

INTERNATIONAL NOTES

Edited by: Margaret J. Jennings

International Records Management Council

The 2nd Congress of the International Records Management Council will be held in Perth, W.A. in September 1989 in conjunction with the 6th Convention of the Records Management Association of Australia. The conference venue will be the Merlin Hotel. It will open on Monday 26 September and there will be three days of papers and discussion. Meetings of the Federal Council and IRMC are scheduled on the following three days along with workshops and visits.

Agreement has been received from Professor Ralph Sprague of the University of Hawaii to be the Keynote Speaker and from Mr. Peter Emmerson, Archivist of Barclays Bank in London, to be a plenary session speaker. Sessions will be divided on the basis of one-third to be arranged by the IRMC and two-thirds RMAA.

The British Council

The management of archives and records: techniques and resources. 19 November-1 December 1989, Liverpool. U.K.

Most countries have well-established national, provincial and local archives, as do many important business and public institutions. These services aim at preserving and exploiting permanently valuable documentary material as part of the general heritage. Managing records—the present day documentation needed for planning and administration—is an important part of what is coming to be known as information management.

This two-week course aims to highlight the principal areas in which there has been substantial innovation or rapid development. The nature and effects of changes will be analysed by acknowledged experts in the field, and developments and implications for professional practice brought out, using the experience and work situations of participants. There will be an emphasis on generating agreed standards and taking steps towards promoting these in national and international areas. There will also be an emphasis on translating new developments into structures for training and retraining professional staff.

The Director of Studies will be **Michael Cook**, University Archivist at Liverpool and a lecturer there on computing for archives and on records management.

The course is intended for archivists and records managers of some experience and seniority in national, state or provincial centres or in business organizations.

There are vacancies for 25 participants.

Course fee: £665. Accommodation fee: £490.

This is a residential course only. Participants will be accommodated at a hotel in central Liverpool. Sessions will be at the Medical Institution and in technical teaching centres in the University of Liverpool.

Applications

Applicants are advised to apply before 19 August 1989.

Application forms may be obtained from your nearest British Council Office or from Courses Department, the British Council, 65 Davies Street, London W1Y2AA (telephone: 01-389 7817/7819/7820).

OR: THE BRITISH COUNCIL

PO BOX 88

EDGECLIFF NSW 2027

PARBICA

Correspondent: Ken Scadden

Report of Parbica Meeting held at Palais De Congress, Paris on 23 August, 1988

Report on Sydney Bureau Meeting

The Secretary General reported on the key issues arising from the Sydney Bureau meeting held in Sydney in July 1988. Issues included: Progress on planning the Fourth Biennial Training Seminar (scheduled for Wellington from 10-23 April 1989), the death of Ahmed Ismail, Finance, Outstanding PARBICA funds, Publications and the Samoan Microfilming Project.

Microfilming Project

The Secretary General reported that Kunel Etekeira (Deputy Secretary-General) had, in liaison with the Pacific Manuscripts Bureau sent out questionnaires relating to microfilm holdings in the Pacific to all PARBICA member countries except Australia, New Zealand and Papua New Guinea.

ICA General Assembly

The Secretary General questioned the role of PARBICA in the Congress. He agreed to attend the CAD Meeting on the morning of 27 August to represent PARBICA.

Training

The Secretary General outlined training initiatives being undertaken by PARBICA in both Australia and New Zealand.

Editorial Report

The PARBICA Editor (*Ms. Nancy LUTTON*) reported that the costs of producing the Journal were increasing and that we should examine ways of cutting costs. She suggested that our ideal situation would be for the Secretary-General and the newsletter editor to be in close contact perhaps in the same country. The Secretary-General undertook to investigate this.

Nancy reported that she enjoyed the work of editor but believed that eventually the task should be undertaken by one of the archivists from one of the Pacific Islands.

Directory of Archives in the Pacific

The Secretary-General reported that there was a person in New Zealand who was enthusiastic about producing a Directory of Pacific Archives. It was considered by those present that the current editor of the proposed Directory should be approached to ascertain if she was willing to continue and if not, to approve the New Zealand volunteer.

Communication/Membership

It was agreed that copies of the Executive Summary of correspondence be circulated to all members.

It was agreed that attempts be made to widen PARBICA membership.

Cook Islands

Mr. Kauraka has been appointed as Principal Archivist of the Cook Islands.

National Archives, New Zealand

Correspondent: Ellen Ellis

The Records Management Branch of National Archives was established during 1987. Although National Archives had provided records management help on request for many years, the demand for service had reached the level at which greater resources and direction were clearly required.

We focus on the management of current records and records systems for the state sector, local government and the private sector.

Records Management Branch has four areas of activity:

training

consultancy services

records storage centres

resources for records and archives management, including storage boxes and publications

and is based on the workshop style of training.

In keeping with Government policy, the Records Management Branch operates on a fully cost-recovered basis, charging clients for all services provided.

Hocken Library, University of Otago, Dunedin, N.Z.

Correspondent: Peter Miller

The Archives Section of the Hocken Library is on the move! In the first half of 1989, some 2,000m of archives and manuscripts will be shifted to new premises located at 137-151 Leith Street (two blocks away from the present Castle Street quarters). Staff will also be relocated, and from the date of reopening, (at the time of writing, 20 February, tentatively set for May 1989) all visiting researchers wishing to use the Library's holdings of archives and manuscripts should come to the new address. It should be noted that the Photographs Section (collections and staff) will also be moved here at the same time. The postal address (P.O. Box 56, Dunedin) will remain the same. Visiting researchers in the first half of 1989 should write ahead to ascertain availability of holdings during the reaccommodation.

The University of Otago appointed Margaret Morgan as Records Manager in the Registry in November 1988. Margaret is a former Archives Assistant in the Hocken Library, and her appointment follows on from a Working Party on University Records.

There have been several personnel changes in Dunedin institutions. Anna Blackman is now Archivist (halftime) for the Dunedin City Council, and Sean Brosnahan has taken up the position of Archivist at the Otago Early Settlers' Museum. Finally, Bruce Russell has replaced John Bennett as part-time Presbyterian Church archivist at the Hewitson Library, Knox College. The Historical Records Committee of the Presbyterian Church recently published an archival booklet **Presbyterian Church Archives; Care and conservation**. Copies (\$NZ5) are available from The Archivist, Hewitson Library, Knox College, Arden Street, Dunedin.

Belau National Museum

Correspondent: Olympia E. Morei

The Trust Territory of the Pacific Islands (TTPI) Archives Program has completed its task. The main objective of the program was to microfilm the TTPI Archives held in Saipan.

The University of Hawaii is reproducing the microfilms and sending them to the different political entities in Micronesia when the required conditions are met. These are safe storage for the microfilms and the microfilm reader.

Safe storage: A concrete storage and work-place have been completed. The carpenters are putting the finishing touch on it.

Microfilm reader: The microfilm reader has been acquired and will be set up to go very soon.

University of Guam

Correspondent: Professor William Wuerch
Won Pat Archives
University of Guam

Antonio Won Pat, Guam's first representative to the United States Congress, donated his papers to the University of Guam in 1986. Approximately one third of the three hundred cubic feet of materials was processed during the first two years of the project. The papers are located on the University of Guam's Mangilao campus in a concrete building with controlled temperature and humidity. Additional funds are needed to complete the processing of the papers and to compile finding aids.

Museum of the Marshall Islands

Correspondent: Alfred Capelle

The Marshall Islands National Archives which the Alele Museum is managing and operating for the Marshall Islands Government, will soon receive its final piece of equipment, the microfilm reader/printer, under a technical assistance grant from the U.S. Department of Interior. This piece of equipment will make it possible for the Government as well as interested residents and visitors to read and study the former Trust Territory Government records, which include valuable records from the German and Japanese eras also.

Additionally, our young archives trainee, Jeben Butuna, who has been working with us the past year, left last month to continue his formal education at the University of Hawaii. He will pursue his undergraduate studies with emphasis on a program of studies that will be conducive to graduate studies in archives. He is fortunate in that the Curator of Pacific History at the University of Hawaii Hamilton Library, Ms. Karen Peacock, has kindly offered to assist him gain on the job experience in archival management to add to his experience here.

Also in the last week of January to February 3 our Librarian, Ms. Tamar Jordan, attended a seminar on preservation and conservation of archives and library collection in tropical environment at the Canberra College of Advanced Education. Tamar came back with fresh ideas that should prove beneficial in improving our archives and library effort here in the Marshall Islands.

National Archives & Public Records Services, Papua New Guinea

Correspondent: Jacob Hevelawa

National Archives Act

A significant development in 1988 was the drafting of the joint National Library and Archives Act. The draft has been submitted to appropriate authorities for consideration and approval before it is legislated by Parliament.

National Archives Brochure

Another achievement made was the production of a National Archives Introductory brochure. The brochure was produced as one of National Archives major public relations campaign.

Records Management Working Party

1988 saw the establishment of a Records Management Working party, to be responsible for the formulation of guidelines for better record keeping procedures. Representatives of five different departments including National Archives are members of the working party. It is unfortunate, since the departure of the former Chief Archivist, Judith Hornabrook, the party has temporarily stopped operations until a new Chief Archivist is appointed.

Overseas Training

National Archives has been successful in its bids for overseas training in 1989. Three of its officers have and will be sent overseas for various training courses. The first officer, Mr Robert Gwamuwe, attended the two weeks Preservation and Conservation Seminar held in Canberra from the 23rd January to 3rd February, 1989. The second officer, Mr Joseph Molita is now in Sydney attending the Archives Diploma course, offered at the University of New South Wales. The third officer Mr Gabriel Gerry will leave in early March 1989, for a four week internship with the New Zealand Archives. A credit goes to the former Chief Archivist Judith Hornabrook who was behind the arrangements.

Chief Archivist's Departure

The former Chief Archivist Judith Hornabrook's term of office expired on the 14th October 1988. National Archives is now without a professional Chief Archivist. Efforts have been made through advertisements overseas to recruit one, however nothing positive has come through yet.

In October, a presentation ceremony took place at the new National Archives building, when 3 display cases, a gift from the Friends of the National Library, were received by Jacob Hevelawa for the National Archivist and her staff. A fourth case is already in position at Hohola Public Library.

The Friends were delighted to be able to make this presentation before Archivist Judy Hornabrook left P.N.G., and are most grateful to Ena Robins who negotiated with T.G.A. Pty. Ltd. for an excellent price and amazingly speedy delivery.

Public Records Office, Hong Kong*Correspondent: Don Brech*

The Public Records Office was established in 1972 to provide facilities for the preservation, control and use of Hong Kong Government archives. The PRO operates without legislation as a unit of the Government Secretariat.

The head office and main repository are located in Central (previously the capital, Victoria). Fully air-conditioned, the repository has a storage capacity of 13,520 linear metres. Two smaller repositories occupy leased premises in Aberdeen on the south side of Hong Kong Island. They accommodate microform and film records and provide storage for approximately 5,000 linear metres of intermediate records.

During the Japanese Occupation 1941-1945 extensive loss and destruction of government records occurred. As a result, the bulk of PRO's record holdings date from the resumption of British administration in 1945. Several pre-war record series have survived, the earliest being a series of bonds for performance of contracts and services, 1841-1928. The PRO also has collections of photographs and personal papers.

A small conservation section undertakes document repair and a search room and reference library are available for public use. Requests for information and inquiries about access to government records should be addressed to the Archivist, Public Records Office, 2 Murray Road, Central, Hong Kong.

The First Historical Archives of China

The First Historical Archives of China was set up in 1925 in the Department of Documents as a cultural institution specialising in the collection and management of archival materials of the Ming and Qing periods. It became an independent department under its present title in April 1980. A staff of nearly 200 manages and preserves over 10 million volumes of documents.

In September 1988, in conjunction with the Hong Kong Institute for Promotion of Chinese Culture, the first Historical Archives presented an exhibition entitled 'Qing Archives and History'. This was the first occasion on which archives from China had been publicly displayed outside the country. Documents exhibited included imperial patents, ordinances, command-edicts and memorials, vividly reflecting the history of Qing China and providing an insight into Chinese scholarship and culture.

National Archives, Singapore*Correspondent: Lim Gee Kheng*

National Archives was involved in the following exhibitions:

- (a) 21-23 Aug 88: "A Pictorial History of Nee Soon Community" exhibition set up at Yishun Community Centre in conjunction with the constituency's ministerial walk-about on 21 Aug 88.
- (b) 8-22 Sep 88: "Traditional Drama" exhibition held on part of Heritage Week 88.
- (c) 20-23 Nov 88: "Marine Parade: Its Past and Present" exhibition for Marine Parade Constituency's ministerial walk-about on 20 Nov 88.

2 weeks micrographics course was organised for 20 participants. The course covers both theoretical and practical aspects of micrographics.

We were also involved in the seminar on "Micrographics: Theory and Practice" (19-21 Oct 88) organised by Micrographics Society of Singapore.

Pacific Manuscripts Bureau

Correspondent: Bess Flores

Large microfilming projects scheduled for the first quarter of 1989 include:- Professor R.S. Parker's personal correspondence and 'grey literature' relating to the Papua New Guinea Administrative College and other aspects of the Australian administration of pre-independence Papua New Guinea; the late Dr R.P. Gilson's collection of manuscripts and rare documents on C19 and early C20 Western Samoa; and the completion of the 1947-1987 South Pacific Conference and related records; rare documents from the Australian National University's Department of Pacific and Southeast Asian History records room; a collection of political and other pamphlets on Micronesia, New Caledonia and Tahiti; C19 theses on South Pacific health and the correspondence of a modern epidemiologist are among the smaller projects. Prudence forbids us to make any further "first quarter" predictions.

Pambu regains its previous quarterly status. It should be issued as follows during the year: January to March; April to June; July to September; October to December.