

# NEWS NOTES

**Edited by Judy Seeff**

## **Australian Archives**

*Correspondent: S. B. Skrzypek*

Sets of the Commonwealth Records Series (CRS) Manual are now available from the Central Office of the Australian Archives. The Manual, a multivolume publication, contains procedures and explanatory material covering the intellectual control activities of the Australian Archives. The Manual covers the CRS system, the operation of the Australian Archives' automated Records Information Service (RINSE) system and finding aids such as the Australian National Guide to Archival Material, Part One.

The CRS Manual costs \$350. The price includes binders, dividers and several hundred pages of text, and also covers postage and updates.

Orders or enquiries should be directed to:

Director  
Survey & Records Data Services  
Central Office  
Australian Archives  
PO Box 34  
Dickson ACT 2602

Guidelines have recently been issued by the Disposal Program on a range of appraisal criteria covering research value, cost, policy and precedent value, privacy and scarcity. The project, to codify certain aspects of the appraisal criteria used to appraise Commonwealth records, was begun two years ago with the aim of providing better guidance for agency and archives staff involved in the appraisal process. Guidelines have also been completed on when and how to sample as part of the appraisal process, appraisal of photographic records and disposal aspects to be taken into account in the transfer of ownership of Commonwealth records to bodies outside the Commonwealth.

In addition to the work on procedures, the Disposal Program has completed and issued a glossary of terms and related guidelines for the appraisal of electronic records in the Disposal Manual, for use by Australian Archives' staff. This is another aspect of the Disposal Program's work

on the disposal of electronic records which, as reported in the May, 1989 News Notes, has included the production of the booklet *When it's Gone it's Gone!!!* The booklet provides advice to users of office automation facilities about the disposal of information from those systems.

The Australian Archives has also introduced new procedures for access examination of records prior to their public release. These procedures, designed to simplify the access examination process, were developed following a study of the incidence of exemptions from public access applied to Commonwealth records since the proclamation of the Archives Act in 1984, and are intended to reduce the proportion of records which undergo folio-by-folio examination prior to public release.

Records created prior to 1914 are now examined in detail only if the title suggests that they may contain exempt material. Records created between 1914 and 1939 are assessed by examining a small sample of folios unless the records concerned are security-classified, relate to the personal affairs of named individuals or in some other way give indications of including sensitive material. Large homogeneous record series covering subjects unlikely to be sensitive will continue to be assessed by appraisal of a small sample of individual items.

In accordance with the Archives Act, 1983, the functions of the Australian Archives include encouraging, facilitating and sponsoring the use of archival material. In view of these provisions, the Australian Archives encourages the use of records in its custody for exhibitions and displays, provided that certain conditions are met by the borrowers.

*Loans for exhibition: policy, procedures and guidelines* was issued by the Client Services Section of Australian Archives in June, 1989. This document explains the Australian Archives' policy in relation to lending records in its custody for exhibition and display purposes, describes the procedures for arranging such loans and provides guidelines for borrowers.

It is expected that these guidelines and the Loan Agreement they include will assist in the smooth handling of requests from Commonwealth organisations and non-Commonwealth bodies for the loan of records in the managerial custody of the Australian Archives.

*Relations in Records*, the Australian Archives' genealogical guide, published in 1988 as a contribution Australia's Bicentenary, continues to sell well. In view of the demand, AGPS Press is arranging a reprint of this useful publication.

Construction of the Australian Archives' newest repository in the South Canberra suburb of Greenway (near the Tuggeranong Town Centre) has been completed. The repository is the first in a planned series of four stages. It has a storage capacity of 50,000m and will be used primarily for the storage of records with temporary value. The building was

constructed by Matrix Construction Services at a cost of \$2.3 million. The shelving has been installed by Acrow P/L at a cost of \$750,000. It is expected that the official opening will take place in December, 1989.

### Tasmanian Regional Office

A major microfilming project, covering Antarctic Division Station and Voyage logs and files, which are held by the Tasmanian Regional Office, is nearing completion. These records, dating from 1947 to 1963, cover many aspects of Australian activity in Antarctica including building projects, scientific studies and voyages of exploration. The Antarctic Stations of Heard and Macquarie Islands, Mawson, Davis and Wilkes will be covered. The original logs, files, reports, maps and illustrations were transferred to the Australian Archives in conjunction with the microfilming project. When the project is complete, microfiche, with an accompanying inventory of items, will be available to public researchers.

### Victorian Regional Office

Personal records have been deposited in the Victorian Regional Office by Mr Andrew Peacock, MP, and by the family of Mr A Leighton, Comptroller General of Munitions Supply from 1921 to 1939.

A project to microfilm 19th Century Post Office records, controlled as Commonwealth Record Series B4866 to B4872, has been completed. The records comprise outward letter books containing copies of letters, minutes and circulars from the Chief Postmaster, Melbourne, to the Colonial Secretary, post offices, other government agencies, representatives of various "foreign" governments and to individuals.

All the records previously stored at the Regional Office's Port Melbourne facility have now been transferred to a new purpose-built storage facility which is leased by the Australian Archives and located adjacent to the Australian Archives' existing Dandenong facilities. The new building has 14,600m of air-conditioned storage. The three repositories at Dandenong hold 80% of the Victorian Region's records. They handle most of the Region's file-lending activity, and the majority of records transferred to the Australian Archives in Victoria is located at Dandenong.

### ACT Regional Office

Overseas visitors to the ACT Regional Office have included Mr J Walford, Public Record Office, United Kingdom; Dr A Thurston, Institute of Commonwealth Studies; Dr J MacIllwaine, School of Library, Archive and Information Studies, ULC; Messrs H Driesson, M Stoddart and C Adams, National Archives of New Zealand; Mr B Frederiksson, Swedish Foreign Office Archives; Mr D Singh, Deputy Director, National Archives

of India; and Justice N McCarthy, Chairman of the National Archives Advisory Council in Ireland.

Recent transfers of personal records to the ACT Regional Office have included those from John Langmore, MP, the member for Fraser, ACT, and (Herbert) Bruce MacDonald, former Secretary of the Department of Sport, Recreation and Tourism, currently the Administrator of Norfolk Island.

In July, 1989, the ACT Regional Office staged the first exhibition, *Views of Norfolk Island*, to be presented in its new exhibitions area at its office at Mitchell in the ACT. Highlights of the exhibition included a number of magnificent photographs which reveal the rugged beauty of the island and the achievements of convict labour. An exhibition for each quarter is being planned, and exhibitions for 1989-90 will focus on sport, coats of arms, and aspects of post-war immigration.

An informal group called the Agency Archives Management Group was formed in February, 1989, with membership comprising Commonwealth registry and departmental archives unit officers and Australian Archives staff. The Group meets quarterly to discuss archival topics of mutual interest. Topics discussed so far include 'Your responsibilities under the Archives Act' and 'Planning and conducting a disposal program'.

A database, containing basic information such as item number, title, date range and location, for each item from CRS A1838, Correspondence files, multiple number series, 1948-ongoing, has been developed by the ACT Regional Office. CRS A1838 is a major correspondence series controlled by the Department of Foreign Affairs and Trade. It contains some 350,000 items, of which approximately 94,000 are held by the Australian Archives ACT Regional Office. The database was developed because of the major retrieval problems caused by this large series with its complex multiple number system and deficiencies in supporting documentation. Retrieval and accessibility for both official and public users is now considerably facilitated.

### **Australian War Memorial—Research Centre**

*Correspondent: Anne-Marie Schwirtlich*

The project to retrospectively standardise collection entries for Private Records has progressed steadily. The majority of collections received between 1925 and 1988 have had their entries revised or prepared and these have been entered into the Private Records database.

Notable additions to the collection include the private diaries of Mrs J Edmondson, mother of the VC recipient, Private John Edmondson, who was killed at Tobruk; and the administrative records of the Australian

Veterans and Defence Services Council, an umbrella organisation for a large number of veterans' groups.

Comprehensive arrangement and description work has been completed on several important series in the Official Records collection. These include: Records of war crimes enquiries and trials, 1939-45 war; Records of DP Mellor (Official History, 1939-45 war—Civil series); RAAF biographical files, 1940-59; RAAF miscellaneous operational records, 1938-79; Australian Army unit war diaries, Korea; Records of Robert O'Neill (Official Historian, Australia in the Korean War); Written records of Japan (BCOF) and Korea; and records of the two Royal Commissions into the loss of HMAS Voyager, 1964 and 1967.

Official Records' series descriptions are being gradually entered into Australian Archives' ANGAM III database. In April this year, the Memorial started entering item-level information about access examination decisions in Australian Archives' ANGAM II database. Both of these projects should promote awareness of Official Records and enhance their use.

Mr Ian McLean, the Memorial's 1988 Research Centre Fellow, who returned to the Memorial in February to complete work on his guide to the papers of Gavin Long (formerly General Editor of the Official History of Australia in the war of 1939-45), left in July, having completed the guide.

Growth in public and official use of the collections continued, with record numbers of both researchers and total enquiries received during 1988/89. There is no sign that demand will abate in 1989/90.

Refurbishment of the public and staff accommodation areas of the Research Centre is now complete. The aim was to improve conditions and workflow in both areas.

A contract with Australian Heritage Projects P/L was recently signed, to continue work on The Keith Murdoch Sound Archive of Australia in the War of 1939-45. This major oral history project, sponsored by News Limited, currently consists of 100 interviews. The new contract will increase the Archive by a further 130 interviews.

Recent donations of Boer and Korean War photographs have been significant additions to the Photographs, Film and Sound Sections's collections.

## **The J.S. Battye Library of West Australian History**

*Correspondent: Jack Honniball*

Since May of last year, the Battye Library and the State Archives have been separate entities, administratively, but have continued to provide

an integrated reference service pending a long-awaited decision about the general status and future direction of the Archives.

The recent Functional Review of the Library Board's domain made the Battye Library a branch of Reference and Information Services, which is one of four directorates under the State Librarian responsible for the Library and Information Service of Western Australia. The Review also transferred, to a new Preservation Services Branch within the Corporate Affairs directorate, the very well-equipped Photographic Section which has steadily evolved out of a microfilming programme begun in 1951. The State Archives is a third directorate, and the fourth provides central services for the State's public libraries.

In its internal structure, the leaner Battye Library still includes three clearly defined sections which have long offered the public their specialised services on week days, with varying limitations during evenings and weekends. These are the State Film Archives, the Pictorial Collection and the Oral History Unit.

Responsibility for all the negatives pertaining to the Film Archives, the Pictorial Collection and the domestically-generated microforms, continues to be vested in the Photographic Section.

In September last year, the State Film Archives took on a broader role as a viewing centre for the local clientele of the National Film and Sound Archive.

In January, Oral History's staffing complement was reduced from three positions to two, and its role is now chiefly an advisory and co-ordinating one in respect of the growing number of externally-based projects.

The Cartographic Collection has been given a peculiar status; all Western Australian maps continue to be stored and made available in the Battye Library, but the non-archival items are now the special province of a Manager who is responsible for the directorate's whole stock of reference maps.

All the Librarians are rostered to serve on the reference desk, usually in pairs. Apart from that, they have responsibility for monographs, serials, newspapers, ephemera and various spheres of indexing. Headed by a Manager, Trish Allen, and a Senior Librarian, Steve Howell, the professional staff numbers ten and a half.

In support, there are twelve permanent Library Assistants, who are replaced in the evenings and on weekends by half a dozen casual staff. A good deal of practical support is also provided by the Friends of the Battye Library and the Genealogical Society of WA.

A noteworthy development in the past year or so has been the increasing emphasis placed on self-service in the reading-room. The public areas are spacious and comfortable, and the work-space behind the scenes is

adequate; however, after only four years in a splendid new building, there is already considerable pressure on the shelving in the stack and in the one distant annexe.

### **Mitchell Library, State Library of NSW**

*Correspondent: Warwick Hirst*

Some papers of Quong Tart (1850–1903) have recently been acquired by the Library, and a display has been mounted in the lobby of the Mitchell Library Reading Room. Quong Tart came from Canton Province to Sydney at the age of nine, and made a fortune on the Braidwood goldfields before opening a string of tea rooms and restaurants in Sydney. He campaigned for the suppression of opium, opposed the racism directed towards the Chinese in NSW and acted as unofficial Consul to the NSW government.

The Library has also acquired the papers of the poet and playwright, Douglas Stewart. This collection, which covers the whole of his working life, includes literary manuscripts, correspondence, notebooks and photographs. Stewart, who was born in New Zealand, settled in Sydney, in 1938, where he became literary editor of *The Bulletin* and then literary adviser to Angus & Robertson. His verse dramas and melodic nature poetry gained him a high reputation among Australian writers.

Other notable acquisitions have been the papers of Anne Bower Ingram, a prominent children's book editor; the papers of Ethel Anderson, writer and patron of the arts; and the papers of Pamela Travers, author of *Mary Poppins*. The records of the NSW branch of the Australian Labor Party, 1970–1988, have also been received by the Library. Their collection and description was administered by the Archives Office of NSW as a bicentennial project.

In conjunction with the Italian Historical Society, the Library has organised a project aimed at collecting material which documents Italian community life, the experiences of individual Italians who have settled in NSW and the activities of Italian businesses, clubs and societies.

The recent Captain Cook exhibition, held jointly with the National Maritime Museum, Greenwich, proved to be very popular. It has now been replaced by a photographic exhibition titled "At Work & Play/Our Past in Pictures". This is the result of a bicentennial project whereby 22 NSW country towns were visited and 7,000 photographs, which portray the lives of Australians prior to 1939, were copied.

### **The Mortlock Library of South Australia**

*Correspondent: Roger Andre*

A long awaited reclassification of archivists, hitherto engaged as librarians, has materialised following acceptance of a non-negotiable (non-

negotiable in that each amendment requested by the archivists was disallowed) offer by the Commissioner for Public Employment. The reclassification or category review recognises a local designation of 'archivist' and establishes realistic promotional positions for archivists in both the Mortlock Library and the Public Record Office. It was a disappointment to the archivists however, that both their employing department, the Department of Local Government, and the Department of Personnel and Industrial Relations, proved implacably opposed to the proposal that qualifications akin to those required for professional membership of the Australian Society of Archivists be accepted as the criterion for appointment. As a result, no academic qualifications whatever are essential for appointment to the position of archivist within the South Australian Public Service, and archivists, now graded as clerical officers, are to be denied consideration for inclusion in the professional category of the service under restructuring. The denial of professional classification is somewhat at odds with pay scales which value the work of archivists at a higher level than librarian colleagues.

Archivists within the Private Collections Unit, assisted by librarian Elizabeth Moulton, are undertaking a "conspectus" of holdings masterminded by John Love. The intention is to gain an over-all impression of strengths and weaknesses with a view to refining collecting policy, particularly determining priorities. Progress to date has been limited to experiments and pilot runs and there will be more to report in the next *News Notes*.

The Pictorial Collection has continued to grow, increasing in interest by the addition of material borrowed from a South Australian octogenarian who has used a camera since his teenage years at Oodnadatta, and during his career on the South Australian Railways. The photographs provide a visual record of many small railway settlements that have now disappeared, and show the maintenance techniques used, railway accidents, railway staff, and life in the bush. Another collection donated has provided valuable material on the Scouting and Girl Guide Movement, and leisure activities associated with a Church Group in the twenties and thirties. A further collection of glass plates, salvaged from rapid deterioration, has provided 771 scenic and 'people' views depicting life in South Australia during the first decade of the century.

On the records and manuscripts side, significant acquisitions have included records of the Adelaide Milling Company, 1908-1982, records of Young and Gordon, Port Augusta merchants from 1861, and records of the Australian Transport Officers Federation, South Australian Division, 1908-1988. A spectacular album of illuminated addresses presented to Henrietta Kennin in 1894, and accompanied by a carved lectern, has been donated under the Tax Incentives for the Arts Scheme. Papers of Dr Andrew Dezsery reflect his leadership in the Hungarian community.



A qualified sound engineer has been contracted to produce archival open reel copies of tapes from the J.D. Somerville Oral History Collection, established in 1987 as the central repository for oral history tapes and transcripts in South Australia. While the Somerville Collection's function is that of a repository for, rather than creator of oral history, an exciting project in conjunction with the Department of Environment and Planning is in train to produce an oral history of the Adelaide Gaol. This project is already providing vivid insights from prisoners and prison officers into life behind the Gaol's grim walls from the 1930s until its closure in 1988. The tapes will be used for an audio tour guide.

### **OTC Limited Archives**

*Correspondent: Kimberly O'Sullivan*

The Overseas Telecommunications Commission was set up by an Act of Parliament in 1946, to operate Australia's worldwide telecommunications services. On its formation, OTC inherited the records, artefacts and memorabilia of its predecessors, the cable and radio companies which had carried Australia's international telecommunications services since the nineteenth century. This year OTC Limited became a Commonwealth government owned incorporated company.

OTC's official concern about its records and archives began in 1983, following the passing of the Archives Act. OTC, then a statutory government authority, established an Archives Committee to advise on records disposal/retrieval and identify records which would be exempt under the provisions of the Act. In 1986, a consultant advised establishment of a permanent collection, and the next year an Archives was established at OTC's Paddington terminal. In 1988, the first professional archivist was appointed.

The Archives collection consists of official OTC administrative and policy records, internal publications, early cable and beam wireless records, telecommunication systems documentation, maps from late nineteenth century to the present, records of our direct and indirect predecessor companies, eg. AWA and Pacific Cable Board, and the private papers of ex-staff. The Archives also has a substantial photographic collection, and a large artefact collection which includes radio, cable and satellite equipment. The artefact collection is stored at our Broadway terminal building, and is under the control the Artefact Co-ordinator.

The Archive's holdings are on an information management software package known as AMIE (Automated Management Information Exchange). This system stores, arranges and retrieves data and is available to OTC staff through the office automation network. Staff are able to search the Archives database on AMIE and have access to our holdings.

AMIE also allows users to search the Library's on-line catalogue and provides information on the movement of current files and the file register.

The Archives benefits greatly from the support of the Overseas Telecommunications Veteran's Association. This Association comprises staff, of any company, who have completed twenty-five years' service in the overseas telecommunications field. These veterans were the first to call attention, in the 1950s, to the valuable nature of many of the records and artefacts held by OTC. These consisted not only of early OTC records, but also the records of companies and individuals who pioneered Australia's global telecommunications services. The veterans and other dedicated individuals saved most of these records from destruction and they have now been donated to the Archives.

While the Archives' users and researchers are predominantly OTC staff, a public reference service is also provided, Monday to Friday, 9.30am to 4.30pm. Personal visits can be arranged by appointment with the Archives Co-ordinator.

### **Sydney College of Advanced Education**

*Correspondent: Samantha Hughes*

Under the terms of the White Paper released in July, 1988, the Sydney CAE ceases to exist from 1 January, 1990. The various Institutes that make up the College are to be amalgamated with Universities in the following manner: Institute of Nursing Studies and Sydney Institute of Education go to University of Sydney; St George Institute of Education to University of NSW; Institute of Technical and Adult Teacher Education to University of Technology; and the Institute of Early Childhood Studies to Macquarie University.

In the College's reply to the Minister in April, 1989, the University of Sydney has been named Principal Successor. It is intended that archives and semi-current records held in the Institutes follow their function and be transferred to the custody of the University archives. The College is awaiting the Minister's reply.

Following the completion of surveys of records in all divisions in Administration, Disposal Schedules were created to determine destruction dates, and nature and quantity of those records to be transferred to University registries and archives. Activity in the archives has been concentrated on culling and accessioning.

The accession record is maintained on dBase III+, and it is intended that a database containing relevant information will accompany records transferred to each University archives.

The additional responsibilities, of handling Copyright, Freedom of Information enquiries and the Art Collection, were transferred to the College

Archivist early in 1989. Tim Robinson, College Archivist, attended several external seminars and conducted an internal meeting informing staff of the implications of FOI legislation in the College.

The College Archives staff was increased with the employment of an Assistant, to cope with the increased workload associated with the closure of the College. An Art Curator, Ms Suhanya Raffel, was employed in March, 1989, to organise the Division of the College's art collection. This has involved updating the accession record, organising conservation, maintaining the conservation record of each work and arranging for the valuation and re-valuation of many works.

## **University of New South Wales Archives**

*Correspondent: Karin Brennan*

During 1988, the Archives experienced several staff changes, and now employs two archivists, a secretary and a part-time oral history co-ordinator. Changes also occurred in the membership of the University Archives Advisory Committee. Professor Alan Gilbert, UNSW's new Pro-Vice-Chancellor, took over the chair from Professor Jarlath Ronayne, now Deputy Vice-Chancellor, and Dr Christine Henderson, new University Librarian, replaced Alan Horton, outgoing University Librarian.

One major project in 1988-89 was the arrangement of an exhibition for Open Day, on behalf of the University. The exhibition featured recent research and student activities, as well as aspects from the past. Later, some parts of the exhibition were included in the University's display at the "Beyond 2000" Exhibition at Darling Harbour.

Another development was the publishing of the first two oral history publications, these being the reminiscences of Sir Philip Baxter, the University's first Vice-Chancellor, and of Emeritus Professor Lederer, Foundation Professor of Optometry.

The University's Interview Project was fortunate in obtaining from the University's U-Committee some extra funding, over the next two years, for its publications project.

As a member of the Library Disaster Recovery Committee, the University Archivist was able to contribute substantially towards the draft of a Disaster Recovery Plan for the University Library. Finalisation of the plan is in progress, as is planning for workshops which will provide staff with necessary background knowledge for dealing with disasters.

Throughout 1988, in line with the University's Corporate Plan, Archives Staff worked on a Management Plan for the Archives for 1888-94. The plan sets out the Archives mission and its major goals along with detailed objectives and performance indicators.

Currently, Archives staff are conducting a records survey in schools and other academic units to locate any material of interest to the Archives. So far eighty units have been contacted during 1988-89, with the remaining units to be covered in 1990. Although response to the survey was initially slow, by now Archives staff have been able to gain a reasonable overview of material held by the various schools.

### **University of Queensland Archives**

*Correspondent: Glenda Acland*

A major project for the University Archives has been the appraisal of the Central Administration's subject file series, 1965-1985. This has been undertaken in co-operation with Central Registry staff with the Archives Systems Officer as Project Team Leader. The series consists of approximately 25,000 individual files. No regular or systematic appraisal has ever been carried out on these records, resulting in the retention of even the most trivial papers for decades. A method of both individual examination and sampling has had to be used due to idiosyncratic and inconsistent records management practices and procedures.

ParlAirs, a computerised Records Management and Information Retrieval system, marketed by Dialog Pty Ltd, has been on trial at the University for some months. It will be used for current records progressively from 1990. It is hoped that this system will be an efficient means of computerising the Archives' finding aids, although some modifications to the program will be needed.

This year, a micrographics programme has been funded, and work on security microfilming of Queensland Junior and Senior Public Examination Results' Registers has begun. Extensive preparation work on each volume was required.

Unfortunately, the fears and concerns expressed in regard to possible water entry into the repository became a reality this year. Although no significant damage has resulted to date, the long-term prospects give rise to grave concern. The University is looking at re-sealing the basement level of the Administration building which houses the University Archives, and other accommodation options are being considered.

### **Westpac Banking Corporation Archives**

*Correspondent: Clive Smith*

As part of the redevelopment of its site at Tempe, the Bank is about to commence construction of new premises for the Archives. Plans include about 1,600m<sup>2</sup> of standard repository (fully airconditioned), a high security repository of about 100m<sup>2</sup> (including a vault for valuable items), a low temperature repository, a purpose-built conservation laboratory and

adequate office and search room space. A very early warning fire detection system will be installed—the Bank now regards CO<sub>2</sub> and Halon extinguishing systems as too hazardous (even for its computer installations). All shelving will be compactus, and planning includes mobile racks for the larger pictorial items (and for storing items from the Bank's art collection).

Present planning indicates that the relocation will take place about November, 1990. In preparation for relocation, a full stocktake of existing holdings will be undertaken. This will give valuable information on item formats, sizes, quantities and conservation requirements, as well as (for the first time in many years) ensuring that all items are adequately recorded and located. The stocktake will be done with laptop computers (that can also be plugged into the local area network).

The collection of illuminated addresses was exhibited at the Bank's museum for a short period earlier in the year. The exhibition attracted a lot of interest, and will be repeated in the next year or so.

The work of writing the history of the Commercial Bank of Australia Limited is virtually completed. Publication should be arranged shortly. Patricia Quinn, former Senior Archivist and an honorary member of the Society, has been research assistant for this project, and, in addition, has done much valuable work with the CBA archives.

## **Wollongong University Archives**

*Correspondent: Annabel Lloyd*

As a result of increasing the public face of the Archives and making it a positive and active service within the University and the local community, reference work has increased from zero to an average of 2-3 enquiries per week. There are four PhD students using material held in the Archives, as well as material transferred from other Archives, on loan for the duration of their research. There are two Honours students writing labour history theses, and a group of six writing the history of the South Coast Labour Council, the records of which are held by the University Archives.

A backlog in the re-organisation of Administration files (including Staff, Student and General files) has been overcome with the help of a General Library Assistant, who initially worked full-time in the Archives. Although now a permanent Library position, assistance in the Archives still continues to be part of the duties thereof.

Three publications were produced in the last year: a revised version of the *Guide to Acquired Records*, in June, 1988; a *Guide to the Records of the South Coast Labour Council*, in January, 1989; and in May, 1989, *The Cochrane Papua New Guinea Collection—a Preliminary Guide*.

The latter represents a unique collection which documents Papua New Guinea culture between 1949 and 1969. It was assembled by PN Cochrane and his wife, Renata, who worked for the Papua New Guinea administration during this period. It was given to the University under the Tax Incentive for the Arts Scheme, in 1985, by their daughter.

The collection includes over 500 colour transparencies, which had to be professionally conserved and copied, 400 b&w photographs, film scripts and reel-to-reel recordings of indigenous music. To date the Guide has been promoted by the *Pacific Manuscripts Bureau* in Canberra, and the University Archivist interviewed by Radio Australia as part of a feature on the collection.

Over the last 18 months the Archives has been researching and developing a photographic record of the University. A major photographic exhibition was mounted in March, 1988, to mark the University's first 25 years. Since then two smaller photographic exhibitions have been on display at various University functions, and another major exhibition was mounted for University Open Day in August, 1989. A long-term aim is to develop an exhibition "kit"—concentrating on a variety of images of the same site over a number of years.

Apart from University records, acquired records processed over the last year include the major collection (about 30 shelf metres) of the Records of the South Coast Labour Council, the ACTU Congress Papers (used by the labour history students) and the records of Elliot V Elliot, former Federal Secretary of the Seamen's Union.

### **Contributions to *News Notes***

Contributions to this section should be short (between 100 and 500 words), relating to the following topics:

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|-------------------------------------|--------------------------|
| * administrative/structural changes | * new buildings/premises |
| * significant acquisitions          | * technological advances |
| * significant visitors/visits       | * publications/projects  |
| * archival systems innovations      | * major exhibitions      |

Contributions for the next issue (May 1990) should be received by 28 February 1990.