

ARCHIVES
AND
MANUSCRIPTS

THE JOURNAL OF THE
AUSTRALIAN SOCIETY OF ARCHIVISTS

VOLUME 18 MAY 1990 NUMBER 1

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 18 Number 1

May 1990

EDITORIAL.....	7
About the Contributors.....	9
Peter Scott.....	11
ARTICLES	
<i>Livia Iacovino</i> The development of the principles of appraisal in the public sector and their application to business records (Part II).....	19
<i>Gavan McCarthy</i> Records disposal in the modern environment.....	39
<i>Jenny Dean and</i> The practice of sampling in the disposal of <i>Wendy Southern</i> Commonwealth records.....	53
<i>Chris Hurley</i> Standardisation 1987: a recapitulation.....	63
<i>Irene Kearsley</i> Fragile paper—other angles, other allies?.....	75
<i>Lindsay Howe</i> The use of optical disc for archival image storage.....	89
BOOK REVIEWS	
<i>Managing Archives and Archival Institutions</i> reviewed by: Val Siebert.....	119
<i>How to Manage Your Records: A Guide To Effective Practice</i> reviewed by: Barbara Reed.....	122
<i>Legal implications of the production of machine readable records by public administrations: A RAMP study</i> reviewed by: David Roberts.....	125
<i>Study in integrated pest management for libraries and archives</i> reviewed by: Lee McGregor.....	128
<i>Planning, equipping and staffing an archival preservation and conservation service: a RAMP study with guidelines</i> reviewed by: Barbara-Mary Pedersen.....	131
<i>Prevention and treatment of mold in library collections with an emphasis on tropical climates: A RAMP study</i> reviewed by: Barbara-Mary Pedersen.....	132
<i>Guide to records of the United States Senate at the National Archives, 1789-1989</i>	
<i>Guide to the records of the United States House of Representatives at the National Archives, 1789-1989</i> reviewed by: Michael Piggott.....	134

<i>Guide to the Archives of the Ministries of Foreign Affairs of the Member States, of the European Communities and of the European Political Co-operation</i> reviewed by: Elizabeth Nathan	136
<i>At Work and Play: Our Past in Pictures</i> reviewed by: Tim Robinson	138
<i>Stopping the rot: a handbook of preventive conservation for local studies collections, 2nd edition</i> reviewed by: Roslyn McCormack	141
<i>Guide to the papers of William Henry Gill in the Mitchell Library</i>	
<i>Guide to the papers of Sir Philip Game and the Game family in the Mitchell Library</i>	
<i>Guide to the papers of Elizabeth Jolley in the Mitchell Library</i> reviewed by: Linda Bell	143
NEWS NOTES	147
INTERNATIONAL NOTES	168
PUBLICATION NOTES	177

EDITORIAL BOARD

MANAGING EDITOR: Clive Smith

Section Editors:

“ . . . in the Agora ” : David Roberts
Reviews : Glenda Acland
News Notes : Judy Seeff
International Notes : Margaret Jennings
Publication Notes : Sigrid McCausland

Board Members: Chris Coggin
Averil Condren
Marguerite Gillezeau
John Murphy
Ann Pederson
Barbara Reed
Tim Robinson
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
Australia

2 Ferry Road
GLEBE NSW 2037
Australia

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 marginal 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”.