

# NEWS NOTES

**Edited by Helen Yoxall**

## **ARCHIVAL HERITAGE, VICTORIA (INCORPORATING PUBLIC RECORD OFFICE)**

*Correspondent: Diana Barrie*

A working party, consisting of Archival Heritage staff, state government department and local government representatives, has been convened to evaluate the options involved in the disposal of building approval records. These records are submitted to municipalities as part of the process of gaining approval to commence building works. The records consist of plans, computations and other data. In Victoria, the records date from the 1930s, with most being in the date range 1950–current.

A questionnaire developed by the working party was distributed to Victoria's 210 municipalities and achieved a 70% response rate. In brief, it identified that:

- 21,033 linear metres of building approval records (comprising 3,357,381 individual files) have been created by municipalities.
- Building approval records are predicted to increase by 1030 metres per year across Victorian municipalities.

The working party is currently considering what legislative changes are necessary to facilitate the disposal of these records and what records will be retained permanently (and in what format) to document the building approval function.

## **AUSTRALIAN ARCHIVES**

*Correspondent: Malcolm Wood*

George Nichols, Director-General of the Australian Archives, attended the 28th International Conference of the Round Table on Archives in October 1991. The theme of the conference, which was held in Haarlem, The Netherlands, was *Financing Archival Services*. The Director-General made brief visits to the Public Record Office in the United Kingdom and to the Bundesarchiv in Koblenz, Germany prior to and after the conference.

## User News

In October 1991 the Records Information Service (RINSE) database, which contains national descriptive information about Commonwealth agencies and series, was made available for online public consultation in all the Australian Archives' regional offices and at the Australian War Memorial. A range of supporting documentation has been prepared to assist public users in undertaking searches on RINSE. These include the *Guide to Organisations*, the *Functions Thesaurus*, the *RINSE Public User Manual* and leaflets on RINSE and the Commonwealth Record Series (CRS) System.

The first of a series of subject guides *Lighthouses in Australia: A Guide to Records held by the Australian Archives* was published in September. The guide lists material relating to lighthouses and lighthouse vessels held in the regional offices of the Australian Archives and includes an index and a map. Copies are available from regional offices or from PO Box 34, Dickson, ACT 2602. Retail price at \$8 plus \$5 for postage and packaging.

A video *Starting Your Search* has been produced for first-time users of the Australian Archives. It explains how to find records by identifying the correct agency, series, and item using our computer-based finding aids and other lists and guides. The video is available for loan to historical and genealogical societies and to educational institutions.

The *Register of records microcopied for public reference* which is a guide to the publicly available microform holdings of the Australian Archives has recently been distributed to each of the Australian Archives regional offices, the Australian War Memorial, the National Library of Australia and each State archives.

There have been significant changes to the appraisal guidelines published in the *Disposal Manual*. The Manual itself is being extensively revised and updated and new guidelines for the appraisal of specialist record types, such as science and technology, and sound and moving image records have been issued.

The Archives has commenced a national review of the disposal status of records in custody to ensure more efficient use of storage space. The project has resulted in the extensive revision of guidelines for identifying and appraising permanent value records. In particular the guidelines on policy and precedent and research value have been reissued.

Initiatives in providing assistance to agencies have included the publication of an Agency Disposal Manual and an Appraisal Training Workshop package for use in regional office training sessions. We have also published two leaflets for distribution to agencies:

- *For the Term of their Useful Life* — explaining agencies' disposal responsibilities under the Archives Act 1983, and
- *Keeping Commonwealth Records* — which provides advice on the procedure for transferring the custody or ownership of Commonwealth records.

The continued and accelerating trend towards corporatisation, privatisation and the transfer of government functions has resulted in a marked increase in the number of disposal authorisations for the custody and ownership of Commonwealth records.

### **Paper Standards and availability of suitable paper for use in records to be retained for longer than 10 years**

#### **Australian Standard — *Recycled Paper — Glossary of Terms***

The Standards Australia Committee — MS/52 — is developing a glossary of terms relevant to recycled paper to help purchasers, suppliers and manufacturers of recycled paper products describe the various types of recycled paper with less likelihood of misinterpretation. The Committee was established at the request of the Department of Administrative Services and met for the first time in September 1991. Members include Dr Stephen Ellis, DAS's representative and Chair and members from the Australian paper and packaging industry, environmental groups and consumer bodies. The Australian Archives is represented by Ina Koneczna.

Substantial progress was achieved on the development of the glossary during the second meeting held in Canberra on 4 and 5 December 1991. It is anticipated that work on this Standard will be completed early next year. When completed, the Standard will be an authoritative document of terminology for recycled paper products taking into account environmental, recycling and waste minimisation issues.

#### **Interim Australian Standard — *Permanent uncoated paper and paperboard***

Since 1987 the Archives has participated in the Standards Australia MS/48 Committee working on a permanent paper standard. At the present time the Archives does not support the proposed publication of the current draft as an Interim Australian Standard for the reasons set out below. The major constraint on the development of this standard is absence of scientifically reliable information and reliable testing methods for determining and testing ageing characteristics of modern papers. Similar limitations apply to the work on relevant standards overseas.

The MS/48 Committee agreed that further work is necessary to complete the formal Australian Standard for permanent paper. Research and/or testing of paper are desirable to clarify uncertainties and substantiate technical requirements. Nevertheless, the Committee has decided to publish the draft as an interim standard in February 1992. The interim standard will be available for two years. Under Standards Australia procedures the Standard must be completed within these two years or it will expire after that time.

The Archives' view is that the proposed interim standard only ensures a reasonably good quality acid-free paper and therefore *it should not unequivocally claim permanence*. The standard under its current title, while probably advantageous to papermakers, is seriously misleading to paper users. The Archives is concerned about undesirable consequences to the Government and the public which may result from the use of the proposed interim standard such as:

- increased cost of the management and keeping of records
- increased cost of the preservation of long term and permanent records.

From a professional standpoint the Archives strongly supports the use of acid-free and alkaline papers as they are more stable and will deteriorate less rapidly than comparable quality acidic papers but disapproves of making unsubstantiated statements or claims suggesting that alkaline papers are permanent or archival. The Archives' view is consistent with the US Permanent Paper Law (October 1990) where a distinction is made between acid-free permanent papers for publications of enduring value and archival quality acid-free papers for permanently valuable Federal records. Similarly, the ISO Standards *Paper for records: Specification for permanence* and *Archival paper* cover papers of different qualities required to satisfy different use requirements.

### **Availability of suitable paper for use in records to be retained for longer than ten years**

In 1990 the Australian Archives developed paper specifications for permanent papers which were incorporated in Commonwealth procurement contracts. *Paper Specification 1990/1 — Permanent Copy paper for Use in Records* and *Paper Specification 1990/2 — Permanent Bond paper for Use in Records* were intended to advise suppliers to the Commonwealth of the permanence, durability, performance and other requirements to be met by papers to be supplied for use in records to be retained for longer than ten years. They specify the lowest qualities of paper acceptable for long term records.

The PSG Common Use Contracts issued in December 1990 include papers made to the Archives' specifications. However, a minimum



order of 5 tonnes is required to purchase papers through the contracts. Due to this requirement, very few agencies were able to take advantage of the availability of papers that are recommended for use in records to be retained for longer than ten years.

Paper made to the Australian Archives' specifications is available from The Paper House and Edwards Dunlop and B. J. Ball. This paper, *Reflex Archival*, is made by APPM and can be purchased in small quantities.

### **Australian Capital Territory Regional Office**

The ACT Regional Office has begun conducting seminars on topics of interest to archivists and researchers. Dr Greg Pemberton spoke about his recent visit to Government Archives in France, the Netherlands, USA, Canada, UK, India and New Zealand, in his seminar entitled 'Around the world's archives in 180 days', comparing their holdings and services with the Australian Archives.

About forty people who work in archives and manuscripts reference fields listened to members of a panel discussing the holdings and services provided in their organisations at the seminar 'Information Services in Archives Institutions'. Michael Saclier from the Archives of Business and Labour, Valerie Chapman and Grace Koch from the Australian Institute of Aboriginal and Torres Strait Island Studies, Graeme Powell from the Manuscript Section of the National Library of Australia, Joyce Bradley from the Australian War Memorial and Vince Burns from the ACT Regional Office of Australian Archives spoke and then contributed to a brief general discussion. It was evident from the seminar and from conversations since, that a need exists in Canberra for people working in the Information Services area of archives to develop a network in which they can discuss common issues and problems, and share information. A meeting of people keen to set up an Information Services network took place and a tentative program of visits, seminars and social gatherings for 1992 was drawn up. Further information about the network is available from Gabrielle Hyslop, Australian Archives Regional Office, ACT, tel. (06) 209 9489 or Marie Wood, Research Centre, Australian War Memorial, tel. (06) 243 4253.

Researchers who visit or who might be encouraged to visit the Search Room were invited to attend a seminar focused on the ACT Regional Office. The aim of this seminar was to gain a better understanding of the services required by researchers using the Archives at Mitchell in order to assist us with our decisions about ways to improve our services. Staff from the Regional Office and the Information Services Program in Central Office were available to supply information when necessary and to register the comments provided by researchers about their needs.

Future seminars are planned on subjects of interest to staff and researchers at the ACT Regional Office. For further information about the Mitchell seminars, or the Information Services network, contact Gabrielle Hyslop, Australian Archives Regional Office, ACT, tel. (06) 209 9489.

### **New South Wales Regional Office**

The acquisition of a set of reference prints of over 800 photographs, a microcomputer for hire by users, and a small library of government and other publications has led to improvements to the services and facilities available in the Search Room in the Sydney Office. The number of applications for access received in the Region in 1991 was double that in 1990, reflecting our success in reaching more people through the Region's quarterly *News Bulletin* (now called *Records & Research*) and other outreach activities.

The Region participated in an Expo organised by the Department of Administrative Services at Darling Harbour. The Expo was designed to provide information about the range of services available from the Department to users and officers of the Department.

## **AUSTRALIAN COUNCIL OF ARCHIVES**

*Correspondent: Baiba Berzins*

The Sixth Annual Meeting of the Australian Council of Archives was held in Sydney on 12 June 1991. Anne-Marie Schwirtlich, Senior Curator, Printed and Written Records, Australian War Memorial, was elected President for 1991/92. The other members of the Executive Committee are George Nichols (Director-General, Australian Archives); Chris Coggin (President, Australian Society of Archivists); Euan Miller, SA Records and Ian Pearce, Archives Office of Tasmania (elected as the State and Territory archival institutions' representative); Tim Robinson, University of Sydney Archives, and John Thompson, National Library of Australia (elected as the representatives of the other members of Council). The meeting also confirmed the appointment of Baiba Berzins as Executive Officer until the Annual Meeting in 1992. To date, two meetings of the Executive Committee have been held (July and September 1991) and a further two (3 February and 6 April 1992) are planned before the seventh Annual Meeting on 27 May 1992 in Wagga Wagga.

The Council's current objectives include the compilation of a *Glossary of Australian archival terms*, the holding of a workshop with computer professionals, the collection of annual archival statistics, the publication of leaflets on archival issues such as the 1991 *Policy Statement on Archives*, the development of options for the

commemoration of the centenary of Federation in 2001 and liaison with other professional associations with related objectives. Submissions have been prepared on matters of archival concern such as the *Australia as an Information Society* reports, the Moveable Cultural Heritage Act review report, the Queensland archival legislation *Issues Paper*, the Taxation Incentives for the Arts Scheme, and copyright, evidence and spent convictions legislation. The Council is also working towards incorporation and towards revision of the existing membership fee structure.

At present the Council has forty-five institutional members. Additional members are actively sought. To encourage and to stimulate member participation regional meetings have been held in Western Australia (October 1991) and in New South Wales (November 1991) and further meetings are planned for the other states in 1992. The *Newsletter* is now published quarterly and provides members with information about the Council's activities, about the activities of members and about meetings and issues of concern to archival institutions in Australia.

Further information about the Council is available from: Australian Council of Archives, PO Box 767, Dickson, ACT, Australia 2602.

## AUSTRALIAN MUSEUM ARCHIVES

*Correspondent: Jan Brazier*

The Australian Museum can trace its beginnings to 1827, although its first Committee of Superintendents was not appointed until 1836. It is a leading museum specialising in natural history and human studies, with research activities concentrating on Australia and nearby regions, i.e. the Pacific area. The archival records of the Museum (dating from 1836) survived as a collection within the Museum's Research Library, and the Archives continues as part of the Research Library, which is a function of the Division of Information Science.

In 1986, the *Guide to the Archives of the Australian Museum* was published, a result of the work of students from the archives course at the University of NSW and library staff. In 1988 a short survey of records held within the scientific departments was carried out, with further survey work undertaken in 1989 and 1990. Archivists were appointed on a casual basis to work with current records in 1990. In March 1991 Jan Brazier was appointed the first permanent Archivist-Records Manager.

The Archives functions both as an in-house and a collecting archives: the latter focuses on encouraging the deposit of personal papers of Museum staff or people who have been associated with the Museum. The Archives is used by Museum staff, primarily to aid the continuing documentation of the collections, and by external researchers, whose

enquiries range from the history of museums to the development of the natural sciences in Australia.

Among current priorities are increasing access to the collections through automation of the archival systems (using the in-house network standard database program DATAEASE) and the further development of current records management procedures.

## AUSTRALIAN SCIENCE ARCHIVES PROJECT

*Correspondent: Gavan McCarthy*

The Australian Science Archives Project has received a substantial grant from the Australian Research Council (ARC), Department of Employment, Education and Training to fund its operations in 1992. The grant, known as an 'Infrastructure Grant (Mechanism C)' for multi-institutional projects will provide salaries for two full-time staff, equipment and travel funds. This grant represents a major advance for the ASAP as it allows us to break through the limitations imposed by the hand-to-mouth existence that has characterised the funding of the ASAP since its inception in 1985. Also, for the first time, it opens the door to the ARC, which until now had been closed to archival projects. Archives as infrastructure for research and management is a concept that could well be nurtured by the archival community to open further funding doors.

The funding, while directed to support the general activities of the ASAP which includes the processing of records of individuals and societies, the publication of guides, and the production of the *History of Australian Science Newsletter*, will also be specifically targeted to the collection of data for a second volume of the *Guide to the Archives of Science in Australia*. This volume will be based around the records of scientific and technological societies, research organisations and the records of specific scientific projects. Some data has already been collected but this funding will allow for the entry of the data into the ASAP computer database, the *Register of the Archives of Science in Australia*, and the systematic collection of new data. We are aiming to publish the new guide in 1993.

At the beginning of this year data from the *Register of the Archives of Science in Australia*, predominantly covering records of individuals, was made available on-line through OZLINE at the National Library of Australia. The data covers information on over 1800 collections held throughout Australia in archives, libraries and private hands. The funding for this project was generously provided by the National Library and allowed for substantial development of the register and its capabilities. It is planned to periodically update the OZLINE data.

The ASAP distributes free of charge its Annual Report and the *History of Australian Science Newsletter* to all interested in the field. If

you would care to be added to our mailing list please contact: Senior Archivist, Australian Science Archives Project, Department of History and Philosophy of Science, University of Melbourne, Parkville, Victoria 3052, Fax (03) 344 7959.

## AUSTRALIAN WAR MEMORIAL — RESEARCH CENTRE

*Correspondent: Anne-Marie Schwirtlich*

### Printed and Written Records

We continue to receive a diverse but very interesting and gratifying stream of acquisitions. Notable donations to Private Records include the diary of W. Yeaman, an Australian who served with a Machine Gun Battalion of the North Russian Relief Force in 1919 (PR91/126); the papers of Major Cunningham documenting the early years of the Australian Postal Corps 1915-18 (PR91/131); a diary maintained by Leading Seaman Doherty while serving with the 1st Australian Medical Detachment RAN during the Gulf War (PR91/159); and a cricket scorebook of matches between civilian internees in Changi Gaol during 1943-44 (PR91/174). Official Records accepted the transfer of RAN Medical Officers' Journals 1912-45 (AWM 239), to complement existing holdings of HMA Ships Logs (AWM 35) and Reports of Proceedings, HMA Ships and Establishments (AWM 78). Reports of Proceedings of ships paid off between 1978 and 1990 have been added to the latter series.

A recently completed data clean-up project, by Official Records, has substantially improved 35% of the series level documentation contributed by the Memorial to Australian Archives' RINSE database.

The Memorial's entries on Australian Archives' ANGAM II database now total over 75,000 including whole series input for 1914-1918 War series: AWM 5, Australian Imperial Force unit war diary precis; AWM 25, Written Records; AWM 194, Trophy files; and AWM 90, Australian Service Canteens Organisation records.

Private Records is working on the preparation of guides to the papers of Arthur Bazely and Major-General Leslie Ellis Beavis. The sub-section has also started preliminary work on investigating the feasibility of contributing and preparing draft collection level entries in the MARC format to ABN.

Microfilm of AWM 164, Roll of Honour circulars, 1914-1918 War, supplementary series, is now available in the Research Centre, adding to several other useful family history sources in microform.

Two field placement students were hosted in the second half of 1991. Louisa Moscato, a student in the post-graduate Archives and Records Diploma at the University of Melbourne, who drafted a leaflet listing selected sources in the collection relating to Korea. Cheri Lutz, a

student in the Graduate Diploma in Library and Information Management at the University of Canberra, who prepared guides to the papers of Ethel M. Campbell (3DRL 2110) and Griffith Sanderson Lloyd (3DRL 1357) and did preliminary work on the preparation of a leaflet for researchers providing advice on how to cite material in the Memorial's library collections and archives.

Two leaflets have been produced for general distribution. The first, *Copyright and the Research Centre: Your rights and responsibilities*, provides basic information about the Copyright Act and its provisions, why researchers need to be aware of copyright and why donors need to think about copyright. The second, *Air Raids on Darwin, 1942: Selected sources available in the Research Centre*, lists a few of the many items relating to the topic that may interest researchers.

## BHP ARCHIVES

*Correspondent: Fiona Reid*

The main developments at BHP Archives have been in the area of technology. We have upgraded our access to the ARC database so that all staff doing processing work have terminals, and descriptions are now entered directly. ARC was migrated to BASISPlus in late 1991, and AV in early 1992. During 1991, the last of our old manual lists of processed records was transferred onto the ARC database.

As part of a general communications upgrade, we can now access the Corporate Information Services LAN and electronic mail. This has proved very useful in lessening Archives' remoteness from our Head Office customers. In 1992, we will be adding barcode control to all SCR (secondary storage) operations. Investigations are also underway into the viability of a BASIS solution for SCR, as it is becoming too large for the current setup in Foxbase on Macintosh. A BASIS solution would also offer scope for meaningful links between descriptions of archival and secondary storage holdings. This would assist in a program now underway to streamline SCR procedures and ensure that as much 'permanent' material as possible comes into archival custody, rather than spending time in secondary storage.

In January 1992, Helen Smith joined BHP from the State Bank of Victoria. Helen's mission is to develop a disposal program, and she works with both Archives and Corporate Records Management in this task. The relocation of BHP's Melbourne Head Office during 1991 brought the predicted influx of records into both Archives and SCR.

Groups of records processed during 1991 included: Lysaght Brothers & Co; Corporate Planning Department; General Manager Subsidiaries; International Business Department; and Organisation Planning Department. The records of BHP's Head Office

Correspondence Department were processed, providing the most complete picture of BHP's operations c. 1946-1983 available. Periodicals and printed material were also tackled systematically for the first time, and processing completed to date. A large collection of photographs of Port Kembla were processed.

### Archives staff

Corporate Archivist, Narelle Crux; Senior Archivist – Records Disposal, Helen Smith; Senior Archivist, Fiona Reid; Archivists, Alana Birchall and Kim Newey. Alana Birchall joined the Archives from the UNSW course in May 1991. Helen Smith joined in January 1992. In March 1991, Virginia MacDonald left to go abroad and was replaced by Kim Newey, a graduate of the Monash diploma course.

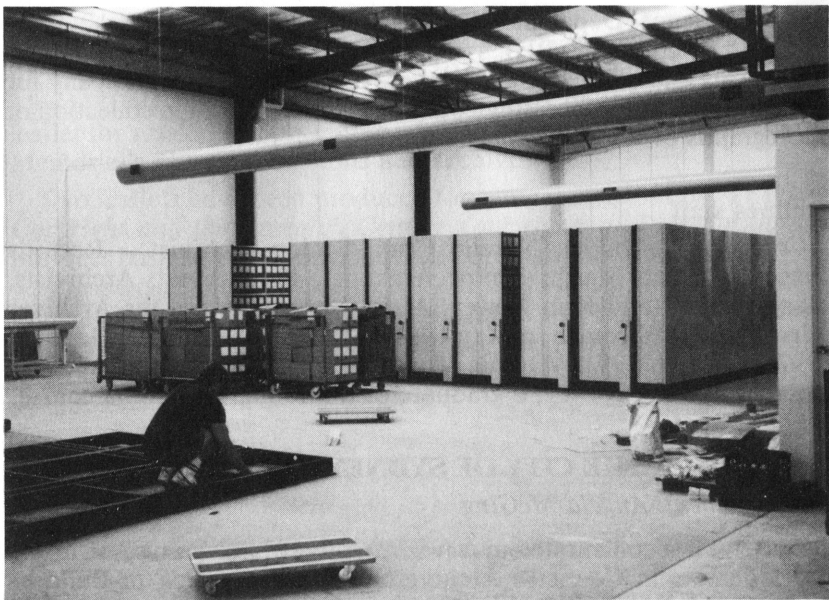
## COUNCIL OF THE CITY OF SYDNEY

*Correspondent: Angela McGing*

Since we last contributed to *News Notes* there have been some major developments in Council's Archives. The Conservation of Building Plans Project was cancelled in 1991 because of budgetary restrictions but a two year project dealing with engineering plans commenced in 1990 with Samantha Hughes as Project Archivist. This project is scheduled to finish in March 1992 with many of the plans being



*Stacked trolleys waiting to be moved from the near-empty Ultimo building.  
(Photographer: Angela McGing)*



*Workers laying tracks for the mobile plan shelving and a completed unit of shelving in the new Rosebery building.*

*(Photographer: Angela McGing)*

microfilmed and access to the plans greatly improved. As a by-product of these projects we have acquired some very valuable equipment, including an ultrasonic welder for encapsulation of plans and documents, a hot bed press for flattening and a vacuum table.

In 1989 Council was split and the Council of the City of South Sydney was created. The Archives Section (and the archives) remained with the Sydney City Council but provide archival services to the new Council under a cross-servicing arrangement.

One of the biggest changes was the relocation of the records from a temporary repository in Ultimo to new interim premises in Rosebery. Part of this change was the conversion of our old static shelving to mobile shelving, including mobile double-depth plan shelving. The move was completed in December 1991, taking only six weeks to complete from start to finish, and with remarkably little going wrong. (The latter a surprise to all of us.) Council remains committed to a new permanent home for the Archives in Ultimo, to be ready by 1996.

There has also been a fair amount of staff movement. Sigrid McCausland left to become the Archivist at the University of Technology. She was replaced as Archives Services Officer by Mark Stevens, formerly with the National Archives of New Zealand. Anne Picot left to become the Corporate Archivist at the Roads and Traffic



Authority and she was replaced by Renato Perdon who had been with Council as a temporary Archivist for over two years. Sarah Peet joined Council for two years in 1990 as the Archives Cadet. Unfortunately this Cadet position is no longer being offered at Council, and we have not been allowed to fill the temporary Archivist position, either. (Budgetary restrictions strike again.)

The Section has been increasingly busy with preparations for Council's Sesquicentenary this year. This has included helping the historians Dr Shirley Fitzgerald and Chris Keating with the publication of books on Chippendale, Surry Hills, Millers Point and the major book on the City of Sydney. We will be mounting small exhibitions to celebrate the launch of the book and the completion of the renovations of the Town Hall.

## **EDITH COWAN UNIVERSITY ARCHIVES**

*Correspondent: Mark P. Brogan*

In accordance with the Dawkins plan for re-organization of higher education in Australia, the Western Australian College of Advanced Education ceased to exist in January 1991 and was replaced by Edith Cowan University. The new University, which was established by a statute of the WA Parliament, became Western Australia's fourth University. The University owes its name to that of the first woman to be elected to an Australian Parliament, Edith Dircksey Cowan (1861-1932), who was elected to the Western Australian Parliament in 1911.

In 1991, University Archives facilities were augmented by the addition of a further repository area on Churchlands Campus, an expansion made necessary by the growth of archives holdings to 1024 shelf metres as of January 1991. In December 1991, Monique Jose joined the staff as Assistant Archivist, on an initial six month contract.

Conversion of finding aids to a micro-computer based system continued throughout 1991, with the intention of eliminating paper based systems for everything but item level access by the beginning of 1992. In cooperation with the State Archives proposals are currently being developed to establish a distributed database network, embracing the collections of the University Archives and State Archives.

## **GEELONG HISTORICAL RESOURCES CENTRE**

*Correspondent: N. Houghton*

The year in review (1991) was very satisfactory with strong attendances, a healthy intake of archival materials and maps and the completion of several programs and initiatives funded by external sources.

## Use

Patronage for the calendar year 1991 was at a total level of 9898 enquiries, comprising 7524 personal visits, 1863 phone calls and 421 correspondence items. Personal visits declined by 381 or 4.8% on the previous year and overall business by 496 or 4.8%. Despite the slight drop in business the result is the third best on record and confirmation of a fact evident since 1987 that personal attendances have plateaued at a level of 7500 to 8000. During the year there was a significant surge in enquiries from tertiary and secondary students. Increased enrolments at Deakin University and higher retention rates at the secondary level are responsible for this trend.

Patronage during the middle of the year was extremely high with strong demand for educational project materials as well as family history. During the May school holidays there was a rush of family history enquirers from Melbourne and country Victoria. In July there was a mammoth upsurge in educational enquiries and on some days there were more than forty students in the reading room at once. A daily record of ninety enquiries was set on Tuesday 30 July. Two-and-a-half pages of visitor book were filled on that day.

## User Database

The user statistical database maintained throughout the year shows some interesting trends. Family history has declined marginally (but is still the largest single topic), while local history, planning/architecture and landscape/environmental themes have risen.

The age/gender user profile shows that while females are the larger group, at 51%, males have been steadily bringing the gap over the past three years. The largest groups over the whole year are males sixty plus years, females forty to sixty years and females sixty plus years. School and University age groups dominate the middle of the year but have little impact outside these months. The largest organised grouping to visit the Centre are secondary school age users. Other variables have remained constant with May being the busiest month and Tuesday/Wednesday the busiest days.

## Public Relations

The Centre participated in several external public relations activities, including displays and stands at the Geelong Home Restoration Seminar and Trade Fair, the Belmont Library, Dimmey's Store and Myer Geelong. The displays in retain settings were very well received. Some eighteen schools and community groups were given conducted tours and addresses by the staff as part of the Centre's public education program.

## Conservation

An ambitious conservation program was undertaken during the year in order to protect and preserve some heavily used records. A start was made on providing high resolution jacketed microfiche of the map collection and most of the loose maps and plans were filmed. The microfilm gap in the *Geelong Advertiser* 1921 to 1939 was filled using funds provided by the Helen M. Schutt Trust. The Centre enrolled as a member of the Victorian Centre for the Conservation of Cultural Material and is now able to use the laboratory facilities at Laverton for conservation work.

## Indexing

The ongoing and never-ending process of compiling computer index entries continues at a steady rate. Projects worked on have been the Lethbridge Cemetery Register and Headstones; Bannockburn Cemetery Register and Headstones; Inverleigh Cemetery Register and Headstones; Morrisons Cemetery Register and Headstones; *Geelong Advertiser* Birth, Marriage and Deaths, 1915-17; *Geelong Advertiser* News Items 1891-93; *Investigator Index*; Geelong Inquests 1849-59 and Villamanta Ward, Geelong City Rates 1850-54.

One of the Centre's greatest strengths is the enormous breadth and depth of indexed entries to its collections and as many resources as can be marshalled are put into this.

## Capital Works

Major capital works carried out during the year involved the former plant room and the installation of a fire sprinkler system. The plant room was stripped of its redundant air circulation equipment and converted to a store for inwards receivals and initial processing room where dirty records are unpacked, sorted and cleaned. These new procedures separate contaminated material from the permanent archive store and eliminate possible cross-contamination from silverfish and mould spores as has been a risk in the past. The Centre's receivals, processing, storage and fire and environmental protection of records is now in accordance with all accepted archival conventions. The long awaited fire sprinkler system was installed during February-March and commissioned in June. The records stored at the Centre are now protected by thermal alarms and sprinklers.

## Volunteer Helpers and Work Experience Students

Much of the Centre's routine cataloguing, indexing, collating and typing is carried out by a group of volunteers, mostly provided by the Geelong Historical Society and the Geelong Family History Group. These individuals bring a range of skills, as well as enthusiasm, and

thereby make it possible to initiate and complete tasks that otherwise would not be done.

Eight work experience students from seven schools attended the Centre during the year. The students undertook a variety of tasks that included data entry, archive and map cataloguing, photography, indexing, photocopying and bookbinding.

### **Budget**

An operating budget of \$149,000 net was approved by the contributing municipalities for the year 1991-1992 financial year. Earned revenue from all sources totalled \$15,200 for the year, a slight drop on the previous year but a reasonable result given the economic climate. Theatre hire revenue continues its upward trend as a result of rising use for educational, club entertainment, training courses and legal gatherings.

### **Donations Fund**

The tax deductible donations fund reached a high point of \$23,950 during the year. From the fund was purchased \$3000 worth of equipment, \$6870 was spent on microfilming and conservation projects and \$4600 put towards the balance of the fire service installation.

## **GRADUATE DEPARTMENT OF LIBRARIANSHIP, ARCHIVES AND RECORDS, MONASH UNIVERSITY**

*Correspondent: Frank Upward*

Sue McKemish was on maternity leave during the last half of 1991, producing a boy (Benjamin) virtually simultaneously with her review of the Parliamentary Committee's first report on a National Information Policy which appeared in the November 1991 issue of *Archives and Manuscripts*. During Sue's absence the department received strong support from local members of the ASA and was able to draw upon the expertise of Chris Hurley, Helen Smith, Irene Kearsey and Judith Ellis to assist in the teaching of our programs. This allowed Frank Upward and Livia Iacovino to go overseas, as originally planned, where they both attended the Maastricht Conference organised by the Dutch Society of Archivists.\*

During 1992 the courses and staffing arrangements established over recent years will continue. A major development will be the teaching of the 'issues' elective where it is anticipated that a strong group of students will explore ideas related to accountability, in harmony with the projected theme of the 1993 ASA Conference. Students will examine the themes mainly through case studies while staff will also prepare research papers directed at the role of archival documents

\*See Iacovino's report elsewhere in this issue.

and/or institutions as foundations of history, administration and law. The goals will be to assess whether the concept of 'accountability and continuity' really does encompass all the major ideas of the past about archives (as Terry Eastwood claims — see the ASA Conference Papers, Hobart), to produce a coherent set of research papers, and to provide support for the development of the 1993 Conference of the ASA.

The level of student intakes has continued to increase, and entry is becoming more competitive. The courses themselves continue to develop, in terms of both content and student options. The Diploma program, for example, has been revamped to allow people working in the profession to substitute a second year elective for one of the more introductory subjects from the first year program.

The change from the Faculty of Arts to the Faculty of Professional Studies has proved to be a positive move. The Department has received considerably more faculty level support and encouragement. Students applying for scholarships, and staff applying for research grants, are no longer swallowed up by the Monash Arts megalith, although scholarships remain grossly over-competitive. June Anderson, Sue McKemmish and Frank Upward expect to be able to take up a grant in 1992 to explore the possibilities of expert systems and hyper-text for archival finding aids.

## **JOHN OXLEY LIBRARY, STATE LIBRARY OF QUEENSLAND**

*Correspondent: Shauna Hicks*

In October Shauna Hicks joined the Archives and Manuscript Unit of John Oxley Library, replacing Helen Cole who is on accouchement leave for twelve months.

In November a photographic exhibition *Aboriginal Women in History: Portraits of Oppression and Survival* was jointly curated by Kathy Frankland and Ysola Best. It was officially opened by Jackie Huggins and at the opening Bill Rosser presented the Library with the manuscripts of his books *Dreamtime Nightmares* and *Up Rode The Troopers*.

The Library has also received a donation of rough drafts of Aboriginal poet Cecil Fisher's works which were recently published.

Also in November Kathy Frankland and Ysola Best conducted an Aboriginal Family History Workshop. Kathy Frankland repeated the Workshop in December for twenty teachers working with the Aboriginal Education Section of the Department of Education on the development of an Aboriginal studies curricula for schools.

The retrospective automation of the Unit's transfer register has started.

Recent acquisitions include the minutes of the Johnsonian Club; the papers of Sir Alan Fletcher; Les Skinner's manuscripts and photographs, and the records of the Association of Employers of Waterside Labour. More records from the Uniting Church of Australia and the Australian Labor Party have also been received.

Shortage of space is now a real problem and the Unit was forced to transfer in December two large unprocessed business record collections to remote storage.

## **J. S. BATTYE LIBRARY OF WESTERN AUSTRALIAN HISTORY**

*Correspondent: Glenda Oakley*

A series of oral history interviews about the Town of Kwinana, titled *From the Limestone Up*, has been added to the Oral History Collection. The booklet accompanying the cassettes contains synopses and photographs edited by Rod Moran, Writer-in-the-Community for the Town of Kwinana. Of particular interest is an interview with Margaret Feilman, the woman who named and designed Kwinana.

Friends of Battye Library have published their second Occasional Paper. *Date It!: a Chronology of Western Australia to 1929* is a year by year calendar of events and contains a comprehensive subject index. This is to be followed in 1992 by *More Dates!: a Chronology of Western Australia 1929-1990*. *Date It!* costs \$10 including postage and handling in Australia and is available from the Friends at PO Box 216, Aberdeen Street, Northbridge, WA 6865.

The Friends have also published the Bruce Graham Index Series. This is a series of 18 indexes to books published without that necessary item. Titles include: *Diary of Ten Years . . .* by G. F. Moore, the journals of G. Grey, J. L. Stokes, P. E. Warburton, P. P. King and A. C. Gregory, and titles from the Sesquicentenary Celebration Series. Please write to the above address for a list of titles. The cost is \$6 for each index including postage and handling in Australia.

## **MORTLOCK LIBRARY OF SOUTH AUSTRALIANA**

*Correspondent: Roger Andre*

The Archival Services team, with Margaret Southcott as Manager, has benefited from restructuring of the State Library through the appointment of a fourth archivist, Margery Kirschke. In addition, support services, including photographic, micrographic and conservation services, have sensibly been assigned to the same branch as the collections for which they cater. The new branch, known as

Heritage and Cultural Services, encompasses staff within the Mortlock Library and beyond. The Mortlock Library's former Reference Services Unit has now been incorporated with the State Library's Information and Research Services Branch. Two reference archivists, Leith MacGillivray and Prue Brooks, have been appointed to this branch.

The Archival Services team has lately negotiated donations of a substantial nature including records of Wytt Morro and Son c.1935-1985, which include original art work for wine labels, records of the Co-operative Building Society 1900-1988, records of the South Australian Horticultural Association 1903-1989 and further records of the Adelaide City Mission 1904-1988, while denominational records, a collection strength, have been augmented through the acquisition of the South Australian Baptist Union records 1859-1980. Among more unusual deposits of records have been the records of the crusading Non Dog Owners' Association 1978-1983. Original plans of Martindale Hall 1878, better known to movie-buffs as Mrs Appleyard's School in *Picnic at Hanging Rock*, and a journal covering 1863-1865 from Koolunga Station not far distant, have made valuable additions to collections along with glass plate negatives of Koonibba Mission c.1890 and papers of Dr Peter Last who served within an Australian surgical team in Vietnam in 1967.

The motion picture collection continues to grow with well known South Australian amateur film maker John Mack taking an active role in adding to the collection.

The 'consultancy role' of the Oral History Officer remains an integral part of the collection development procedures of the J. D. Somerville Oral History Collection. The Oral History Officer, Beth Robertson, averages three to four meetings each week with people organising oral history projects. Her consultancy role includes advice about project development and interviewing techniques as well as technical training and constructive criticism of early interviews. In these ways the Oral History Officer is actively involved in at least half of the projects that make up the 300 hours of interviews donated to the collection each year. Recent projects which the Oral History Officer has assisted include an oral history of the Stock Exchange Club, interviewing programs about contemporary birth and abortion experiences, and a research project about Indian women in South Australia. All the projects' interviewers used the collections excellent loan field equipment resulting in recordings of high technical standards as well as information of historical value. Along with manuscripts, photographs and memorabilia, oral history transcripts are used in displays continuously promoting Mortlock Library collections, the most recent being a display on domestic interiors.

## NATIONAL LIBRARY OF AUSTRALIA

### Manuscript Section

*Correspondent: Graeme Powell*

Patrick White did not look kindly on collectors of manuscripts and personal papers and he generally destroyed the drafts of his books. However, one of the manuscripts of his last novel, *Memoirs of many in one*, written in 1985, did survive and it was sold at a London auction on 18 July 1991. The National Library and the State Library of New South Wales took the unprecedented step of bidding jointly for the item and their bid was successful. The manuscript has now returned to Australia and will be displayed from time to time in Canberra and Sydney. There are many collections of White letters in existence, but there is unlikely to be another opportunity of acquiring a document that illustrates so fully the working methods of Australia's most famous novelist.

Several other writers have transferred papers to the Library, including Geoffrey Dutton, Roger Milliss, Gavin Souter, Alan Gould, Nicholas Hasluck and Drusilla Modjeska. Papers of the photographer Harold Cazneaux, the educationalist Sir James Darling and the composer George Dreyfus have also been received. One acquisition of special note is the archives of the Rudy Komon Gallery in Sydney. It covers almost the entire life of the Gallery and documents Komon's close association with such artists as Fred Williams, Arthur Boyd, Clifton Pugh, Leonard French and George Baldessin.

Manuscripts from the Library's collection and from other institutions were part of an exhibition in the foyer of the Library opened by the Prime Minister on 8 October 1991. Entitled *Freedom's on the Wallaby*, it commemorated the centenary of the Australian Labor Party.\* The Library has also lent two of its most valuable manuscripts to other institutions. The notebook kept by William Bligh in the open boat following the mutiny on the *Bounty* was included in a Bligh exhibition at the Mitchell Library. The journal of James Cook on his first Pacific voyage in 1768-1771 is currently on display in the Australian National Maritime Museum in Sydney. It is the first time for many years that it has been seen outside Canberra.

### Oral History Section

*Correspondent: Adrian Cunningham*

The National Library's Oral History Program reached a landmark in its development in October when it held its first ever meeting of contract interviewers. Over more than thirty years the Library has built up a network of generalist and specialist interviewers which it draws upon to undertake approximately fifty major interviews per year and

\*Reviewed by Ewan Maidment elsewhere in this issue.





*Oral history interviewers meeting, National Library of Australia, October 1991. Standing: John Ringwood, Mathew Higgins, Daniel Connell, Leonie Voorhoeve (NLA), Dr Peter Biskup, John Thompson (NLA), Diana Ritch, Bill Stephens, Dr Peter Read, Alec Bolton, Stewart Harris, Professor J. D. B. Miller, Don Baker, Heather Rusden, Glenys McIver (NLA), Dr Barry York, Doris Cameron, Mark Cranfield (NLA). Seated: Adrian Cunningham (NLA), Amirah Inglis, the Hon. Clyde Cameron, Wendy Lowenstein, Neil Bennetts, Sara Dowse.*

*(Source: National Library of Australia Photographics)*

thus is able very effectively to match interviewees with appropriate interviewers. Attendees at the meeting included Wendy Lowenstein, the Hon. Clyde Cameron, Don Baker, Dr Peter Biskup, Dr Barry York, Professor J. D. B. Miller, Amirah Inglis, Sarah Dowse, Heather Rusden, Daniel Connell and Dr Peter Read. The purpose of the meeting was twofold, first to bring as many interviewers as possible together (most of them work in isolation from other interviewers), and second to discuss the work of the Program. Drawing on its extensive experience in building an oral history collection, the Library has decided to produce field guides/manuals on both oral history interviewing and the collecting of folklore material. Both these manuals should become available during 1992. Matters discussed at the meeting included the forthcoming interviewing manual; interviewing technique; research and preparation for interviews; interview documentation; and the overall purpose and direction of the Program.

Other recent National Library publications of relevance to the Oral History Program include *Self Portraits*, a collection of transcripts of Hazel de Berg interviews with Australian authors edited and introduced by David Foster; and *Full House: the Esso guide to the performing arts collections of the National Library of Australia* by Michelle Potter. The latter publication lists and describes hundreds of oral history interviews with Australians who have been connected with the performing arts.

Recent additions to the collections include an interview with Professor A. D. Hope by the poet Kevin Hart and interviews with historian Dr Robin Gollan, the former Vietnamese Ambassador to Australia Tran Van Lam, Tamara Fraser, Judge Rae Else-Mitchell, Clyde Packer, Robert Sharman, Richard Hall, Susan Ryan, publisher Lloyd O'Neil, Jack Munday and the Reverend Cecil Gribble. Also acquired recently have been the social history field recordings of Siobhan McHugh (including an extensive collection of recordings of people who worked on the Snowy Mountains Scheme); the master tapes and field recordings of the Queensland Folk Federation; Wendy Lowenstein's folklife recordings collected on her 1969 trip around Australia; and Barrie McDonald's large collection of folklore recordings collected in the New England district of New South Wales.

## AUSTRALIAN JOINT COPYING PROJECT

*Correspondent: Margaret E. Phillips*

During 1991 two new parts of the *AJCP Handbook* were published. Part 9, *Public Record Office Personal Collections*,\* describes collections of records which the AJCP has selected from PRO 30, a special class containing those records which have been acquired by the Public Record Office by means of gift, deposit or purchase from individuals, families or organisations. The Project has to date filmed nine collections from this class, including the papers of the Governor-General, Lord Northcote, which were filmed in their entirety and selections from the papers of Prime Ministers, William Pott and Lord John Russell, and Secretaries of State for the Colonies, Edward Cardwell, Lord Granville and Lord Carnarvon.

Part 10 is a class, piece and file list of those Dominions Office classes filmed by the AJCP. It is a weighty volume dominated by DO35 Dominions. Original Correspondence, 1926-1946 which the Project filmed comprehensively in co-operation with the National Archives of Canada on 590 reels of microfilm.

Second editions of Part 6, Board of Trade etc, and Part 7, Admiralty, are currently in preparation and it is hoped that both will be available later in 1992.

Two consignments of film from London, the second of which is currently being prepared for despatch to partner libraries, have produced collections as diverse as those from the Wellcome Institute for the History of Medicine, the papers of Lord Somers at Eastnor Castle, and a growing number of collections from the Cambridge University Library including the papers of the scientist Ernest Rutherford, and the British Prime Minister, Stanley Baldwin.

At the time of writing, the AJCP Officer, Sara Joynes, is in Australia

\*Reviewed by Baiba Berzins elsewhere in this issue.

and has met with staff at the National Library to discuss strategies for achieving the maximum output in the eighteen months which remain to the Project. She is also meeting with staff at the State Libraries of Victoria and Western Australia and with members of the Western Australian Genealogical Society.

## NSW NURSES' ASSOCIATION

*Correspondent: Matthew Platt*

In 1990, an archivist was appointed to the Association to capitalise upon the work of the preceding part-time archivist and to participate in the overall automation and information expansion of the Association. The archivist was employed at the initial stages of this new phase and participated in decisions relating not only to archives but also to records management, the selection and purchase of information software and the development of information-based procedures and training programs.

The Association is the 'Union' for member nurses in NSW and the records held cover all aspects of the pursuit by the union for changes to working conditions including extensive industrial-based and award files, covering a period from the early 1930s to the present day. Other records include branch and membership records, Council Minutes, correspondence and subject files.

The Association has, in the past, deposited records with the Noel Butlin Archives Centre at the ANU and with the Mitchell Library (Australian Trained Nurses Association records). We are currently rewriting our policies to ensure maximum access to records by Industrial staff for award-related records which are vital in the research and eventual presentation of award claims before the Conciliation and Industrial Commissions.

With the introduction of a new automated filing system (Recfind) to control the current records, including a facility to note disposal and transfer dates — a pseudo-appraisal system — the 'life cycle' of the Association's records can be tracked from the time of entry into the organisation until the time of disposal. This assumes, however, that policies and procedures are implemented and staff levels maintained.

A program of microfilming vital records, new procedures for coping with other archival tasks as well as maintaining an active involvement in non-archival tasks within the Association make the work of archivist at the Association a challenging position. Equally challenging are the skills required of the archivist in adapting to an environment in which the traditional work practices often found in large institutional archives are not those that best suit the long-term preservation of records in a bustling union environment.

## **NORTHERN TERRITORY ARCHIVES SERVICE**

*Correspondent: Greg Coleman*

As both Darwin repositories have reached near full capacity the transfer of secondary records for storage from NT Government agencies has been postponed for six months. During this time it is expected that shelf space will be made available after large quantities of records are received for destruction.

Recent deposits of non-government records have included papers of the Church Missionary Society operations in Arnhem Land, several collections of photographs and papers relating to Darwin and the Territory during World War II, papers of the Herbert Brothers of Koolpinyah Station, and photographs and papers relating to mission life at Yuendumu in the Tanami Desert region.

Deposits of official records have included papers of former Chief Ministers Everingham and Tuxworth, and the recent transfer of early records of the Darwin Gaol and Labour Prison. The Gaol records had found their way to Melbourne after the Japanese air raids on Darwin in 1942 and were returned to the Territory from the custody of the Public Record Office of Victoria.

A General Disposal Schedule for Patients Records in Public Hospitals and Community Health Centres in the Territory is nearing finalisation after drafts have been circulated widely for comment throughout the Territory. A paper concerning the legislative and regulative requirements of the NT Archives is also currently being prepared.

A design brief and a costing for a purpose-built archives building has been completed, and investigation is currently underway as to the options for funding a permanent home for the Archives. A working party has also been convened in Alice Springs to investigate further the feasibility of establishing a small regional facility in Central Australia.

During 1992 the Territory is placing a large emphasis on the World War II commemorations for the 50th anniversary of the bombing of Darwin. This is expected to continue to take a great deal of staff time with the *Frontline* oral history program for which interviews will be conducted with veterans, residents and evacuees of the time, and with the collections of records, photographs and memorabilia.

## **QUEENSLAND STATE ARCHIVES**

*Correspondent: Linda Bell*

The last six months have been very busy at QSA.

Construction of the new archives building at Runcorn is well underway. Progress is going according to schedule, and completion is

expected by about September this year. QSA is still in the process of changing from the Premier's Department (as part of the State Library) to the Administrative Services Department. As QSA operates under the *Libraries and Archives Act, 1988*, an amendment to the Act is required. Freedom of Information legislation is currently before the House, with comments due before February. The legislation is expected to come into force by mid-year.

The Electoral and Administrative Review Commission (EARC) has released the first round of submissions following its inquiring into archives legislation in Queensland. The submissions come from a wide variety of backgrounds, with many submissions from local government bodies. Comments on the submissions are due by 24 January 1992. The ASA made a submission to the Commission citing issues relevant to the profession, as did the Australian Council of Archives, the Queensland Branch of the Records Management Association of Australia, the Queensland Branch of the Australian Institute for the Conservation of Cultural Material, the Royal Historical Society of Queensland, and the Queensland Historians Institute. EARC presented a public seminar on archives legislation on 9 December 1991. Speakers included Chris Hurley (Public Record Office of Victoria), Dr Jim Stokes (Australian Archives, Access and Client Services), John Cross (Archives Authority of New South Wales), and Professor Geoffrey Bolton (History Department, University of Queensland). The seminar was very well attended, and coincided with the release of the first round of submissions.

On 2 January 1992, Queensland State Archives released the 1961 records of the Cabinet Secretariat to public access. Among the records released with Minutes (consisting of Decisions and Submissions) which dealt with the State of Emergency declared by the Government on 20 November 1961, following a lengthy industrial dispute at Mount Isa Mines, the voting rights of Aborigines, and an inquiry into the salaries of members of parliament, officials and ministers.

Work is continuing on the arrangement and description of records of the Division of Aboriginal and Islander Affairs. Funding by the Department has been provided for an archivist, Judy Lennon, to be employed to work on these records.

## STATE ARCHIVES OF WESTERN AUSTRALIA

*Correspondent: Jen Ford*

On 18 July 1991 the Library and Information Service of Western Australia successfully bid for a letter written by John Morgan, a storekeeper, between 11 and 25 August 1829 after his arrival at the Swan River Colony on board the *Parmelia*. The Agent-General for

Western Australia, David Fischer, attended the auction at Sotheby's and acted on behalf of LISWA. The Library bought the letter for \$7429, several thousand below what it was expected to bring.

The letter consists of five pages and is closely but very legibly cross-written in brown and red ink. It describes the arrival at Cockburn Sound on 1 June 1829, including Morgan's own landing on Carnac Island with women and children supplied with the barest provisions, after the *Parmelia* ran aground. He also describes the 'melancholy occurrence' at the Cape when the Assistant Surgeon and his eldest child were drowned, and gives a lengthy report on the colony, its circumstances, privations and explorations. The letter is important because it contains good accounts of the landfall, extensive descriptions of the surroundings, and it is a personal account, rather than an official one to be reported back to England.

## UNIVERSITY OF MELBOURNE — UNIVERSITY ARCHIVES

*Correspondent: Cecily Close*

The University of Melbourne Archives has been busy with visiting researchers (with the usual influx of interstate people during the vacation), written and telephone enquiries.

Various groups of students were addressed by Archives staff during the year: those taking Labour History in the Economic History Department whose essays were set on topics requiring the use of records in the collection; and final year honours History, Criminology and Social Science MA students. A group of school children visited us to see Dr June Factor's Australian Children's Folklore Collection. Students on 'practicum' from the Graduate Diploma in Information Management (Archives and Records) came to work with us, to our benefit.

Items were lent for exhibition from the Swallow & Ariel Ltd and T. B. Guest & Co. Pty Ltd collections to the Powerhouse Museum, from the Australian Federated Union of Locomotive Enginemen collection for display on the occasion of their 130th anniversary; from the Commercial Travellers' Association records to the Monash University Gallery's display of *Australian Travel Posters 1909-1990*; and from various collections to the Chinese Museum.

From January 1990 our Accessions Register has been computerised using the Titan software package, and conversion of pre-1990 accessions has begun. Other databases are being developed for University photographs and the Film Collection.

Among recent accessions are the Federal Income Tax papers from the N.B.H. Ltd, 1915-1940; additional CRA records including material from Mary Kathleen Ltd, 1956-1964, and papers on

Australian activities forwarded from the London office of Rio Tinto-Zinc Corporation Ltd, 1927-1963. From the Australian Psychological Society papers relating to the Enquiry into Scientology, 1964-1965 and further audio-tapes from the Society's Oral History Program. Other professional society records accessioned include: the Australian and New Zealand Association of Oral Maxillo-Facial Surgeons, 1961-1989; the Association of Librarians of Colleges of Advanced Education (Victoria), 1984-1989; and the Australian Nursing Federation, 1900-1982.

Items received of political interest are files and pamphlets of the Communist Party of Australia (Victorian Branch) and minutes of two ALP Branches, Collingwood, 1937-1940, 1944-1953 and East Melbourne, 1938-1952. Trade union material came from the Federated Mining Employees Association of Australia, 1912-1918 and the Federated Liquor and Allied Industries Employees of Australia, Victoria Branch, 1943-1958.

Fine collections of personal papers of our distinguished Professors, the late R. M. Crawford (History) and J. S. Turner (Botany) were received, together with additional papers from Dr L. W. Weickhardt (chemist, administrator and Chancellor of the University), Professor J. F. Lovering (Geology), Sir Richard Eggleston (Barrister), Professor Sir Douglas Wright (Physiologist and University Chancellor), and Brian Boyd (Collector of documents issued by the Builders' Labourers Federation in connection with their various campaigns, 1978-1988).

## UNIVERSITY OF MELBOURNE — RECORDS MANAGEMENT UNIT

*Correspondent: Kit Grady*

To introduce the Unit it might be appropriate to delineate between the role and that of the Central Registry at the University. The Records Management Unit acts as an in-house consultancy unit on all aspects of records usage throughout the University in a project based framework, whereas the Central Registry controls the current records of the University's Central Administration.

The Unit's purpose is threefold: to promote the better management of records (both paper and electronic) throughout the University; to assist and educate staff in achieving this goal; and to effect the optimum use of office and storage space. To these ends the Unit is currently undertaking a number of projects, in addition to the normal systems design and disposal activities carried out on behalf of client groups within the University. Projects include:

- A total overhaul of the Central Registry classification scheme, automated systems and work practices, during 1992 and 1993.

- A continuation of efforts to integrate the record keeping practices of the Institute of Education (the former Melbourne College of Advanced Education) with those utilised by the University as a whole. This project was initially commenced two years ago and is expected to continue over the next few years.
- Continuing liaison with Information Technology Services in the implementation of new computer systems throughout the University – with due reference to electronic records disposal concerns.

During the past year the role of the University Records Manager has been revamped to include supervision of not only the Unit itself, but also the Micrographic Unit and from January 1992 the Central Registry. Included in this new role are responsibilities for Copyright and FOI.

## **UNIVERSITY OF MELBOURNE — DEPARTMENT OF LIBRARIANSHIP, INFORMATION MANAGEMENT AND BUSINESS STUDIES**

*Correspondent: Bruce Smith*

The 1992 Academic Year sees a number of initiatives within the Graduate Diploma in Information Management (Archives and Records). First the old Division of Library and Information Studies has been amalgamated with the Business Studies Division to form a new Department. This is expected to have a number of benefits by providing links with business education and with computer people in the information management side of business studies. Hopefully we can expose them to the archivists' concerns with electronic media. The second initiative being taken by the Department is the introduction of our Masters program, with the first group of students commencing this year.

During 1991 apart from the usual academic studies, students involved themselves with a number of interesting projects. These included a review of the Australian Railways Historical Society (Victorian Branch) Archive; a survey of archival conservation in Australia; a Draft Guide for use by school archives; processing and preparation of a guide to the archives of St Peter's Church, Eastern Hill (records commence in 1843); and draft guidelines for the use of volunteers in archives.

Following the 1991 ASA Conference, the Department (then the Division) together with the Victorian Branch organised the *Electronic Records Workshop* presented by David Bearman. This day-long workshop attracted over eighty participants and sponsorship from the Computer Power Group which was especially pleasing.

The Graduate Diploma course continues to develop, with the



number of applications for 1992 far exceeding places available and we are hoping that students will continue to gain from the cooperation, expertise and experience of members during 1992.

## **UNIVERSITY OF QUEENSLAND. ARCHIVES AND RECORDS MANAGEMENT SERVICES**

*Correspondent: Glenda Acland*

Archives and Records Management Services (ARMS) experienced a very busy year in 1991 as we continued to progressively put in place our time-line management system for the continuum of University records. We welcomed two new replacements to our professional staff early in the year. A significant activity involved the examination of strategies for dealing with the new state government's public accountability mechanisms which will impact on the University and its recordkeeping activities, specifically FOI legislation, Public Finance Standards and the review of Archives legislation.

During 1991 the University Archivist convened a University Working Party to consider the impact of FOI on University policy and procedures. This resulted in a number of initiatives and on-going activities as well as the establishment at a senior level within ARMS of a position of FOI Officer for a two year period, thereby increasing the units within ARMS to four and the staff to a total of twenty-one.

The Electoral and Administrative Review Commission's review of Archives legislation attracted our attention and resulted in a Vice-Chancellorial submission to the Commission. Staff were also involved in the preparation of the ASA's submission, while the University Archivist was asked to present a paper\* at the public seminar on Archives legislation in December.

The new records management system for current records is totally operational, our hardware problems overcome and our users slowly converted from subject to transactional filing. Control records for the previous system from 1965-1990, which were held on an old DEC 10 computer, have now been converted to our records management software and are held in a separate data base for maintenance but with information retrieval across both systems. A sixth transactional series, Staff Selection Files, has been added to the original five series Administrative, Finance, Legal, Committee and Policy files.

A major project for 1991 was the appraisal of staff files for the period 1960-1985, in excess of 15,000 files. All files were sentenced and located as appropriate, the permanent consignment in the University Archives repository. An annual sentencing program will now be undertaken. These records now have control records for the first time — a computerized item list. The current files list will be converted to

*\*Reproduced elsewhere in this issue.*

our records management software early in the year to enable on-line access to information and barcode mark-outs for files in the staff file registry. Staff in the University's Personnel Division are looking forward to these developments.

Preliminary work has been undertaken on a disposal schedule for student files and their link with the computerized student information system. This is the priority appraisal project for 1992. Work has continued on the appraisal of remaining categories in the subject file series 1965-1990. However, significant progress has been impeded by other priorities. This will be resurrected in 1992 and an annual review of sentenced files from the major portion of the series undertaken.

The Vital Records Micrographics Program continued with mixed results. We are currently re-examining our options with a view to technological change as recent work from the only available Micrographics Bureau has not been of an acceptable standard.

In the University Archives extensive work on the computerization of finding aids has been undertaken and all series registration and inventories are now done on-line. It is planned to bring this material into a separate archives data base on the information management software, later in 1992. Arrangement and description of a number of accessions of papers of senior staff has been undertaken or is underway. An Archives Procedures Manual is being compiled.

Reference enquiries from within the University community and outside continue to be high and are expected to increase during the year when FOI legislation is enacted provided unlimited retrospectivity to a public right of access to documents.

The Convocation Registry has developed a number of ongoing strategies for keeping the roll of members of Convocation up to date. The specification for a new computerized control system has been completed and the system is being developed in-house to provide links with other systems, e.g. graduation, student and staff. The new system which will allow on-line updating of entries is expected to be operational by mid-year.

Accommodation and space are at a critical level for ARMS, the effect being felt most severely in the University Archives. No additional records will be able to be taken into the University Archives until additional accommodation is provided. Unfortunately, accommodation is a major problem at this University, so no early solution is evident at this stage.

## UNIVERSITY OF SYDNEY ARCHIVES

*Correspondent: Tim Robinson*

Although it is often stated that the prime purpose of keeping archives is not historical, there is no doubt that historians are significant users of the records in our care. In the case of the University one of the major

users of the Archives over many years has been the University History Project, in particular Dr Ursula Bygott. It was therefore pleasing to see the publication of *Australia's First: a history of the University of Sydney Volume 1, 1850-1939*. To coincide with the launching of the work another exhibition was mounted by the Archives, making the third in the year. The exhibition was more elaborate than the previous efforts and included original material very rarely, if ever before, put on display. The Grant of Arms and Royal Charter of the University were exhibited along with the other material relating to the history of the University to 1939.

The transfer of the student records of the former Sydney Teacher's College, now a part of the Faculty of Education, occupied a considerable amount of time. The material consists of registers, student cards, files and examination results covering the entire period of the College's existence, 1906-1981. This included the single largest series ever accessioned by the Archives, some eighty-five metres of student files.

Other student records have also been the focus of recent activity. Tim Robinson conducted a survey concerning the archival implications of student records created and held by the central administration. Some interesting aspects of the records held in the University Archives of student results have been discovered which may mean more paper records will have to be retained in the Archives to ensure a complete and accurate record of all students' achievements is preserved.

The archival survey coincided with a major investigation by the Student Administration section of the Registrar's Office leading to the development of a new automated student information management system. The Archives staff had the opportunity to present the archival point of view regarding the long-term significance of the records generated by and held on such a system. Some major matters of concern included data integrity, audit trails, security and the possibility of the University Archives acting as a 'gateway' to non-current data held on the system.

The University Archives, being housed in the Fisher Library Stack Building although not a part of the University Library, participates in the Library's Disaster Preparedness Committee. Recently it was decided to prepare a listing of priorities for salvage in the event of a disaster. Although a rather difficult task to do hypothetically, as the effects of a disaster would not be uniform on the holdings, the basis for the priority list for the Archives was a scenario of uniform damage. The results of such an exercise are worthwhile and force some interesting questions to be answered. It was determined that the aim of any disaster recovery would be the preservation of as much information as possible. As a result it was decided that any series which had been

microfilmed was immediately of low priority, including the *Minutes of Senate* from 1852. Greater weighting was also placed on salvage of archives required for the functioning of the University administration over other records.

The personal archives of a number of significant individuals were accessioned during the year. They included the papers of Sir Lorimer Dods (1900-1981), former Professor of Child Health, Peter Lawrence (1921-1987), former Professor of Chemistry, and Donald Peart (1909-1981), former Professor of Music. Some official papers from John Manning Ward (1919-1990), former Challis Professor of History and Vice-Chancellor, were also accessioned. Negotiations are continuing for the deposit of the late Professor Ward's personal archives.

Margaret Dwyer has continued to spread the archival word in new areas with a paper at the 11th Australian Geological Convention, held in Ballarat during January 1992, titled *An Unexploited Resource: Geologists' Personal Archives*. Dr Dwyer's paper drew on her experience in arranging and describing the papers of Sir Tannatt Edgworth David, Professor of Geology from 1891 to 1924. Margaret has also produced a number of summary guides to personal archives. Using the databases she compiled for the production of the full, and often voluminous, guides she was able to edit them into something which can be given to a new researcher unsure which sources will be worth detailed attention.

## UNIVERSITY OF TECHNOLOGY, SYDNEY ARCHIVES

*Correspondent: Sigrid McCausland*

The restructuring process at the University of Technology, Sydney (UTS), as far as archives is concerned, is now complete. From late December 1991, Archives, together with Records, has been placed in the Corporate Responsibilities Unit within the University Secretary's Division. The other functions of this Unit include freedom of information, copyright, legal matters, policies and procedures and official publications. The new structure gives more recognition to records and archives functions and offers improved opportunities for coordinated planning in the two areas.

In late 1991, UTS Archives was a test site for the pre-release version of the Professional Archivist package, developed by Mark Brogan of Macresource. The package requires users to gain familiarity with HyperCard commands and data structures. We used it for a pilot project for the control of committee records created by one of the former colleges which amalgamated with UTS and received a number of enquiries from colleagues about its potential. We consider that it

could prove suitable for small archives applications in various in-house archives contexts.

During early 1992, we hope to open modest research facilities for users of the UTS Archives and to relocate the archives holdings to a more suitable and secure area within the Broadway tower. Other projects planned include microfilming and rehousing Council minutes and agenda, transferring the archives of the former Kuring-gai College of Advanced Education to archival custody and investigating options for control of and access to a growing quantity of photographic records.