

NEWS NOTES

Edited by Judy Seeff

Australian Archives

Correspondent: S. B. Skrzypek

In December 1989, Mr Brian Cox, formerly Director-General of the Australian Archives, was appointed the Electoral Commissioner. Mr Cox commenced duty with the Australian Electoral Commission on 18 December 1989. Mr S. B. Skrzypek is currently acting as Director-General of the Australian Archives.

As reported elsewhere in this issue, two awards were made recently which publicly recognised the work of the Australian Archives and its staff. On 25 January 1990, Peter Scott was presented with a National Australia Day Achievement Award by the Deputy Secretary of the Department of Administrative Services, Tony Hillier, at a ceremony in the New South Wales Regional Office. In February 1990, the Department of Administrative Services won a gold Government Technology Productivity Award for its personnel management system, NOMAD, and the Australian Archives' RINSE system.

A first for the Australian Archives was the production of early Australian greeting cards featuring reproductions of 1879 Christmas cards from the NSW Copyright Register. The cards were marketed through a large number of retail outlets which included AGPS and Parliament House Bookshops, SBS outlets and national booksellers such as Collins and Angus and Robertson. The cards were very well received, combining considerable appeal with professional presentation. It is intended that they will form part of an Australian Archives annual marketing program.

An Information Services Conference was held in Canberra from 7 to 9 March 1990. It was attended by Regional and Central Office staff of the Australian Archives. The theme of the Conference was 'Service in the 90s'. Aspects covered included developments and improvements to service provision, including user facilities and finding aids, service to remote clients and service through provisions of copies of records, marketing and publishing. The Conference was addressed by a number of guest speakers including Mr Greg Friedewald, Department of Administrative Services, Public Relations, Ms Ann Villiers, Head of

Marketing, National Film & Sound Archive and Mr David Whitbread, AGPS Design. The Conference was also addressed by Dr Carol Liston, President of the Royal Australian Historical Society and lecturer at the University of West Sydney. Dr Liston is a member of the Advisory Council on Australian Archives.

The Information Services Conference was preceded, on 5 and 6 March 1990, by an Access Conference, to discuss the administration of public access under the *Archives Act 1983*. The participants included Australian Archives Central and Regional Office staff involved in drafting and applying policy and procedural guidelines for the access examination of records prior to their public release. The Conference was also attended by staff of the Australian War Memorial.

The Australian Archives has now made arrangements for its search rooms in Regional Offices to be open to members of the public during lunch times, although records retrieval services will not be available during this time.

The Australian Archives Disposal Program continued its concentration on disposal of electronic records and is following up the publication of the popular booklet *When It's Gone, It's Gone !!!*, with stickers (for keyboards) and posters.

A significant change to disposal procedures has been the delegation to authorise disposal that has been given to Regional Directors and Assistant Directors, and to the Central Office Director. This has been done due to the high quality of authorities that were presented for signature by the Director-General, and to speed up the disposal authorisation process. The Australian Archives is testing a new process whereby specified agency officers may appraise and sentence certain records in the one process. The system, known as combined appraisal and sentencing of records at the item level (CASORAIL), is to be used in certain agencies after general and specific disposal authorities have been applied to deal with what is likely to be the small residue of material not covered. CASORAIL can also be used by specialist officers to sentence complex technical records. It is being tested by the Department of Veterans' Affairs and the Parliament House Construction Authority.

A new appraisal criterion has been formulated so that consignments of records created before 1939 can be designated as permanent. This is because of the likely value of the material and because it would not be cost-effective to identify disposal classes for records of this age. General Disposal Authority 13, replacing General Disposal Authority 8, has also been issued. General Disposal Authority 13 deals with building and works records.

In September 1989, the Department of Administrative Services conducted a Review on the use of recycled paper by the Commonwealth.

The Department's committee handling implementation of the Review's recommendations has organised departmental seminars on the use of recycled paper in each State. Officers from the Australian Archives Storage and Preservation Program have been closely involved in the preparation and presentation of these seminars and the preparation of standards for writing and printing papers.

Since the notice which appeared in *News Notes* of Volume 17, November 1989, No. 2, the CRS Manual has undergone a major revision and restructure. The previous 5 volume set has been condensed into 3 volumes. The Manual still contains all the CRS procedures, introductory information and the RINSE procedures. The 3 volume set is available for \$200.00 which includes postage, handling and updates. Orders or enquiries should be directed to:

Director
Records Information Management
Central Office
Australian Archives
PO Box 34
Dickson ACT 2602

ACT Regional Office

The last quarterly meeting of the Agency Archives Manager Group was held in the ACT Regional Office in October 1989, to discuss the topic "The Permanence of Electronic Records". The meeting attracted 78 people and was addressed by Rodney Teakle, Colin Webb and Stuart Robinson, all from the Australian Archives. Mr Teakle has since become Archivist for the CSIRO. On 1 December 1989, the ACT's new South Canberra records repository in Tuggeranong, was opened by the Hon. Stewart West, MP, the Minister for Administrative Services. The Minister and members of the Advisory Council on Australian Archives who were present at the ceremony planted native trees to mark the occasion. On 9 January 1990, the ACT Regional Office published its first issue of *Client Focus*. This quarterly newsletter is designed to improve communications between the ACT Regional Office and its numerous clients with an emphasis on researchers and their needs. Also in January the Region opened a new exhibition *A love affair with sport*. This exhibition drew upon the wealth of sports-related records in the custody of the Australian Archives including photographs, documents and objects.

Recent transfers of personal records to the ACT Regional Office have included those from Mr B. Fraser, Dr H. V. Coombs, the Honorable Mr I Macphree, Mr P Ruddock, MP and Mr J Porter, MP. The Region received visits from a number of overseas visitors, notably Andrew Evborokhai, Assistant Chief Archivist, Nigeria; Joseph Mensah, Assistant Archivist

in Charge of the National Archives Repository, Ghana; Messrs Amos Tagan and Eliuda Tobui, Cabinet Office of the Government of Papua New Guinea and Sheila Powell, National Archives of Canada.

West Australian Regional Office

The 6th National Records Management of Australia Convention and the 2nd International Records Management Congress of the International Records Management Council was held in Perth in December 1989. Ms Hilary Rowell from Central Office gave a paper on the ADP Systems within Australian Archives at this convention. Following the convention a number of visitors took the opportunity to visit the Regional Office and were given a tour of the repository and its facilities; these included officers from CSIRO, the Northern Territory Archives, the Public Records Office, Victoria and other Regional Offices of the Australian Archives.

Mr Noel Tanzer, the Secretary of the Department of Administrative Services, visited the Regional Office in Western Australia in January 1990, and spoke to all staff about the Department's Corporate Plan. This visit was one of a program of visits to the Australian Archives by the Secretary and senior officials of the Department of Administrative Services to inform staff about the Corporate Plan and planned restructuring. During his visit to the Region, the Secretary examined a small display of records held in the Region including Bureau of Meteorology Isobaric Charts, Meteorological Observations and various Australian Construction Services' records.

New South Wales Regional Office

From 4 to 22 December 1989, Upu Kila, an officer of the Papua New Guinea Department of Energy, attended the Villawood Repository to work on PNG Petroleum Data. On 8 February 1990, Lt Col Than Maung, the Director-General of the National Archives of Myanmar (Burma) visited the Region's city office and the Villawood Repository. A dinner was organised for Lt Col Than Maung that evening with members of Australian Society of Archivists. Lt Col Than Maung visited Australia under a UNESCO fellowship granted in the field of Archives and Records Management. The purpose of his fellowship was to observe the organisation and operational methods and techniques in various institutions in Australia, Malaysia, Indonesia and Singapore. In February, the Region received the final transfer of records from the Australian Bicentennial Authority. These Records had been transferred progressively over a period of several months.

Archives Office of New South Wales

Correspondent: Michael Allen

On January 30th, 1990, the Hon. Gary West, Chief Secretary and Minister for Tourism, accepted the Neil T. Hansen Award, on behalf of the Archives

Office, for outstanding services to family history. The award was presented by the Australasian Federation of Family History Organisations.

This function also saw the launch of the second and final stage of the publication of the *Colonial Secretary's Papers*, namely the Index. In 1986, the Archives Office embarked on a project to publish the papers of the NSW Colonial Secretary, 1788-1825. The papers are available on 72 reels of 35mm vesicular roll microfilm and 312 diazo microfiche. The Index package, which is presented in an attractive burgundy folder, comprises the Index, on 63 microfiche, and a printed handbook.

It was originally planned to print and publish the Index on paper, in a ten volume set, but its size has grown by at least 50% and the associated costs have escalated by an even greater factor. As it became obvious that a hardcopy of the edition could not be produced and sold at the advertised price, and the Office still recover printing costs—covering full production costs was never contemplated—it was decided to produce the work on microfiche with a single, printed introductory volume.

The prices for the various components of the package are as follows:

Papers—roll microfilm	\$3,500.00
Papers—microfiche	\$1,500.00
Index—microfiche (incl. introductory volume)	\$500.00

Prices include postage and packaging.

Purchasers of the full set of Papers (microfilm and microfiche) will, at the same time, receive the index free of charge—a saving of \$500.00. The two microform components of the Papers, and the microfiche index, may be purchased together, as a set, or separately.

While its approach is primarily a personal one, concentrating on the early inhabitants of our nation: the convicts, settlers, indigenous Australians and colonial officials, the Index contains many entries relating to ships, subjects, towns and localities. A prospectus is available from the Archives Office.

From January 1, 1990, *Archeion*, the newsletter of the State Archives, will be offered by subscription along with *Archvista*, the Office's quarterly news-sheet. *Archeion* will continue to include all the usual features, while *Archvista* will provide subscribers with up-to-date information on new accessions, publications, talks, seminars and workshops, as well as other information of interest to researchers. For only \$10.00, individuals and overseas recipients will receive a two-year subscription to *Archeion* and *Archvista*. Societies and libraries will, for the time being, continue to receive these publications free of charge.

The Reference Services division has introduced a new computerised reader's ticket system, allowing the Office to compile statistics which will help with planning and providing optimum service to clients.

A good response has been shown to the introduction of the Convict Research Service, where, for \$60.00, an intensive two-hour search of the holdings is conducted by an experienced archivist. The results are presented in a research report together with copies of documents to the value of \$10.00. An Advisory Service is also available for people wishing to undertake their own research. For \$25.00 per hour, they receive a private consultation with an archivist giving practical advice and suggestions on specific research topics. These two new services are an adjunct to existing Search Room and Written Enquiry Services and do not detract from the quality of the free services.

Since January 1, 1990, the City Search Room at 2 Globe Street, The Rocks, has been closed after 6.00pm on Wednesday nights, and on all public holidays. The Archives Authority is, however, committed to maintaining Saturday services (after-hours access) at both the City and Kingswood Search Rooms.

Northern Territory Archives Service

Correspondent: Baiba Berzins

Recent accessions include the official records of the former Administrator, Commodore Eric Johnson, a large collection of 1920's Territory photographs and oral history interviews with the current Administrator, Hon J. M. Muirhead and former MHR, Sam Caler.

Re-organisation and extension of the Winnellie repository has facilitated the transfer of Government records so that the total collection is now over 8,000 linear metres.

Exhibitions mounted include *Damaging Winds*, about Darwin's long history of cyclones, and *Images*, which consisted of a selection of photographs copied from the glass-negative collection of the Royal Australian Historical Society in Sydney.

The 1990 History Award went to Kate Holmes of Alice Springs, for a history of the Arltunga mining site. Minor grants were awarded for topics which included Fijian missionaries in Arnhem Land, the employment of women in the NT fishing industry and the history of the fight against trachoma in the Territory.

The Historical Society of the Northern Territory has just published, as part of its current publications program, an edited version of Mary Tamblin's fascinating manuscript *Mines, Money and Men*, which deal with Top End Mining, 1895-1921. A copy of this is lodged in the Northern Territory Archives Service.

Queensland and State Archives

Correspondent: Linda Bell

Queensland State Archives celebrated its first thirty years in November last year. The exhibition *Archives—Past, Present and Future* was displayed in the State Library foyer from 2nd November until 4th December, 1989. It included displays depicting the last thirty years, work carried out in the conservation unit, and some interesting items from our holdings, e.g. the school admission register for the Bee Gees, and some knives used as murder weapons.

QSA—the first thirty years, compiled by Fiona Gaske with amendments by Shauna Hicks, was released for the thirtieth birthday. A one-day seminar called *Discovering Archives* was held on 3rd November. Speakers included Paul Wilson (the previous State Archivist) and Tamara Lavrencic (the previous Conservator). The Archives still has a vacancy for a conservator.

Parts 2 and 3 of the Queensland Public Records Historical Resource Kit were released in time for the celebrations. Part 2 of the kit consists of electoral rolls up to 1900 and Part 3 consists of naturalization records. The prices of these kits are substantially less than Part 1 (immigration records), as they contain less microform.

Several staff changes have occurred in the last year. Ruth Kerr (Senior Archivist, Special Projects) resigned in October to take up a position as a Research Officer for the Parliamentary Research Commission. Anne Birgan was appointed Senior Archivist, Technical Services, early last year, and Kate McGuckin has recently been appointed Senior Archivist, User Services. Shauna Hicks resigned and took up a position in the Audio-Visual Section of the State Library.

The *Local Government Disposal Schedule* was completed in February last year. Comments were received from various organizations after the draft of the schedule was circulated. A project involving the microfilming of Council minute books is also being undertaken.

Work is progressing on the design of our new building due for completion in 1992.

State Archives of Western Australia

Correspondent: Jen Ford

On 31 October 1989, the State Librarian, Dr Lynn Allen, addressed a public meeting to outline the result of the Functional Review of the State Archives.

The State Archives remains a Directorate of the Library and Information Service of Western Australia. Its operations will be extended to encompass

Records Management functions, including the administration of the Intermediate Repository. The State Archives continues to provide its reference services through the Battye Library reading room.

The positions of Director: State Archives, and Manager: Archives, were advertised and the successful applicants were Christopher Coggin and Kandy-Jane Henderson respectively. A Manager: Records management Branch, will be appointed when a position becomes vacant.

Archives Administration Course

In November 1989, the inaugural Archives Administration Course was held in the Alexander Library Building. The course was organised through the State Archives by Kandy-Jane Henderson with Course Controller Ann Pederson, Senior Lecturer in Archives Administration at the University of New South Wales, assisted by Anne-Marie Schwirtlich, Curator responsible for Printed and Written Records at the Australian War Memorial. Their unbounded enthusiasm for things archival kept participants going through the intensive ten-day course. Another Archives Administration Course will be held in June, 1990.

Rare Manuscript Find

A fascinating and recent acquisition to our private archives has been the Hardman diaries. Edward Townley Hardman, an Irish geologist, came to Western Australia in 1883 to fill a temporary post as Government Geologist. He was a member of two survey parties to the Kimberleys in 1883 and 1884 and three of the diaries contain sketches and comments from these expeditions.

Those diaries were discovered by Mr and Mrs A. B. Wood while holidaying in England. They struck up a conversation with an unknown couple in a teashop. The other couple mentioned some diaries or notebooks that had been found in their house. Mr and Mrs Wood purchased the diaries, then very generously donated them to the State Archives, handing them over in December at a function held in the Alexander Library Building.

Legal Records

The Supreme Court of Western Australia began transferring many of its old records to us in October 1988. The records were in a critical state, having been stored for many years in vaults under the Supreme Court building. Winter flooding, insect infestation and mould growth were some of the problems faced, so extensive fumigation and cleaning were necessary. Records which have been transferred to State Archives include files and volumes relating to grants of probate and letters of administration, divorce, bankruptcy, civil and criminal cases, naturalisation and

conscientious objectors. They date from 1832 to the 1960's. The Law Society of Western Australia has provided funds to employ staff to process this large amount of records. Social and legal historians, genealogists and legal firms are finding the records of great use.

Genealogical Kit

A research kit is currently being produced by the State Archives. To be entitled *Access to Ancestors: a research kit of resources in the State Archives of Western Australia*, Part I will be available for commercial release soon. Part I will comprise those records mainly dealing with immigration to Western Australia, from the founding of the Swan River Colony in 1829, until Federation in 1901. Microfilm of passenger lists, convict records, papers from the Colonial Secretary's Office, records of naturalisation and births, deaths and marriages will be included. Relevant microfiche indexes and a guide will accompany the microfilms. *Access to Ancestors* will be available for sale under various options so that organisations or individuals who have only a specific area of interest, or who may have already purchased some microfiche indexes, will not have to purchase the kit as a whole.

National Library of Australia, Manuscripts Section

Correspondent: Graeme Powell

In December 1989, the National Library received on permanent loan the Corsali manuscript, possibly the most outstanding Renaissance manuscript to have been acquired by an Australian library. A contemporary copy of a 1516 letter of Andrea Corsali, written on vellum in a beautiful court hand, it describes a Portuguese voyage to India and includes a drawing of the Southern Cross. The original letter was sent to Guiliano Medici in Florence, while the copy was made for Andrea Gritti, later Doge of Venice. The Manuscript is currently on display in the Library.

The most notable early Australian papers acquired recently are a bundle of meteorological observations recorded at Parramatta in 1822-25 by Sir Thomas Brisbane, and the racy diaries of an emigrant, Henry Scaife, who lived in Sydney and the Yass district in 1840-44. Among later collections are correspondence of the politicians Sir George Reid and Sir Thomas Bavin and the extensive papers of Dr Frederick Watson. The editor of *Historical Records of Australia* (1914-25), Watson left a remarkable collection of books and papers, ranging from manuscripts of his historical writings and research notes on public finance and early Canberra to volumes of letters of his father, the politician James Watson, Sir Henry Parkes and James Bonwick.

The Library has also received a good mixture of contemporary personal records. They include the papers of the Antarctic explorer and writer

John Bechervaise, the theatrical personalities Max Oldaker and Harry M. Miller, the philosopher J. J. C. Smart, historians Manning Clark and Oscar Spate, the journalists Rohan Rivett, Peter Russo and Tom Fitzgerald, and the writers Dora Wilcox, Jack Hibberd, Robin Wallace-Crabbe and Joan Phipson.

After many frustrating delays, the first instalment of Series E of the *Guide to collection of manuscripts relating to Australia* is expected to be issued on microfiche by May 1990. It contains entries from 16 libraries and archives.

Mitchell Library, State Library of New South Wales

Correspondent: Warwick Hirst

Since the launching of "The Italians in New South Wales" project in November 1989, the Library has acquired the papers of "Mama" Lena Gustin, the well known Italian radio broadcaster and welfare worker. In size and substance this is the most significant single collection of original material relating to an ethnic community now held in the Library. Of particular interest is her extensive correspondence which forms a unique record of the experiences of individual Italian immigrants since 1956.

Other notable acquisitions have been Allan Cunningham's diary of a journey from Bathurst to Liverpool Plains in 1823, a further consignment of the papers of Professor Donald Horne and the papers of Professor Bernard Smith, an internationally recognized authority on Australian and Pacific art history.

The first NSW local government records to be returned to their local area were some records of Campbelltown Municipal Council acquired by the Library in 1911. These were handed over at a ceremony at Campbelltown City Library on 1 December 1989. The Library is pleased to return local government records to proper archival custody upon request.

More than 9000 people attended the State Library's Open Day on Sunday 11 February 1990. The Mitchell Library's contribution to a very successful day included talks by members of staff and displays of Library materials.

An exhibition of the life and work of Ethel Turner was held from November 1989, until February 1990. On display for the first time was the original manuscript of *Seven Little Australians*. Other highlights included diaries, portraits, letters from admirers such as Mark Twain, A. B. Paterson and Rudyard Kipling and a re-creation of the writer's study using her own writing desk. Material for this exhibition came from the Library's own collection and items specially lent by Ethel Turner's grand-daughter Philippa Poole. Coming exhibitions are *Kids' Stuff: Favourite Australian Children's Books From the Last 100 Years*, and *The Waratah and the Thistle*

which draws on the Library's collection of the records of Angus & Robertson.

La Trobe Library, State Library of Victoria

Correspondent: Tony Marshall

A great deal of time and energy has been devoted in the past year to planning for the redevelopment of the State Library/Museum of Victoria complex. The existing buildings are to be refurbished for use by the Library and several new buildings added on the existing site, including an Automated Storage/Retrieval System for the book collections. Concern over the redevelopment, and, more generally, with the aspects of management of the Library led to the formation of an independent body, the State Library Development Council, whose report *A Library in Peril* was published in November 1989.

On 26 July 1989, a fire broke out in the Museum of Victoria coffee shop. In the course of fighting the fire, electricity supply to the complex was disconnected. An industrial dispute over municipal electricity supply then left the Library and Museum in darkness for nearly four weeks. A lot of useful work, including the elimination of some backlogs, was done during the closure. In addition, the La Trobe Library's biographical index was prepared for microfiching. The copying has now been completed and the fiches are available for sale.

The Australian Manuscripts Collection has continued its wide range of acquisition activities, with emphases on some specific areas:

politics—the electorate office records of Ken Coghill, the Labor member for Werribee, and of Alan Stockdale, the Liberal member for Brighton; records of the Victorian Branch of the Australian Democrats; further records of the Victorian Branch of the ALP; records of Melbourne Voter Action;

the performing arts—records of West Theatre Company, Fringe Network, Circus Oz, and Astra Chamber Music Society; further papers of composer Fritz Hart; scores of two works by Charles Horsley;

literature and libraries—records of the Australian Library Promotions Council; records of CAVAl Ltd (Co-operative Action by Victorian Academic Libraries); records of the Australian Map Circle; further records of the National Book Council; papers of the writer Patsy Adam Smith, and of the critic A. A. Phillips and his family;

social action—records of the Western Region Council for Social Development; records of the Community Research Action Centre; records of the Victorian Council of Social Service and of Friends of the Earth; papers of Quaker activist Alfred C. Clarke.

Further very substantial additions have been made to the outstanding collections of McCrae family material.

In late 1988, the Library undertook (with assistance from the Australian Bicentennial Authority) a survey of its architectural holdings and an investigation of the feasibility of establishing a discrete architectural archive. The project report, published in December 1989, recommends "... that an architectural archive be established within the State Library of Victoria, presumably as a discrete collection of the La Trobe Library".

The Library's major exhibition in 1989 was *La Trobe and his Circle*, held to mark the 150th anniversary of Superintendent La Trobe's arrival in Port Phillip in October 1839. A catalogue of the same title, containing essays by Professor A. G. L. Shaw, Ann Galbally and Paul Fox on aspects of La Trobe's work, is still available. So, too, is the catalogue of an exhibition held in October 1989, to mark the 80th anniversary of the Melbourne Society of Women Painters and Sculptors.

It has become a tradition to end the year with the "Donor's Party" to which those who have donated material to the collections, or otherwise helped the Library in the past year, are invited. Those who attended the 1989 party were able to view an exhibition entitled *Collected Lives—from convict settlement to thoroughly decent people—manuscript acquisitions 1985–1989*, which remained on display through January 1990.

Australian Joint Copying Project

Correspondent: Margaret E. Phillips

The latest Public Record Office film received from London includes Dominions Office Supplementary Original Correspondence, 1926–29 (D.O. 117), Foreign Office Supplement to General Correspondence, 1841–1900 (F.O. 97) and Customs Board and Secretariat Papers Relating to Plantations, 1823–68 (Cust.34).

The Miscellaneous Series film received covers a broad range of subjects. Among the collections of particular interest are the photographs of George Washington Wilson taken late last century, providing fascinating views of Australia from Cairns in northern Queensland to Adelaide in South Australia. The Fawcett Library film includes records of organisations such as the British Women's Emigration Association and personal collections of women such as Vida Goldstein and Edith How-Martyn. Further filming at the Hydrographic Office, Taunton, has added miscellaneous letters and papers, the pre-1857 letters, predominantly the correspondence of the hydrographer, Sir Francis Beaufort, and the letters, 1828–1909, of naval surveyors including Capt. P. P. King, Capt. J. Wickham and Capt. J. L. Stokes, to the records already available on film.

The support of eight university libraries and two State libraries in contributing to the cost of salaries of staff in London is enabling the

AJCP to complete various copying projects prior to its anticipating closure in 1993.

Two additional parts of the AJCP *Handbook* are in preparation. Part 9 lists personal collections held at the Public Record Office, London, and includes Northcote, Pitt and Carnarvon papers, while Part 10 will list Dominions Office classes filmed.

Australian National University Archives of Business and Labour

Correspondent: Michael Saclier

The realities of producing computer lists are now with us. Arriving at this point has not been without attendant frustrations but there is a sense of achievement (or victory?) as problems are overcome. We approach the next developmental phase with this experience to build on.

ABL has won a contract with the National Museum of Australia for processing of the J. B. Young collection. Youngs operated a chain of department stores in Canberra and the surrounding districts from the 1920's until taken over in the late 1980's by Grace Bros. This project has some interesting aspects for ABL and for the Museum as there is the need to merge the principles and conventions of both archives and museum disciplines.

Recent acquisitions include records from Brunette Downs NT, now owned by the Australian Agricultural Company; additional records from the NSW Farmers' Federation; large additional deposits from both the NSW Teachers' Federation and Humes Ltd; and papers relating to Sir Walter Merriman of Merryville Pty Ltd, Yass, NSW, one of Australia's foremost merino studs. Deposits from the Waterside Workers' Federation have included new deposits of branch records from Mackay, QLD and Wallaroo, SA.

A highlight of the 1980's for ABL has been the acquisition of a continuing collection from Tooth & Co Ltd, brewers and hotel owners in NSW since 1835. Management of this collection has allowed access while the listing was in progress. To date the collection is heavily used for local history research but its potential is largely untapped. Listings are now completed to a stage where all records are identified. Both corporate and operational records are held in what we believe to be the only existing substantial collection for this industry in Australia. The archival collection is enhanced by a museum collection now held in the Powerhouse Museum in Sydney. Continuous collaboration between ABL and the Museum has resulted in exhibitions and activities such as historic walks featuring Sydney pubs. Listings of records which comprise the Tooth collection are available for use in the Archives.

Graduate School of Librarianship, Records, and Information Management, Monash University.

Correspondent: Sue McKemmish.

The Graduate School of Librarianship, Records, and Information Management first entered the field of education in archives and records management in 1988, when a Master's degree for diplomates and advanced practitioners was introduced. At the end of 1989, the School secured course development funds—from the Victorian Education Fund with a matching grant from Monash—to introduce a new two-part Master's program in 1990.

The Master of Arts (Archives and Records) is a two-part course designed as a first professional qualification and can be taken full-time over 2 years or part-time over 4–6 years. Part I provides a general education in record-keeping, associated information, records and archives services, and their environment. Part II provides students with an opportunity to develop specialisations and pursue advanced study through a range of electives and thesis work.

Part II of the Master of Arts program can be taken as a Master of Arts (Archives and Records) for Advanced Students, by suitably qualified diplomates and advanced practitioners, full-time over 1 year or part-time over 2–3 years. Part I of the Master of Arts program can be taken as a Diploma in Archives and Records Management, full-time over 1 year or part-time over 2–3 years as a Graduate Diploma.

The Masters degree for advanced practitioners introduced in 1988 remains in place as Part II of the program. All courses are post-graduate, and first degree qualifications are normal pre-requisites. In Part I, the basic core year, much of our teaching will involve looking at record-keeping activities and institutions on a continuum, moving from information services to records services to archival services, an approach which we consider is well suited to the existing and future requirements of the record-keeping professions.

Part I of the program consists of six required subjects:

- LBD409 Computers in Information Transfer
- LBD451 Information Services (Archives and Records)
- LBD452 Information Science and Technology (Archives and Records)
- LBD453 Managing Information and Cultural Heritage Resources
- LBD454 Handling Recorded Information
- LBD455 Literature of Archives and Records Management.

Students also attend appropriate research seminars and complete field work.

Part II of our program is set up to provide the maximum opportunity for students to pursue research into their own areas of interest. It is modelled

upon the successful approach adopted by the Graduate School of Librarianship, Records, and Information Management, at Monash, to foster research into librarianship. It also has similarities with the approach taken by the University of British Columbia.

We will also be exploring ways to work co-operatively with the records management and archives institutions and associations, and to seek the assistance of the institutions in providing integrated practicum and work-experience opportunities for our students. As the program develops it is intended to establish external links through offering short training programs, consultancies, publications, and research and development projects.

Staffing resources include a Senior Lecturer, Lecturer and Senior Tutor and there is provision for sessional staff.

There has been a lot of student interest in the courses and, given the lateness of our success in securing the course development funds, this has been most gratifying. We expect a small in-take this year, and in 1991 will be able to make a better assessment of future in-takes. There are also six students, currently enrolled in Part II of the program, continuing from last year.

University of Queensland archives

Correspondent: Glenda Acland

The approval of a major restructuring proposal for Archives and Records Management Services has resulted in an additional professional position of Assistant Archivist being established, as well as the upgrading of two Registry positions to Records Officer, to provide team leaders for the staff involved with the implementation of the computerised records management system. ARMS has gained the additional responsibilities of the University's telex/fax operation and the upgrading and administration of the Convocation Roll.

ParlAirs, a computerised Records Management and Information Retrieval system, marketed by the Queensland-based company, Dialog Pty Ltd, has been purchased and is being used for both current file management and archival holdings.

The Vital Records Micrographics project will continue this year with increased funding. The Junior Public Examination Results registers have been completed with the Seniors in progress. Annual Degree Examination Results Registers will be the next priority. The Queensland Department of Main Roads Micrographics Bureau is undertaking the filming part of the project.

The major appraisal project, the Central Administration's subject file

series, 1965–1985, is nearing completing. A disposal schedule for staff files and related records is expected to be issued shortly.

Sealing of basement level and drainage work around the J. D. Story Building appears to have succeeded, and despite a recent cyclone and heavy rain, the repository has remained dry and shows very stable humidity levels.

University of Sydney Archives

Correspondent: Ken E. Smith

One of the most significant features of work in the University Archives over the past two years or so has been the amount of descriptive work carried out on a wide variety of records, but in particular the personal archives holdings. Our intention is now to arrange and describe all personal archives to at least series level, with some to item level, as soon as possible. We hold some 140 different personal archives groups, and 75 of these are now described to that level.

Examples of some groups of personal papers recently described are those of Sir Henry Normand Maclaurin (1835–1914), Sir Richard Threlfall (1861–1932), Sir Henry Barraclough (1874–1958), Sir Charles Nicholson (1808–1903), William Henry Warren (1852–1926), Keith Edward Bullen (1906–1976), Morris Birbeck Pell (1825–1881), Minard Fanny Crommelin (1882–1972), Wilber Norman Christiansen (1913–) and Thomas Griffith Taylor (1880–1963). All of these people were prominent in the University of Sydney, and represent a wide variety of disciplines. Miss Crommelin was not a staff member, but was a benefactor of the University, and a pioneering conservationist. Yet another person not a staff member, whose papers have been fully described was Ellis Le Geyt Troughton (1893–1974). Troughton was a zoologist at the Australian Museum, and left the University a most significant group of records in his will.

Some interesting groups of personal archives remain to be accessioned and described. These include papers of James Thomas Wilson (1861–1945), Professor of Anatomy, 1890–1920; Alexander Mackie (1876–1955), Professor of Education, 1910–1940; Arthur Denis Winston (1908–1980), Professor of Town and Country Planning, 1948–1973; and Peter Lawrence (1921–1987), Professor of Anthropology, 1971–1986. Again, these are significant University people, indeed international figures in many respects.

Work has also proceeded in other major record groups, and on records of clubs and societies. The University does not usually own society records, but extends the privilege of depositing such records. We do not usually describe these records much beyond a box listing, but there are a few

society records groups that are owned by the University. One such is the Association for the Protection of Native Races (1911-1968), a society that became very vocal indeed on the subject of rights for Aboriginal people. These papers are now fully described. In the area of official University records, we have received significant transfers of records from the Office of the Vice-Chancellor, and we are now accessioning records of the Sydney College of Advanced Education, and two of its predecessors, following the amalgamation of the majority of the functions of that institution with the University of Sydney on 1st January 1990.

The University Archives has been fortunate in increasing the staff here. Dr Margaret Dwyer (DipIM-ArchivAdmin NSW, 1985), is at present on secondment to the Archives, and has been responsible for the greater part of the descriptive work. Dr Dwyer was also instrumental in extending the benefits of the computer age to the University Archives. We acquired our first NEC personal computer in August 1988. The amalgamation of the greater part of the Sydney College of Advanced Education with the University on 1st January 1990, has meant the appointment of Tim Robinson (DipIM-ArchivAdmin NSW, 1982), as Assistant University Archivist. We also acquired a second personal computer and a "laptop" from the College of Advanced Education, so now have adequate EDP facilities.

The last two years have also seen conservation work carried out in an organised manner. Funds were obtained from several sources, and a number of early records have been fully conserved by a free-lance conservator. Security microfilming of "core" official records has also recommenced, and 8847 frames were produced in 1989.

Last, but by no means least, we continue to produce our small publication, *Record*, twice each year in March and Septaember. This publication usually contains short articles of university and general interest, written using records in Archives. *Record* also includes an accession list. It is available gratis on request, a print run of 500 being usual. It may be of interest to readers of *Archives and Manuscripts* to know that *Record* is sent to every State in Australia, and to thirty-one overseas addresses, in addition to the University itself.

Monash University Archives

Correspondent: Ann M. Mitchell

Monash University was amongst the first Australian academic institutions to have reflected the life cycle of records through administrative arrangements for their control. Yet the last time its activities were reported to in these pages was in 1977 when *Archives and Manuscripts* was still in its prehistoric mode. A brief review will be timely.

In 1976, the Filing Officer, Doug Bishop, formerly of the Victorian Public Record Office, was accorded the additional status of University Archivist. He obtained space for the archives in the main Library in 1978. Prior to his departure in 1981, Bishop also succeeded in obtaining the appointment of a second archivist, Rodney Smith, who is still in post as Assistant Records Officer. Soon after Penny Fisher took charge as Records Officer and Archivist in November 1981, she introduced series-based archival documentation which has changed little since that time.

Despite preliminary work on disposal strategies for the central records systems from the late nineteen-sixties, the heavy responsibilities of the officer-in-charge ("Records Manager/Archivist"; in today's terminology) ensured that archival developments would play second fiddle to the demands of current systems. From the outset there was an *ad hoc* approach to the transfer of mostly administrative records deemed to have historical significance. There are still no truly effective disposal schedules in force at Monash, although there have been several valiant attempts to deal with the now burdensome accumulation of case files. With fourteen persons in thirteen established positions the department seems large, but it is small in relation to the service expected. The shortage of trained senior professional officers has hampered departmental planning and contributed to the breakdown in the maintenance and disposal of case files. We are unable to respond to most cries for help from client departments wanting systems advice or assistance with disposal.

Successive archivists have proved to be brilliant improvisers when it comes to space dominoes. The maximum storage presently controlled by Records Administration for *all* classes of records, current and non-current, is 1051 linear metres in five locations including the archives. At date there is a maximum of 20 metres for expansion and a known current central records systems growth rate of 71 metres and rising, per annum.

The original archives space of 1978 remains unaltered at 85-90 square metres. This small area has been completely reorganised since March 1989 when planning commenced. Unsuitable library shelving inherited on first occupation has been replaced and additional archival shelving purchased, comprising 63% of the redesigned shelf space of 550 metres. Practically all of this shelving has been taken up by existing holdings—about one-fifth of which had been on the floor.

Departmental accessions other than our own have always been limited and were stopped altogether in December 1988. All preliminary processing henceforth must take place in offices of origin, whether academic or administrative. Nevertheless, there were some small accessions during 1989 the most notable being an addition to the collection of the founding Vice-Chancellor, Sir Louis Matheson; and the working papers and tapes for the book, *Conception in the Test Tube—The IVF Story: How Australia*

Leads the World (1988), from author Harry Kannegiesser, senior lecturer in Historical and Philosophical Studies at Swinburne Institute of Technology, Monash graduate and sometime associate in the Monash Centre for Human Bioethics.

Monash is in the midst of significant change arising from amalgamations. This will mean, amongst other things, an overnight increase to the existing student population of over 15,000 by as much as 50% in July 1990; and the enlargement of the academic structure for the Greater Monash from the present seven faculties to ten. Already many departments are understandably anxious about the fate of mostly unappraised records—hundreds of metres of them—some dating back to the University's first teaching year, 1961.

There never will be a better time for the planning and implementation of mandatory institutional records-keeping policies including the adoption of a realistic records administration space program.

Geelong Historical Records Centre

Correspondent: N. Houghton

1989 was a very satisfactory year, with near-record attendances as well as a record intake of archival material, reference books and maps.

Patronage

Patronage for the calender year, 1989, amounted to 9910 enquiries, comprising 7517 personal visits, 1904 phone calls and 489 correspondence items. Total patronage, which was the second highest on record, was only 5% down on 1988, the Bicentennial year, when much short-term historical interest was generated in the community.

The Centre currently handles a monthly average of 605 patrons and 199 telephone and mail enquiries.

Exhibitions

The Centre participated in three public exhibitions that drew considerable interest. Joint Genealogical Research Information days were held with the Geelong Group of the Genealogical Society of Victoria, at the Centre, in April and November. A display was mounted for the Newtown Heritage Day in December.

Major Research Projects

Major projects given assistance were histories for the Shire of Barrabool, Geelong Cricket, the Sieffert Family and the Royal Geelong Yacht Club; a biography of Lance Reichstein; two catalogues for the Geelong Art

gallery; the Newtown City and Geelong City conservation studies and the Deakin University Ryrie Street Architectural Appreciation.

The results of the above research saw six books/booklets published, during the year, that were substantially based on work carried out at the Centre.

Donations Fund

The tax-deductible donations fund reached a high point of \$10,101 during the early part of the year and from this was purchased \$4,300 worth of equipment. The fund is being built up to finance a heavy programme of microfilming that will be beyond normal budgetary limits.

Collection Growth

The Centre's collections continue to expand both in volume and diversity. The year was highlighted by the acquisition of local government records from the municipalities of Bannockburn, Barrabool, Bellarine, Geelong City, Geelong West, Newtown, South Barwon and Winchelsea. The records mostly consist of council and sub-committee minutes, some financial records, correspondence and rates for the period 1850-1960.

The intake of these records, some 100 linear metres of material, resulted in a large increase by volume in the Centre's holdings, and a backlog in cataloguing was experienced for the first time in several years. The Public Record Office specified legal requirement for delegated public record deposit in the Centre for records more than 85 years old, but the Director encouraged deposits more than 30 years old to be made. Most municipalities responded, hence the huge volume of records taken in during the year.

The Centre's reference book collection received a considerable boost with the donation by Mr Charles McPherson of 400 books, booklets and pamphlets under the Taxation Incentive Scheme for the Arts.

Staff Education

The Director completed all requirements for the Master of Arts (Archives and Records) at Monash University, and in December submitted a thesis in *The Use of Archives in Victoria, 1980-1988*. Part-time assistant, Diana Hughes, completed a Library Technician's course. Assistant, Angela Clelland attended two computer training courses.

Tours

Regular inspection tours and workshop groups were held for 18 school excursions, visiting historical societies, tertiary students and library staffs.

Business Award Entry

The Centre submitted an entry to the Geelong Business Excellence Award (Public Sector), 1989, conducted by a local business media organisation, and, while not ultimately successful, passed through two levels of judging. The exercise was very demanding but well worthwhile in terms of assessing the Centre's performance, function and response to client needs.

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 (November 1990) should be received by 31 August 1990.