

# PUBLICATION NOTES

Edited by Kerrie Scott

**Australian Archives.** *Australian Archives Annual Report 1990-91*. Canberra: Australian Government Publishing Service, 1991. 84 pp. Includes Index. ISSN No. 08144699. Gratis. A comprehensive report on the Australian Archives, its role, responsibilities, structure and operations for the period 1990-91. Available from Australian Archives, PO Box 34, Dickson, ACT 2602.

**Australian Archives.** *Lighthouses in Australia: A Guide to Records held in the Australian Archives*. Canberra: Australian Government Publishing Service, 1991. 172 pp. Index. ISBN No. 0642166250. Price \$8.00. The first in a series of subject guides proposed for publication by the Australian Archives. It lists the records by state, with supplementary chapters on records of the central administration, records on lighthouse ships, and photographs. A map detailing the location of all lighthouses covered in the guide is also included. Available from all regional offices of the Australian Archives or write to Australian Archives, PO Box 34, Dickson, ACT 2602.

**Australian Bureau of Statistics.** *Catalogue of Historical Microfiche Series — Statistical Publications 1901-1984*. Canberra: AGPS, 1990. 243 pp. ISBN No. 0642154279. Gratis. This catalogue lists all publications which have been released by ABS' Central Office in Canberra from 1906 to 1986 containing statistics which are available for purchase on microfiche. The Catalogue comprises three parts: a list of titles; titles index and subject index. Available from Australian Bureau of Statistics, PO Box 10, Belconnen, ACT 2616.

**Boles, Frank.** *Archival appraisal*. New York: Neal-Schuman Publishers, Inc. 1991. 118 pp. ISBN No. 1555700640. Bibliography and index. Price \$52.60. Explores the methodologies archivists employ to select records for long term retention. It aims to improve and share the selection methodology with other information professionals. Available from Neal Schuman Publishers, Inc, 100 Varick Street, New York, NY 10013.

**Burns, Eva, editor.** *EDICAST*. Canberra: 1991 (Issue 1). ISSN No. 10369155. Gratis. A bi-monthly journal initiated by the Procurement Policy and Government Services division of the Commonwealth Department of Administrative Services to promote the development

of a network of EDI (Electronic Data Interchange) practitioners across the three tiers of government. Its aims are stated as: 'to build an informal network of those involved in public sector EDI projects concerned with purchasing; and provide a forum for information exchange'. The first issue includes the '10 EDI Commandments'. Available from the Editor, EDICAST, PO Box 87, Waverly, NSW 2024.

**Cerri, Roberto, editor.** *Archivi and Computer*. San Miniato: 1991 (Issue 1). Price £15,000 lire each issue or £50,000 lire annual subscription. The first issue of this journal, which the editor introduces as 'interested overall to the automation in archives', includes some observations by the editor on the Statement of Principles produced by the Ad Hoc Commission on Descriptive Standards of ICA. A future issue of this journal may include comments from the ASA on the ICA 'Statement of Principles'. Available from Archivio Storico, Via Ser Ridiolfo, 4, 56027 San Miniato (PI), Italy.

**Emerson, Peter, editor.** *How to manage your records: a guide to effective practice*. Cambridge: Institute of Chartered Secretaries and Administrators. 1989. 190 pp. Price £27.50. Published by ICSA to complement the booklet 'The disposal and retention of documents' it states its main objective is to make managers aware of the problems involved in creating and handling records and information. Its eight chapters lead the reader through the records management cycle including policy formulation, developing a program, establishing retention control, storage, formats, etc, in addition to discussing issues such as the use of consultants and the future of records management. Available from ICSA, 16 Park Crescent, London, WIN 4AH.

**Garland, Sue, editor.** *Approaches to problems in Records Management, III Financial records*. Society of Archivists, 1990. 49 pp. Price £10.50. The third in a series of booklets containing papers from the proceedings of regional one day seminars devoted to specific records management issues. Available from D. Lamb Esquire, Hampshire Record Office, 20 Southgate Street, Winchester, UK.

**Hevelawa, Jacob, compiler.** *A guide to the records of the Department of the Administrator: Guide to Groups of Records in the National Archives, No. 2*. Port Moresby: National Archives and Public Records Services, 1991. ISBN No. 9980911239. 37 pp. Gratis. The second of a series of guides planned for publication to cover groups of records in the National Archives. The records described in the Guide cover documents created and maintained by the Department of the Administrator. Some information on the functions and activities of the various departmental branches is provided together with details on arrangement and on available complimentary sources. Available from National Archives and Public Records Services, PO Box 1089, Boroka, Papua New Guinea.

**McCarthy, Gavan, compiler and editor.** *Guide to the Archives of Science in Australia*. D. W. Thorpe, 1991. 291 pp. ISBN No. 0909532974. Includes index and appendices. Price \$70.00. Published in association with the Australian Science Archives Project, the guide is not a comprehensive listing of all records of individuals relating to science in Australia, but is intended to lead the reader to other major sources outside the Australian Archives and the State and Territory Government archive institutions. The body of the text comprises entries arranged in alphabetical order by surname of individuals. Appendix I lists individuals by major occupation. Available from D. W. Thorpe, 18 Salmon Street, Port Melbourne, Victoria 3207.

**McKernan, Michael.** *Here is their spirit. A History of the Australian War Memorial 1917-1990*. University of Queensland Press, 1991. 388 pp. ISBN No. 0702224138. Bibliography and index. Price \$39.95. This book is a commissioned history of the Australian War Memorial. It provides a unique insight to the people, their work and the politics behind the establishment of the Memorial and its development to date. It contains many interesting photographs from the Memorial's collection and other sources. Available from University of Queensland Press, Box 42, St Lucia, Queensland 4067, or the AWM Book Shop, PO Box 345, Canberra, ACT 2601.

**Nailor, Peter.** *Learning from Precedent in Whitehall*. London, Institute of Contemporary British History and the Royal Institute of Public Administration. 1991. 53 pp. ISBN No. 0900628529. Price £7.95p. Based primarily on a survey of nineteen departments, this report gives an insight into how central government agencies go about recording and using information to maintain the Government's collective memory. The report also makes some suggestions for improvement including better recordkeeping and the more regular preparation of small official histories. Available from RIPA, 3 Birdcage Walk, London SW1.

**New York State Archives and Records Administration.** *State Government Records Management Information Series*. New York. Published for state agencies, this series of booklets and brochures covers many aspects of records and information management. One of the series published in 1990, titled 'Establishing an Agency Records Management Program', describes the key elements of a successful agency records management program. Available from State Archives and Records Administration, State Government Records Division, State Education Department, Albany, NY 12230.

**Ramsden, Hilary and Peter, editors.** *ASLIB, The use of Information Technology by Information Services, The Aslib Information Technology Survey*. London: 1990. 98 pp. ISBN No. 0851422586. Price £75.00 (Aslib members £50.00). An update on the 1987 survey, it provides data to support some of the trends in information technology predicted

in the earlier survey. The 1990 survey has been expanded to cover hardware, software, online information retrieval and new technologies. Available from Aslib Publications (Sales) Information House, 20-24 Old London Street, London EC1V 9AP.

**South Australia State Records, Reference Services Branch.** *Ancestors in Archives*. State Records: 1991. 91 pp. Includes index. Price \$12.00. Introduced as a source of information for family history research, it includes material held by State Records and other organisations and Government agencies. The guide indicates that the sources listed concentrate on early records and are by no means exhaustive. Available from State Records, Norwich Centre, 55 King William Road, North Adelaide, SA 5006.

**Speirs, Bill.** *Temora Community Archive, its development and function*. Temora: Temora Historical Society Inc. 1991. 29 pp. Attachments. Gratis. This is a project report documenting the establishment of the Temora Community Archive, its background, principles and method of operating. Providing a useful insight into the logistics of establishing and operating a small community archive, it describes how the development of the Temora Rural Museum led to an expansion of activities in the area of the society's paper based records. The report also details a proposal to create an archive repository in the form of an underground vault. Available from the Temora Historical Society, PO Box 181, Temora, NSW 2666.

**Wright, Benjamin.** *The Law of Electronic Commerce; EDI, Fax and Email: Technology, Proof and Liability*. Boston. 1991. 464 pp. ISBN No. 0316956325. Includes appendices, glossary and table of cases. Price \$95.00. Reported to cover the legal issues that surround the validity and retention requirements for material generated by computer and/or transmitted electronically, this book raises legal, ethical and operational questions for records management professionals. Available from Little, Brown & Company, Law Division, 34 Beacon Street, Boston, MA 02108.