## ARCHIVES AND ANUSCRIPTS

THE JOURNAL OF THE AUSTRALIAN SOCIETY OF ARCHIVISTS

VOLUME 17 NOVEMBER 1989 NUMBER 2

Archives and Manuscripts is a publication of the Australian Society of Archivists Incorporated, PO Box 83, O'Connor ACT 2601, Australia.

Copyright © in Archives and Manuscripts is vested in the Australian Society of Archivists Incorporated.

Copyright © in articles contained in Archives and Manuscripts is vested in each of the authors in respect of her or his contribution.

Cover design by Sheryl Stephens.

Contributors' opinions do not necessarily represent the views of the Australian Society of Archivists Incorporated or of the Managing Editor.

Typeset by Midland Typesetters, Vic. 3465. Printed by Australian Print Group, Vic. 3465.

ISSN 0157-6895

## **Contents**

Vol 17 Number 2	
-----------------	--

November 1989

	······································	
Obituaries	Jim Gibbney Penny Fisher	
Honorary Members	Margaret Medcalf Doreen Wheeler	. 135
ARTICLES		
Nancy Lutton	Bicentennial Retrospective: a reflective view from Western Australia	. 139
Sigrid McCausland	The Keeping Archives Workshops Program	. 151
Helen Smith and	Developments in computerised documentation	
Chris Hurley	systems at the Public Record Office, Victoria	. 165
Irene Kearsey	Some problems in placing modern medical records in public archives	183
Livia Iacovino	The development of the principles of appraisal in the public sector and their application to business records (Part I)	
David Roberts	The disposal of electronic records in office automation systems of the Australian Public	
" in the Agora"	Service	
BOOK REVIEWS		
Archive Buildings and E	Equipment	
	McGregor	. 239
Dictionary of Archival T		
	enda Acland and Fiona Sims	
	aredness and recovery for libraries and archives: a	
RAMP study with guidel	unes Lyall	244
Files Management Hand	lbook for Managers and Librarians	. 244
rues management rand	lith A. Ellis	246
Oral History: A Handbo		. 270
	o Grandma: Women and Family History	
	ba Berzins	. 248
•		

Stopping the rot: a handbook of preventative conservation for local studie collections	es
reviewed by: Rosyln McCormack	250
Museums and Galleries: a practical legal guide	
reviewed by: Clive Smith	252
A Guide to Sources of Information on Australian Industrial Relations	
reviewed by: Ewan Maidment	253
A Guide to Commonwealth Government Information Sources	
reviewed by: Judy Seeff	255
Women's Words: A Guide to Manuscripts and Archives in the Alexander	er
Turnbull Library relating to Women in the Nineteenth Century	0.57
reviewed by: Kandy-Jane Henderson	
Australian Library History in Context: Papers for the Third Forum of	'n
Australian Library History reviewed by: Robert Sharman	258
A Difficult Infant: Sydney before Macquarie	230
reviewed by: John Murphy	261
Toviewed by. John Marphy	201
NEWS NOTES	263
INTERNATIONAL NOTES	277
PUBLICATION NOTES	288

## **EDITORIAL BOARD**

MANAGING EDITOR: Clive Smith

Section Editors:

"... in the Agora"

: David Roberts

Reviews

: Glenda Acland : Judy Seeff

News Notes International Notes

: Margaret Jennings

Publication Notes

: Sigrid McCausland

Board Members:

Chris Coggin

Averil Condren

Marguerite Gillezeau

Janet Howse John Murphy Ann Pederson Barbara Reed Andrew Wilson

Correspondence should be addressed to the appropriate Section Editor, or to the Managing Editor, at either of the following addresses:

PO Box 83 O'CONNOR ACT 2601 2 Ferry Road GLEBE NSW 2037 Australia

Australia Austral

## PREPARATION OF MANUSCRIPTS

Contributors are requested to submit manuscripts in the following manner.

Articles should be typed, double spaced, on one side of the paper only leaving an adequate margin for instructions.

Articles longer than 5,000 words may need to be divided into parts and published in one or more issues.

The *Macquarie Dictionary* and the Australian Government Publishing Service *Style Manual* are used for spelling and style, including footnotes. Bibliographic details should be given in full, without abbreviations.

Illustrations are welcome—good quality black and white prints are best for reproduction.

Two copies should be submitted. Contributors should ensure that their name appears only on a separate page. A short abstract, approximately 100 words, should be included, together with a note for "About the Contributors".