

News Notes

Edited by Maggie Shapley

Archives Branch, State Library of South Australia

Correspondent: Roger Andre

A recent major project has been the relocation of most of the government records from the Archives basement area in the State Library building on North Terrace. The area is required for the accommodation of periodicals displaced by the renovation of the Library's Jervois Wing. As a result some eight kilometres of permanent government records have been moved, with the assistance of staff employed under the Community Employment Program, to a repository located within the Government Printer's domain at Netley in the western suburbs. While ideal levels of temperature and humidity prevail at Netley, the only point of public access to research material remains at North Terrace and with records being ferried back and forth the implications for conservation are disturbing. Two of the four repositories through which government records are scattered provide in effect temporary storage only, and so efforts are being made to secure an alternative suitable repository.

Mindful that the State Library's publicity and promotional activities have centred on the concept of the Mortlock Library of South Australia for which the Jervois Wing is being prepared, and concerned for the future of government records, a number of academics and archivists have gathered informally to form a group of 'Friends of the Public Records of South Australia'.

Meanwhile the future of private records has benefited from the appointment of both a Field Officer and Archivist for the Mortlock Library. The Archives backlog of unprocessed private records is being tackled and will be absorbed by the Mortlock Library, expected to open in time for South Australia's sesquicentenary.

On the conservation scene, the Archives Conservator is in the throes of moving to a new well-equipped conservation centre designed to cater for a number of North Terrace-based institutions.

Archives Office of New South Wales

Correspondent: Michael Allen

An exhibition entitled 'Archives — What's the Use?', mounted by the Australian Society of Archivists to mark International Archives Week, was opened by the Governor-General, His Excellency Sir Ninian Stephen, AK, GCMG, KBE, on 17 September 1984. It featured documents from public and private archival agencies in Sydney and was located in the Archives Office's exhibition area. In November a new exhibition was prepared, entitled 'Mudgee — an Exhibition of Sources for Local History in the New South Wales State Archives'. It is hoped that this case study, illustrating the wide range of maps and documents available to local historians, will assist researchers working in this field, particularly as many individuals and groups are preparing to work on Bicentennial local history projects.

On 27 January 1985, for the second year in succession, the Archives Office participated in the Advance Australia Fair celebrations held in The Rocks, by operating a stall in George Street near the foot of Globe Street. As well as providing the opportunity to increase sales of our publications, this type of activity is considered an effective way of promoting a good public image for the Office.

All components of Stage I of the *Genealogical Research Kit*, which comprises some 171 rolls of 35mm microfilm and 342 microfiche, are now available for purchase. By the end of 1984, more than fifty orders for the kit or parts of it had been received from libraries and other institutions throughout Australia. It is expected that Stage II of the kit will be available by June 1985. A revised prospectus and order form are now available.

For some years it has been the policy of the Archives Authority to place records which have been created in public offices in country areas, and which are therefore of particular interest to researchers in those areas, on long-term loan with local universities, libraries, or colleges. Such records are formally transferred to the custody of the Archives Authority in accordance with the provisions of the Archives Act, and then placed on loan with the institutions who make them available for research use in accordance with the requirements of the Act and the conditions stipulated by the Authority. At the present time, state archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina College of Advanced Education, and the Newcastle Region Public Library. In addition each of these institutions hold copies of Stage I of the *Genealogical Research Kit*.

Australian Archives

Correspondent: A.L. Pearlman

The Advisory Council on Australian Archives held its first meeting on 6 December 1984. The meeting included a tour of the ACT Repository at Mitchell. The Minister for Home Affairs and Environment (now Arts, Heritage and Environment, Hon. Barry Cohen, welcomed the inaugural Council and expressed the wish to work closely with it in assisting the further development of the Australian Archives. The Minister also attended a formal lunch organised to welcome Council members. The membership of the Advisory Council, as originally announced, will undergo one change with a new appointment to be made by the Senate during the Autumn sitting of Parliament as a replacement for Senator K.J. Martin who resigned from the Senate prior to the December election.

Since the proclamation of the Archives Act, the Australian Archives and the Advisory Council will be presenting independent annual reports. Previously, the Archives contributed to the annual reports of its parent department.

A number of staff attended the 10th International Congress on Archives in Bonn. Two papers were presented by the Australian Archives: 'The Application of Business Management Techniques in Archives — Australian Experience' by Mr Pitson and 'ADP in the Australian Archives: Managing Information about Government Records' by Ms Finlay and Mr Pitson. As a result of the latter paper, Ms Finlay has been invited to join ICA's Committee on Automation.

Australian Archives has begun its program to develop an ADP facility. It has let contracts to Software Sciences for the provision of hardware and software and to Control Data Australia for an information retrieval package, BASIS. The program should take about three years.

The system will increase Archives' efficiency by enabling it to perform its functions in accordance with Federal Government legislation and policy. On-line data entry and enquiry into the ADP base system will replace documentary means of intellectual and physical control of records. User participation is an integral part of the introduction of ADP. Archives personnel have both demonstrated commitment to the program and collaborated in its introduction. Staff have addressed matters such as good design of information systems and improving the workplace.

The main computer, a PRIME 9950, and some terminals and printers were delivered to the new Computer Room in the Mitchell Repository in January 1985. By March, there will be communication lines to the Central Office and some regional offices.

AUSTRALIAN CAPITAL TERRITORY REGIONAL OFFICE

In September last year the records of the Royal Commission on

Espionage (1954-1955) were released under the accelerated release provisions of the Archives Act; some of the records not yet being thirty years old at the time. The Regional Office was subject to much media attention, including wide press coverage and segments in all the national news bulletins and current affairs programs on the Petrov affair. An exhibition of key documents, including the infamous Documents H and J and photographs tendered as exhibits to the Commission, was arranged to coincide with the release.

The Petrov affair was also responsible for the first large transfer from the Australian Security Intelligence Organization, as their own files on the case became eligible for public access on 2 January 1985. Other significant transfers included the personal archives of Hon. Fred Daly and Justice Rae Else-Mitchell.

A project officer has been appointed to prepare for publication a *Guide to Genealogical Sources*. This will cover records of genealogical interest held by Australian Archives regional offices, as well as directing family historians to relevant holdings in other institutions and published sources.

Australian Archives is participating with other major cultural institutions in significant resource-sharing exercises associated with conservation in the ACT. These include an Inventory of Conservation Resources (a consolidated listing of equipment and materials available), an Inventory of Disaster Preparedness Material, and the Ethylene Oxide Users Group, which is attempting to establish requirements for the safe use of mass fumigation systems. Plans are in place for the establishment of a reprography program within the ACT Regional Office. The main emphasis will be on preservation microfilming to retard the rates of deterioration of as many records as possible by reducing the handling of the originals. This should allow some breathing space for important items which at present cannot be programmed for intensive conservation treatment and allow conservation resources to be allocated to the most important material in the collection.

NEW SOUTH WALES REGIONAL OFFICE

The Australian Government Advertising Advisory Council, which has recently finished operations, has transferred its records dating back to 1941 and including the main policy file series and radio tapes of major advertising campaigns. The International Cultural Corporation transferred a series of exhibition files dating from 1980 and the records of the Third Conference of the Commonwealth Arts Administration Conference, 1983. Other transfers included a large group of Colonial and Commonwealth statistical publications from the Australian Bureau of Statistics, correspondence files from the Office of the General Manager of the Australia Council, records of the National Road Freight Industry Inquiry, 1983-1984, and personal archives from Mr A. Cadman and Mr P.M. Ruddock. The records of the Parliament House Design Competition,

the Pipeline Authority, and the Australian High Commission in London have been moved from Sydney to the ACT Regional Office.

In January the fitting-out of the new Sydney Office was completed. The NSW Regional Office also acquired a JVC HR-D255DA stereo video cassette recorder for provision of copying facilities and public reference capacity. The Office expects to commission a low temperature film vault soon for the Villawood Repository, where a flammable liquid store for conservation consumables and a dry process area has recently been constructed.

NORTHERN TERRITORY REGIONAL OFFICE

The Department of Immigration and Ethnic Affairs has transferred a register and certificates relating to exemptions from the dictation test for the period 1907 to 1941. These certificates were issued by the Sub-Collector of Customs in Darwin under the provisions of the Immigration Act and Regulations. In addition, the Department has transferred aliens registration files dating from 1939 and a list of enemy aliens compiled by the Northern Territory Police in about 1940. Although this was a small consignment, it is a significant one as there are few pre-1945 Commonwealth records held in this Regional Office.

Australian Joint Copying Project

Correspondent: Mary-Ann Pattison

The regular meetings of archivists from Canada, Kenya, Zimbabwe, Ghana, and other African countries engaged in similar filming projects were mentioned in an article by Graeme Powell, the Australian Joint Copying Project Officer in London, in the previous edition of *Archives and Manuscripts*, Vol 12 No. 2, Nov 1984, pp 147-151. From these meetings has evolved the formation of a Commonwealth Archivists Association in September 1984. A proposal is now being submitted to the Association that the informal group of London-based archivists should become the Standing Committee of the Commonwealth Archivists Association. Graeme Powell has been nominated as Chairman of the Committee.

A large consignment of new microfilm has been received by the National Library, and copies of the reels are currently being processed for the other project partners. Of the Public Record Office material received, the most substantial collection is twenty-six reels of the papers of Lord Carnarvon who held the posts of Under-Secretary of State for the Colonies (1858-59), Secretary for the Colonies (1866-67, 1874-78), and Chairman of the Colonial Defence Commission from 1879.

The bulk of the reels received belong to the Miscellaneous series of records filmed outside the Public Record Office. The type of records vary from those of two shipping companies, the Australasian United Steam Navigation Company and Port Line Limited, to those of the Church

Missionary Society, the Royal Society of Arts, the Royal Astronomical Society, and the Royal Commonwealth Society. Selected records have been filmed at the Tyne and Wear Archives Department, the Surrey Record Office, the Cambridgeshire Record Office, the Cornwall Record Office, and the Leeds District Archives.

Of particular interest amongst the many collections of personal papers filmed is the diary of E.T. Crutchley, the British Government Representative for Migration in Australia between 1928-31 and the Representative in Australia of H.M. Government in the United Kingdom between 1932-35. These detailed diaries document vividly the strain in Anglo-Australian relations during the 1933 'Bodyline' cricket controversy and also such subjects as migration, trade, Canberra society, the changing role of the Governor-General, and the establishment of the British High Commission in Australia in 1935

Australian National University Archives of Business and Labour

Correspondent: Maureen Purtell

The highlight of our recent collecting trips has been a visit to Ballarat to collect the district records of Manchester Unity, the United Friendly Societies Dispensary, and the Ancient Order of Forresters. This large quantity of records, dating from the 1860's, was kept in a loft at the Manchester Unity Hall. Internal building renovations made access to the loft an acrobatic feat, but a hundred years of lodge minutes, subscription books and letter books were found dirty but intact. Regrettably, valuable items such as lodge banners were left behind until a method is devised to remove them. Material collected adds to the growing deposits of Friendly Society records acquired from New South Wales, Queensland and Victoria since 1982. Further Victorian visits are planned this year.

Between October and December 1984, the staff concentrated on compiling box lists for all unprocessed collections. We can now offer, with considerable pride, controlled access to all collections held (except those that came in this week). We plan to continue listing in this way as a first stage with the usual detailed series and shelf list as a second step.

Following several successful student projects over recent years, the Australian National University course in Economic History (Honours) has introduced a section specially designed for using archival records at the Archives of Business and Labour.

For several months the Archives has been subject to a process, the details of which are totally mysterious to the writer, which is designed to upgrade the ventilation system of Acton Underhill. The work involves some minor disruption and dust, but should prevent extremes of summer heat and winter cold for staff in the office areas, and stabilise the level of humidity in the repository for the comfort and enjoyment of the records.

J.S. Battye Library of West Australian History

Correspondent: Chris Coggin

The shift of archival collections from various annexes to the Battye Library's new premises in the Alexander Library Building commenced last November. Apart from minor hitches the move went smoothly, and by January most collections were in their new stacks. Unfortunately, various jobs associated with the building itself fell behind schedule, such as the custom-built furnishings and the conversion of James Street into a pedestrian mall, and the official opening has had to be delayed until June.

Despite preoccupation with the move, the Battye Library welcomed the opportunity of making a modest contribution to the Conference on Indian Ocean Studies held in Perth last December. A number of items went into an impressive exhibition mounted for the conference by the Regional Office of the Australian Archives in their premises at East Victoria Park. Another exhibition in which Battye was involved was the 12th World Conference of the International Cartographic Association. Several maps were lent illustrating the voyages of discovery on the west coast and on early settlement in the colony.

Last year Battye staff presented a series of fifteen minute talks and interviews on consecutive weeks on Radio 6UVS, with a talk on archives being the subject of the broadcast presented in International Archives Week.

La Trobe Library, State Library of Victoria

Correspondent: Tony Marshall

The Library has had a particularly busy exhibition schedule in the past year. 'Melbourne, the phenomenal city' was on show from July to September 1984 and was followed by '1934: a year in the life of Victoria' which has since gone on tour to major Victorian country towns. It will have a final showing at the Myer Mural Hall from 8 to 30 June 1985. A joint venture of the State Library and the Italian Historical Society of Melbourne, 'Victoria's Italians, 1900-1945', was on show in March, while 'An early picking: Victoria's first wine industry' is scheduled for display during April and May.

The April 1985 issue of the *La Trobe Library Journal* will comprise E. Morris Miller's 'Public Library memories', being Miller's reminiscences of his period on the Library's staff from 1900 to 1913. Copies will be available at \$3 each, plus 70 cents postage, from 328 Swanston Street, Melbourne, 3000.

Major acquisitions of manuscripts in recent months include the records of the Victorian Association of Youth Clubs, a fine collection of papers of

the McCrae Family including work of Georgiana, George, Gordon, and Hugh McCrae, letters relating to the publication of R.D. Fitzgerald's *Heemskerck Shoals* received from the printer J.T. Kirtley, manuscripts of the writer Marjorie Clarke (alias Georgia Rivers), papers of Dr A.G. Serle and his father Percival including working papers for the latter's *Dictionary of Australian Biography*, and the records of the Walker Press which did much printing work during the 1970's for political and community groups in Melbourne. A complete set of the latter firm's samples has been added to the Library's Riley and Ephemera Collection. Records have also been received of the Raleigh family who settled in Victoria in 1840, of the Alexandra Club in Melbourne, and of Richard Pope, a Cornish miner who worked in Ballarat, Bendigo and Broken Hill, comprising a set of diaries from 1855 to 1896.

On 23 December 1984 the Victorian Minister for the Arts, Hon. Race Mathews, MLA, announced the release of a preliminary report by the architect Daryl Jackson, which has identified options for a new State Library building on the site of the present Queen Victoria Hospital. Additional museum facilities are also included, either exclusively on the present museum site or on part of the hospital site as well. A State Library/Museum Building Advisory Committee, chaired by Professor John Legge, has been appointed and will initially work with Mr Jackson on a further three-month study.

Macquarie University Archives

Correspondent: G. Anne Steel

Running a one-person archives, I have been grateful over the past two years to have the help of students enrolled in the Diploma of Information Management — Archives Administration at the University of New South Wales. The students come to the archives one day a week during term time to fulfil the requirements of the fieldwork component of their course.

In 1983 the fieldwork project involved the preparation of a loose-leaf procedure manual which was typed onto the word processor to allow amendments to be incorporated easily when the manual is reviewed each year. It is hoped to have the manual printed in booklet form also in the near future. A finding aid was also compiled to those reel-to-reel tapes produced on campus by the university educational radio station 2SER-FM that had been deemed worthy of preservation in the archives. This is updated as new tapes are transferred through the completion of a printed form by the producer of each program. The details are typed onto the word processor and updated whenever a program is rebroadcast. There are three copies of the finding aid: the original is with the archives, one copy is with 2SER-FM, and another with the Audiovisual Section of the University Library, however the tapes are not available for general borrowing.

In 1984 two Archives Administration students produced a guide to the personal papers of Professor Chandra Jayawardena, who was the founding professor in the chair of Anthropology and established the School of Behavioural Sciences. His papers relate mainly to his research interests and include a variety of media. Box lists had been drawn up for the thirty-nine boxes involved but access to the material remained difficult, so the guide fulfilled a definite need.

Mitchell Library, State Library of New South Wales

Correspondent: Anne Robertson

An interesting acquisition in September was a collection of the records of Camden Park Estate Company, 1899-1966, purchased at a sale held on the property. The collection consists largely of financial records, including accounting ledgers, cash books, and day books, as well as some letter books, employee and tenant records, sketch plans, and specifications. This material adds to the Library's already extensive holdings about the Macarthur family and their descendants.

A glimpse into the life of Sir William Manning and his family is given by the recently donated Manning papers which cover the period 1833 to 1916. Sir William, who was a barrister, politician, and Chancellor of the University of Sydney, died in 1895. The collection includes many of his own letters, and those of his wife written to him between 1833 and 1846.

In September, the Library received the personal papers of Phyllis Mander-Jones (1914-1983) who was the Mitchell Librarian from 1946 to 1960, and was later to represent the Library in London and edit *Manuscripts in the British Isles relating to Australia, New Zealand and the Pacific*. Other collections received recently include papers dating from 1497 to 1949 of the Falkiner family who were pioneer sheep-breeders in New South Wales last century, and some papers of Sir Cecil Harold Hoskins (1889-1971) including financial records and company documents of G. and C. Hoskins Limited and material relating to Sir Cecil's period as a director of Australian Iron and Steel.

Members of the Manuscripts staff assisted in researching and mounting an exhibition entitled 'Fixed in Time: Australian Photographs, 1845 to 1984' which will be on display until 26 May 1985. Work has also commenced on an exhibition about Rose Scott and her circle, which is scheduled for the State Library's Dixon Gallery from May until October 1985, and on a major exhibition on Australian architecture to be held in the Mitchell Gallery from July 1985 until early 1986.

National Library of Australia

Correspondent: Pam Ray

The high rate of acquisitions of manuscripts by gift, purchase, and under the Taxation Incentives for the Arts Scheme has continued. Staff shortages and increased user demands have meant that progress in accessioning new collections has not been as rapid as we would like. Shortage of space in which to house collections has necessitated moving some collections to alternative storage outside the Library. We recommend that researchers travelling from interstate give advance warning of their visit so that collections required for their research can be made available for use within the Library at the required time.

An exciting acquisition has been the papers of the writer Christina Stead. The papers include drafts of novels, novellas, and short stories, as well as literary correspondence. A number of unusual items have also been added to the Manuscript Collection in recent months. Readers may have seen the publicity concerning the acquisition of a small group of family papers of Thomas John Ley, a New South Wales and Federal politician, who was committed to the Broadmoor Criminal Asylum in England in 1947 after being convicted for murder. On a less gruesome note, the National Square Dance Society deposited an interesting set of its records with the Library. Purchase was made of the ship's newspaper from the voyage of the *Sunda* from London to Moreton Bay in 1865 and of the indent of the convict ship *Friendship* whose cargo in 1800 comprised United Irishmen.

An album of testimonials and illuminated addresses to Sir Charles Gavan Duffy was donated to the Library. The Rev. Gil Duthie, former Federal member for the Tasmanian seat of Wilmot, presented sixteen volumes of his diaries covering the years 1946 to 1976. His book *I had 50,000 bosses*, published in 1984, was based on the volumes given to the Library. Papers were also received relating to Peter Finch, the actor, and Arch Gray, the historian and genealogist. The Australian Book Publishers' Association also deposited records recently, and additions have been received to the papers of the writer and conservationist Judith Wright, the playwright Jack Hibberd, the naturalist Vincent Serventy, the poet Robert Adamson, the writer Blanche d'Alpuget, the politician William L. Morrison, and the writer, photographer, and creative artist Richard Tipping.

A display was mounted by Manuscripts staff to mark the January 1985 National Yearly Meeting of the Religious Society of Friends (Quakers), whose records are housed in the Manuscripts section. An exhibition displaying illuminations in Medieval manuscripts held by the National Library and other institutions was organised to coincide with a public lecture by Professor Margaret Manion, author of *Medieval and Renaissance Illuminated Manuscripts in Australian Collections* (Melbourne, Thames and Hudson, 1984).

Public Record Office of Victoria

Correspondent: Ian MacFarlane

Since February 1984, ten temporary staff employed under the Community Employment Program have been working on an estimated five thousand metres of unlisted and unsorted records. As a result of this work, a considerable quantity of previously unusable material has now been properly identified. In similar programs undertaken by the Public Works Department and the Department of Conservation, Forests and Lands, other Commonwealth Employment Program staff at the Laverton repository have arranged and described many of the archival maps and plans and land records held by the Office.

A new standard has been issued under section 12 of the Public Records Act regulating the transfer of public records to the Public Records Office. The standard requires the generality of records created before 1900 to be now transferred. In due course the transfer period will be advanced to a more recent date. An annual survey of records held by public offices has been commenced, with the first returns for public offices in the City of Melbourne due in early 1985. In future years it is hoped to extend the scope of the survey to the entire state.

A complete list of holdings was published in late 1984 to satisfy the requirements of Freedom of Information legislation. The publication, already out of stock, was priced at \$10 and was of considerable interest to researchers. A revised edition will be available by mid-1985. Functional statements for all departments on microfiche, required under the Freedom of Information Act, are now available for public inspection in all search rooms of the Public Record Office.

A comprehensive General Disposal Schedule for municipal records has been prepared by the Development and Consultancy section and will be published shortly. Volume Three of *Historical Records of Victoria*, entitled *Early Development of Melbourne*, was issued in 1984. The fourth volume in the series, *Communication, Trade and Transport*, is currently being typeset.

Public tours of the Laverton complex commenced recently and will continue on a monthly basis. Council of Adult Education and genealogical groups have already made use of this opportunity. Shelving in the Laverton repository is exhausted and transfers have now ceased except for pre-1900 records.

Queensland State Archives

Correspondent: Lee McGregor

The State Archivist has completed the Australian Libraries and Information Council submission on the development of a nationally coordinated programme for the conservation of Australian library and archival collections and the identification of items of national importance. The submission is for presentation to the Council of Ministers of the Arts in late February. Both the Archivist and Assistant State Archivist have presented submissions to the Committee of Review of the State Library of Queensland on the relationship of the Queensland State Archives to the State Library of Queensland and the Library Board of Queensland. The recommendations include new legislation which would allow for the separation of the Queensland State Archives from the State Library of Queensland, increased staff numbers, and expanded services in the areas of intermediate records, retention scheduling, and reference services.

Space is still at a premium at the Queensland State Archives and it has been necessary to refuse transfer of some 185 metres of records since last October. Recent transfers include Railway Department records, 1864-1887, amongst which is the first railway expenditure ledger (1864-1871).

On a brighter note, much needed conservation work is being undertaken through the Commonwealth Employment Program on both the map and general collections. Work is also progressing steadily on the indexing of genealogical records which should help to reduce the damaging overuse of these records.

Reserve Bank of Australia Archives

Correspondent: Allan Seymour

The Reserve Bank celebrated its 25th anniversary on 14 January 1985, and a photographic display was mounted showing staff activities and Bank premises throughout this period. The display was very well received by staff and similar displays are now being considered.

Records in the custody of the archives have recently been involved in a Federal Court case between the Commonwealth Bank, State Bank, and State Government. The case concerns the 1931 Government Savings Bank amalgamation agreements, and there is currently \$60 million in dispute.

Selective sampling has been undertaken on Exchange Control Department records to ensure that a range of material is retained permanently. The samples are intended to provide an insight into the processing operations relating to controls on the transfers of money, assets, and rights into and out of Australia.

In conjunction with management consultants, the archives have been

involved in a review of the Bank's records system. This has resulted in new records procedures being introduced on a trial basis in Securities Markets Department. Guidelines for records staff and users have been prepared and training sessions in the application of the new procedures have been organised.

Riverina College of Advanced Education Archives

Correspondent: Alan Ives

During 1985 the Riverina College of Advanced Education will change its name, following approval by several authorities, to the Riverina-Murray Institute of Higher Studies.

The RCAE archivist, as part of an overseas working tour during the second half of 1984, visited a wide variety of archival institutions including the State Archives of Texas, the Historic Williamsburg archives, the College of William and Mary archives, the Public Archives of Canada in Ottawa, and the Scottish Record Office in Edinburgh. He also attended the Society of American Archivists Conference in Washington, D.C., at which he gave a paper entitled 'An Academic Programme for Australian Archivists?', and the Tenth ICA Congress in Bonn, after which he spent three weeks in The Hague, where he attended a seminar for senior archivists in smaller institutions.

State Bank of Victoria Archives

Correspondent: Barbara Robinson-Tan

A new repository for the Bank's archives was completed in December 1984. The self-contained area of approximately 100m² was adapted from part of the Branch Records Centre at Dandenong and features 24-hour air conditioning with monitored temperature and humidity control, a halon gas fire prevention system, security alarms and detectors, mobile shelving to accommodate about 750 metres of records, and plan and microfilm cabinets. Archival records dating from the Bank's inception in 1841 have been transferred to the repository, but the processing of records and reference services remain at Head Office with a daily courier service operating between the two locations.

An oral history project has commenced at the Bank with the appointment of a research assistant for a two-year period. A selection of retired employees will be interviewed, and the material collected will be used to supplement existing documentary sources. The oral history collection will be used for a proposed history of the Bank to mark its 150th anniversary in 1991-1992.

University of Newcastle Archives

Correspondent: Denis Rowe

During 1984 many valuable records were received from official and non-official University sources. Our former Deputy Chancellor, Justice M. Kirby, now Chancellor of Macquarie University, deposited in the archives his notes and working papers for his series of Boyer Lectures 'The Judges'. Foundation records of Newcastle University College dating from 1942 were deposited by Professor A. Willis, formerly of the University of New South Wales.

From the estates of the late Professor J.J. Auchmuty and Mrs Margaret Auchmuty came a wealth of personal papers, portraits, drawings, and early nineteenth century engravings. The University Planner, Mr D.D. Morris, deposited early models of University buildings, as well as the first drawings, plans, maps and photographs of the Shortland campus.

From the University Librarian's office came library policy files and principal acquisition files dating from the early 1950's, and addresses given on the occasion of the presentation by the Friends of the University of the Library's 500,000th book. Additional records were transferred by the Bursar and Secretary and by senior officers of their divisions, and the Department of Community Programmes transferred its early files.

Records were also received from the History, Geography, Mechanical Engineering, and Electrical Engineering Departments. Academic staff members' personal papers accessioned during the year included those of Professors A. Ritchie and E.C. Parker, Associate Professors W.F. Geyl and W.R. Waler, and Mr H.R. Tietze. Another notable deposit was the original minutes of the Students Representative Council dating from 1952. Additional files were transferred too from the University Staff Association and from the Public Service Association.

Besides University records, archives from the surrounding region were deposited for teaching and research use in the University. They included the significant archives of the Royal Newcastle Hospital (1866-1959), the personal papers of Matron H. Blacklock, an early Matron of the hospital, and Dr Robert Dick's records on public health in the Newcastle district dating from 1898 to 1908. Also deposited were the Stevens Collection of Newcastle and Sydney theatre programmes from the 1920's and a short but noteworthy published biography of the Newcastle Technical College Principal and geologist, Carl Adolph Sussmilch.

Numerous tasks were undertaken during the year, including the upgrading of the quality of archives available for research through reappraisal and weeding of unduly bulky collections of papers. Some of the more fragile records dating from the 1820's were microfilmed in order to make working copies available to researchers and eliminate wear and tear

on the valuable originals. By the end of the year, staff had assisted some seven hundred readers and provided material for numerous articles, theses, reports, and books.

University of Sydney Archives

Correspondent: Ken Smith

The year ended 31 December 1984 again proved to be a very busy one, with the problem of lack of space and assistance again proving a little frustrating. Some judicious culling of hitherto unaccessioned records provided some space, but this kind of work is, of course, a little negative. It is hoped to at least commence the long-awaited *Guide* to the holdings, or at least to the administrative records, in 1985.

We received about 50 metres of records in 1985, we now hold 1187 metres, and we have 90 metres vacant. Of these holdings, administrative records comprise 38%, with personal archives at 25%, of the total. In the year, we had 187 people sign the access form, and recorded 804 'bodies' using records, or 3.26 users per working day. Behind the bald statistics, however, there lies much effort, as all archivists will be aware.

Some of the interesting personal archives accessioned this year included those of Professor L.C. Birch in biology, Professor W.J. Moore (Chemistry), additional papers of Professor R.N. Spann (Government), Dr I. Hogbin (Anthropology), and family papers of Professor G.A. Wood, the first Challis Professor of History. This last group dated from as early as 1804. Interesting departmental records were received from Government and Physics. Others awaiting some initial processing include papers of Professor D. Winston (Town Planning), and family papers of Professor Alexander Mackie, first Professor of Education.

University of Western Australia Archives

Correspondent: Christine Shervington

At the December meeting of the Senate, provision for the University Archivist's position was voted into the University's recurrent budget, thus establishing the position permanently on the Staff of the Registrar's Office. This formalises the temporary arrangement which began in November 1979, when the inaugural Archivist was appointed on short term contracts, funded initially from Federal Government General Development Grant funds, and later from Senate Special Project funds.

The Archivist was recently made responsible for the central administration's Records Office, which houses all current staff, student and general files. The Records Office has a permanent staff of eight, and houses some 70,000 files. Details of the computerised records management

system were given in an earlier *Archives and Manuscripts*. The major recent development has been the purchase of two Lektriever power operated file units to house the files. This will allow all current and semi-current files to be stored centrally.

Space has just been allocated in the Reid Library for the archival records, which to date have been stored in very poor conditions in a small building off campus. The move to air-conditioned comfort should be completed by mid-year.

The major achievement during 1984 on the purely archival front has been to complete the organisation and listing of the Adult Education Board (now University Extension) records. The series dating from 1928, comprises 30 metres of records, and includes the early administrative records of the Festival of Perth, the first of which was held in 1953.