-packed acidic boxes.

The rebinding program is concentrating on converting bolt-bound volumes to sewn binding, following a decision some years ago that adherence to the original format resulted in continuing damage to adjacent volumes, and that long-term preservation interests would be better served by changing the format. Full photographic records and descriptions of the original bindings are maintained and the change of format is noted inside the new cover of each affected volume. Control records created by the former Department of the Interior in the 1920-1930's are currently receiving attention.

As part of the phase conservation of records in custody, it has been decided to purchase acid-free envelopes for use in masking folios requiring restriction under the current access policy. In addition, where recovering of files is necessary, acid-free folders are used or alternatively standard manilla folders with archive text or acid-free tissue attached to the inside of the folder.

Access examination of records of the Services Reconnaissance Department relating to operations in the Second World War (CRS A3269, A3270) has been completed.

FACILITIES

The NSW Branch has had new shelving installed for permanent archives totalling 4,000 shelf metres and computer tape racking for 3,000 shelf metres. The testing of the fumigation chamber is continuing at the Villawood repository, and a Studer tape recorder and other audio-visual equipment have been purchased for the Newton Hobbs studio. New destruction hoppers have been purchased to complete the mechanisation of the destruction processes in NSW, and bookbinding equipment has been purchased for conservation.

The conservation laboratory in the Victoria Regional Office is now operational, following the appointment of Ms Debbie Breen as Conservator.

Australian War Memorial

Correspondent: Ron Gilchrist

After many weeks of delay, the renovated Documentary and Audio-Visual Records section, formerly the Library, re-opened for public use in early June. The renovations have centralised the staff work area and have led to both improved security for the records and an increased carrying capacity. Much work still remains to be carried out within the Written Records collection in an effort to streamline control and access procedures, however, a start has been made in this direction. Despite restrictions brought about by staff ceilings, new appointees are expected to take up their positions in the three sections — Written Records, Printed and Special Collections and Audio-Visual, in the near future.

Helen Creagh, Curator Official Records (Post-1950), recently visited agencies in both London and Washington on behalf of the Official Historian, Dr Edwards. During her brief visit to the US Army Center for Military History, and later the Cabinet Office, Ministry of Defence, Imperial War Museum and Army Historical Branch in London, Helen was able to locate sources invaluable to the writing of the history of the Malayan Emergency and Vietnam War. Helen was also present at the opening in Sydney of the Royal Commission into the Use and Effects of Chemicals in Vietnam. It is expected that the Commission will place heavy demands on the Army records for the Vietnam period held at the AWM's Mitchell Annex.

Following the release of the Sinclair Report on the Use of Herbicides, Ministerial direction has allowed the early release of 418 files, commonly designated as the Herbicide series, for public use.

The Genealogical Society of Utah has recently completed the microfilming of the Embarkation Rolls for the AIF 1914-18 as well as

several smaller series of pre-1914 Official Records. The microfilm copies will now allow these series to be withdrawn from public use and conservation work undertaken. Following closely upon the release of Dudley McCarthy's *Gallipoli to the Somme: the story of C.E.W. Bean*, Michael Piggott has completed *A Guide to the Personal Family and Official Papers of C.E.W. Bean*. The Guide should open up a comprehensive element of Australian War Memorial primary source material.

Recent additions to the Private Records collection include the papers and sketches of staff nurse Laura Grubb AANS, the manuscript material for Rev. Sir Irving Benson's *The Man With the Donkey* including further letters of Pte John Simpson (Kirkpatrick), extensive letters and diaries of Sgt Harry Bostock 10th ALH, and the manuscript material of Kit Denton relating to the court martial and execution of Lieutenants Morant and Hancock.

J.S. Battye Library of West Australian History

Correspondent: Jack Honniball

On 26 May, the Library was honoured by an official visit from His Excellency the Governor of Western Australia, Rear-Admiral Sir Richard Trowbridge, and Lady Trowbridge. Following morning tea with senior staff, the vice-regal visitors were conducted through the premises and shown a wide range of records, including the papers of a predecessor at Government House seventy years ago, Sir Gerald Strickland. Another welcome visitor, at the end of April, was Catherine Santamaria, Director of Australian Studies at the National Library, who came to Perth in connection with some major acquisitions for Canberra. At a full gathering of Battye staff, Miss Santamaria spent time discussing her area of work and answering questions. Five of Battye's fifteen full-time professional staff went to Adelaide for the ASA Conference in May, and a sixth attended the Annual Congress of the International Federation of Film Archives in Stockholm.

Work has begun on three major projects undertaken as a result of grants from the Instant Lottery Distribution Advisory Committee. The first, chiefly involving the Oral History officers, is a comprehensive survey of musicians and music-making in Western Australia. The second is the compilation and publication of a guide to the Library's large collection of non-official manuscripts, and the third is the implementation of a microfilming project, including preparation and description, involving the Colonial Secretary's inward correspondence, 1828-1878. Until lately, this series of 903 bound volumes has occupied 37 metres of shelving, and the effect of its heavy usage was causing concern. As small groups of the volumes are dismantled and fed to the camera successively, they are

likely to be unavailable for general research for a month or so, and the whole project will probably take about two years to complete.

The Friends of the Battye Library assembled for their second annual general meeting in March. Two of the body's office-bearers have given addresses at recent general meetings: Andre Mali spoke on 19th century maps of the Surveyor-General's Department, and Charles Staples shared his experiences in the broad realm of conservation. A specific technical field of conservation was the theme of an illustrated talk given at the July meeting by Sylvia Bass, Paper Conservator at the Art Gallery of Western Australia. In May there was a screening, with introductory comments, of items of newsfilm held in the State Film Archives and covering the years 1909 to 1954.

The Library's publication programme has advanced lately with the launching of a quarterly leaflet listing newly-received Legal Deposit books, and with the issuing of a 38 page booklet entitled *Tracing Your Ancestors: A Guide to Genealogical Sources in the J.S. Battye Library of West Australian History*, which is selling well at \$3.00 per copy.

Commonwealth Banking Corporation

Correspondent: F. Scott-Halliday

The Corporation's archivist was recently involved in the preparation of an exhibit at the Martin Place head office. On 14 June, the bank's chairman, Professor L.F. Crisp, unveiled a marble showcase containing two gold trowels used in the ceremonial setting of the building's foundation stones in 1913. The display also includes copies of photographs (which have been printed onto a sheet of anodised, photosensitive aluminium), of the ceremony and of the official opening of the building in 1916 held by the Corporation's archives. This permanent exhibit is on the ground floor of the head office and may be viewed by the public during normal banking hours.

La Trobe Library, State Library of Victoria

Correspondent: Tony Marshall

Dianne Reilly, the La Trobe Librarian, and Jennifer Carew of the State Library are the authors of *Sun Pictures of Victoria*, published in May for the Library Council of Victoria by John Currey O'Neil. The book contains early photographs of Victoria by Antoine Fauchery and Richard Daintree with accompanying text. The Library has also recently published on microfiche two series of Victorian directories: Bailliere's *Official Post Office Directory of Victoria*, 1868 — 1880/81, and Wise's *Victoria Post Office Directory*, 1884/85 — 1899/1900. Further information about these

is available from the Publications Officer, Patsy Hardy, at the State Library.

Recent acquisitions of note include: additions to the records of the Royal Australian Institute of Architects, the Melbourne Film Festival, the Victorian branch of the Book Collectors' Society of Australia, and the School Library Association of Victoria; correspondence of the Victorian pastoralist Henry Pohlman Venrenen and members of his family in England, India, and South Africa; the diary of Thomas Pierson, an American on the Ballarat goldfields who was present at the Eureka uprising; minutes of the Victorian Road Transport Association from 1902 to 1955; records of the Victorian Family Council; and papers of the churchman Sir Irving Benson, who was for many years a Trustee of the State Library.

The Mitchell Library, State Library of New South Wales

Correspondent: Anne Robertson

The major manuscript purchase for the Mitchell Library in the past year has been a large collection of Berry Papers, purchased at James R. Lawson's sale in July. The collection covers the period 1817 to 1933, with much of it concentrated in the 1820-1850 years, and complements beautifully two other Berry, Hay, and Wollstonecraft collections already held by the Mitchell Library.

Included in the collection are letters of Alexander Berry (1781-1873), a prominent merchant, landowner, pioneer settler and explorer in New South Wales. With Edward Wollstonecraft (1783-1832), he owned land on Sydney's North Shore and 40,000 acres on the South Coast in the Shoalhaven area, and ran the merchant firm of Berry and Wollstonecraft with headquarters in George Street, Sydney.

The papers document in great detail the administration of the Shoalhaven Estate in the days of Berry, Wollstonecraft and their successors, the Hay Family. They include registers of assigned servants and accounts of convicts employed at Coolangatta in the 1830's, accounting records running from the 1820's to the 1880's, glimpses into the early timber and ship-building industries, and correspondence of the firm of Berry and Wollstonecraft. There are over 2300 individual letters in the collection, plus many documents, journals and ledgers, sketches and plans of Coolangatta House and the buildings surrounding it, photographs, maps and charts. The collection is the largest, earliest, richest and most comprehensive to come onto the market in many years, and once it has been arranged and described, it will be a mine of detailed information on the social and economic history of the period and the area.

Other collections received in the past months have included the records of Bourke Street Congregational Church, Sydney, 1864-1952, including minute books, financial records, correspondence and Sunday School attendance records, and the records of the Australian Trained Nurses' Association, 1899-1972, including minute books and correspondence. The latter is a restricted collection.

National Archives of Papua New Guinea

Correspondent: J.S. Hornabrook

The Chief Archivist, Judith Hornabrook, has visited East and West New Britain as part of a programme to assess the position of archives in the provinces. They proved both worthwhile and enjoyable visits and have enabled some work to be done on proposals for an overall policy.

A circular has been prepared for distribution to all departments in the National Capital District. The aim is to gather data for an assessment of requirements and to advise departments of the place of the National Archives.

The National Archives welcomes a second graduate, Jacob Hevelawa, who has joined us for training.

Preparations for International Archives Week continue. Publicity from press and radio is encouraging. Already radio and the press have featured archives and expressed interest in a full coverage for the Week.

New Guinea Collection, University of Papua New Guinea

Correspondent: A. Griffin

Early in 1983 a fumigation chamber, constructed by the University's Science Workshop, was installed in the New Guinea collection. All acquisitions are now fumigated before being placed in the repository.

Amongst recent accessions is a large consignment of Anglican Church archives. This latest addition of approximately thirty shelf metres more than doubles the holdings of Anglican archives. A guide to the archives of the Anglican Church in Papua New Guinea is in preparation. The New Guinea Collection has also recently become the place of deposit for the archives of Sogeri National High School, Papua New Guinea's foremost National High School.

A list of Methodist Overseas Mission (Papua District) archives has been completed and is now available. Work continues with the preparation of accessions sheets for all collections held. When complete, the sheets will provide the basic finding aid for minor and miscellaneous collections.

The New Guinea Collection and the National Archives of Papua New Guinea are jointly considering the replacement of their archival storage materials and will in future combine their orders.

On 11 May 1983, the Chief Archivist of the National Archives and the New Guinea Collection Archivist gave papers on 'Archival Information Services' at the Third Library Studies Professional Seminar at the Administrative College of Papua New Guinea.

Northern Territory Archives Service

Earlier this year it was announced that the NT Archives would be established in Alice Springs. In July 1983 the NT Cabinet overturned that decision and formally created the NT Archives Service as the archival authority of the NT Government, to be located in Darwin.

The decision was also taken to erect a purpose-designed building in the new town of Palmerston some 15kms north of the capital. At the time of writing (August), the search for interim archives accommodation continues.

Public Record Office, Victoria

Correspondent: I. MacFarlane

Victoria's *Freedom of Information Act, 1983* came into operation on 5 July. A number of Information Officers and Managers were appointed in anticipation throughout the Public Service of Victoria with FOI and records management responsibilities. The Keeper of Public Records and several other staff members have been involved in training programmes and other aspects of the implementation of the Act. The value of improved records management as a key to successfully meeting FOI responsibilities was emphasised during the training courses.

A new Public Record Office Standard (PROS 82/5) was published in June. The hundred-page publication details procedures for the disposition of public records and was designed to guide public offices in central government in storing and disposing of their records, as well as highlighting the various prescriptions that apply under the *Public Records Act, 1973*. A similar standard for local government is in preparation.

The *Historical Records of Victoria* project is proceeding on schedule. Owing to the location of so much relevant information on the aborigines of Port Phillip, Volume 2 has been presented in two parts: Volume 2A, *The Aborigines of Port Phillip, 1835-1839*, was published late last year and Volume 2B, *Aborigines and Protectors, 1838-1839*, is scheduled for publication in September. Together the volumes comprise 768 pages of

text, 150 illustrations and maps, and a comprehensive index. Volume 3, *The Early Development of Melbourne*, is already in production and its publication is planned to coincide with Victoria's sesquicentenary celebrations in 1984.

Another publication, *Ten Victorian Women, 1854-1895*, was published in March 1983. The forty page illustrated booklet presents documents from the holdings of the Public Records Office relating to the lives of ten women who either lived in or visited Victoria in the last century, and describes relevant records holdings in each case. The booklet is available from the Government Information Centre Bookshop, 356 Collins Street, Melbourne, for \$2.50 plus 50 cents (60 cents interstate) for postage and handling.

Microfilming of many of the earliest records held at the Laverton Base Repository continues. Among them has been the large collection relating to the Aboriginal Protectorate, 1839-1849. For years, the collection was a source of frustration to researchers and reference staff alike. It has now been arranged by Senior Archivist Elaine Sowerby who has compiled the first comprehensive finding aid to the records. Several sets of the resulting microfilm have been sold already, and a booklet outlining all the series predominantly related to aboriginal affairs is being prepared for publication soon.

Queensland State Archives

Correspondent: P.D. Wilson

The enlarged and remodelled Public Search Room opened at Queensland State Archives on 4 July 1983. There is seating for twenty researchers and four microfilm reader positions. Public usage of the new facilities has been extremely heavy with fifty-six researchers passing through on the first day of opening. Service to interstate and overseas genealogical enquirers has had to be suspended because of a massive increase in written queries received. The State Archivist has been instructed to carry out a complete review of reference and research services for the Library Board by the end of December 1983.

University of Sydney Archives

Correspondent: K.E. Smith

Space, or rather the lack of it, is a problem which is becoming increasingly more acute. From January to June 1983, 27.39 shelf metres of records were received, leaving us with 114 metres vacant. A further eighteen metres of the unprocessed backlog were also listed and labelled. Given that some large deposits are expected from both Central Records

and the School of Physics over the next few months, our vacant area will shrink even further. Of the 27.39 metres received in the six months, 15.78 were from the Central Administration thus maintaining the importance of these records. In the area of private papers, it is of interest to note that the papers of the late Professor Denis Winston, Professor of Town and Country Planning, were given to the University in 1983. They amount to some five metres and appear to be very comprehensive in scope.

Usage continues at a high rate, given the professional staff of one. In the period January to June 1983, 79 persons applied for access, and there were 456 users in that period, a user being defined as an attendance on a given day. We had an average of 3.7 users per working day, with a high of 4.71 per working day for the month of June.

Tours of the archives for interested staff of the University were arranged for both Registrars and Library personnel. Altogether 112 Library and 51 Registrars staff visited the archives in groups of eight to twelve each time. The exercise proved to be useful and productive in that some people on the campus now have some idea of the work of an archivist.

An exhibition of archive copies was mounted in the University Staff Club in March, the aim being to illustrate the kinds of records relating to science that are held in the archives. This is part of a campaign to persuade scientists that they should deposit records in the archives, something that seems not to have occurred to many of them.

University of Wollongong Archives

Correspondent: J. Shipp

The past twelve months have not been entirely favourable to the Archives at this university. The transfer of the archivist to general administrative duties within the University Library reduced the staffing to a typist. This unhappy situation will continue until at least January 1984 when a new University Librarian is expected to commence duty.

The lack of a full-time archivist has resulted in a near cessation of records acquisition. This has particularly affected the collection of research material. The backlog of processing, which inevitably exists in any dynamic archives, has increased despite the small volume of acquisitions. Of recent accessions, the most interesting has been a small donation of Loyal Orange Lodge records. These include a minute book for the period 1886 to 1919 for Lodge True Blue which operated at Gerringong south of Wollongong. The minutes and correspondence provide an interesting insight into the sectarian feelings of a rural area which attracted a large number of Irish immigrants from 1840 to 1860.

The most disappointing aspect of the staffing situation has been the

inability to provide an effective reference service for academic researchers. The acquisition of indexes to the pre-1900 New South Wales Births, Deaths, and Marriages records has ensured that the reading room is never empty. Despite the existence of identical indexes at the local public libraries, we have a solid band of readers who insist that our indexes have more information.

In co-operation with History Department staff, the Archives staff are working on several projects associated with the sesquicentenary of Wollongong which will be celebrated in 1984. These include a history of religion in the area and the compilation of a local history study kit for schools.

Work on University records has been minimal, with planned surveys of records and the compilation of disposal schedules being delayed. Fortunately good relationships with academic and administrative departments have been developed over past years and most departments automatically transfer their records to the Archives.