

# NEWS NOTES

Edited by Helen Yoxall

**ANZ Group Archive**

*Correspondent: T. J. Hart*

A major renovation is underway at ANZ's Gothic Bank where the archive was previously located and this necessitated the transfer of the ANZ Group Archive to another building. There were the usual delays in renovation of the archive's building and this resulted in the archive operating a reduced service for six months with most records in storage.

The outcome is that the archive is now housed in premises at 90 Bourke Street, Melbourne, next to the Hill of Content Bookshop and only steps away from Florentino Restaurant. Our four level building also houses the ANZ Museum. Tenders are about to be let for restoration of the external stonework of our 1871 building.



*London Chartered Bank of Australia, c. 1890, Bourke Street, Melbourne — current home of the ANZ Group Archive.*

We have passed through difficult times with major reviews of the bank's administrative function threatening to reduce our services. Happily, this has been resolved although we have been unable to re-appoint a conservator following Trish Stokes' departure eighteen months ago.

### **Archives Office of New South Wales**

*Correspondent: Gail Davis*

The Archives Authority of New South Wales is pleased to announce the appearance of the second edition of the *Concise Guide* to the State Archives of New South Wales. The second edition covers some 255 agencies of government and lists many thousands of records series. The *Concise Guide* comprises a printed handbook, a microfiche copy of the handbook and the listing of State archives on twenty-two microfiche. These may be supplied at a cost of \$45.00 plus postage, packing and handling. A prospectus is available. A special user-friendly feature of the handbook is an overview of major functions of government agencies to help researchers to determine which departmental bodies may have been involved in their topic. Another new publication is the completely revised *General Records Disposal Schedule (Part 3 Personnel Records)*. The new edition replaces the relevant section of the 1985 version, and costs \$10.00 plus postage.

The Archives Office has completely restructured its research service for written enquiries by abolishing the free service and replacing it with a limited fee-for-service system covering convicts, deceased estate files, photographic orders and other topics where appropriate. Customer Care Councils have been instituted by the NSW State Government for all government departments. To this end the Archives Authority has asked for interested clients from all branches of the Authority's functions to participate in the council.

Negotiations are underway for a new Archives Act for New South Wales, and it is hoped to have a Bill ready for Parliament in September.

Approval has been given for construction of Stage III building of the Kingswood Repository, which will increase the repository's storage capacity by forty km.

Major accessions received during the year have included the records of the Chelmsford Royal Commission, the McLeod Lindsay Inquiry, Main Roads: plans of bridges, c. 1840 +, and National Parks and Wildlife: Wildlife files, 1961-1988.

### **Archives Office of Tasmania**

*Correspondent: Ian Pearce*

After some initial delays the expansion of the Archives Office's repository at Berriedale was completed in early 1992 and about 15% of

shelving installed. The remainder of the shelving will be installed over the next few years.

Incorporated in this extension is a specialised film storage area with separate environmental conditions from the main repository space. Originally intended as a small storage area for master microfilm, the facility was enlarged and modified during construction as a result of the transfer to the Archives Office of a large quantity of movie films.

The largest single contributor to this was the now disbanded Tasmanian Film Corporation and its predecessor agencies involved in government film production. This transfer included over 4000 items (often unidentified) in a wide range of formats covering about 700 titles of documentary, training and feature films with dates ranging from c. 1915 to the mid 1980s.

During the last few months Archives Office staff have spent a considerable amount of time working with officers from the Information Technology Branch to develop specifications for the computerisation of our records control systems on the department's mainframe, accessed through Archives Office PCs. This proved a rather salutary experience, forcing us to confront the various quirks and idiosyncrasies that had crept into the basically manual system over the last forty or so years and would have created severe programming difficulties. At the time of writing (July), trial programming has begun and appears to be progressing satisfactorily.

## **Australian Archives**

*Correspondent: Malcolm Wood*

Australian Archives sponsored a visit by Dr Eric Ketelaar, General State Archivist of The Netherlands, in May-June 1992 to attend the ASA Annual Conference in Wagga Wagga. While in Australia Dr Ketelaar also visited the Tasmanian Regional Office and spoke at a number of public sessions in connection with the 350th anniversary of the European discovery and naming of Tasmania by the Dutch explorer Abel Tasman.

The Archives participated in an exhibition demonstrating the effects of paper manufacture on the long-term preservation of paper records which was held at the March 1992 Conference of the Australian Pulp and Paper Industry Technical Association (APPITA) in Launceston.

The Director of the Storage and Preservation Program, Dr Stephen Ellis, and a Senior Preservation Policy Adviser, Ina Koneczna, represented Australia at ISO technical committee meetings in London and visited paper conservation and deacidification centres in Manchester and Frankfurt, and the British Film Institute film conservation centre at Berkhamstead (UK) in May 1992.

All Australian Archives operational programs have been involved in the preparation of training material and documentation for a new records-related training scheme for staff, which was introduced in August 1992.

During the year work has continued on a guide to Royal Commission records and a guide to records relating to Aboriginal people. The latter guide will detail records relating to Aboriginal people held by Australian Archives' ACT and Northern Territory regional offices and will significantly assist the organisation in complying with the recommendation of the Royal Commission into Aboriginal Deaths in Custody that archival institutions make records available to Aboriginal people to assist family and community reunion.

General Disposal Authority No. 17 covering staff and establishment records generated across the range of Commonwealth agencies has recently been revised and reissued as a separately bound publication. The Records Evaluation and Disposal Section has also issued two new guidelines dealing with the appraisal of specialist records: *Appraising Science and Technology Records* and *Appraisal of Photographic Records*.

Work continues on the development of guidelines for the management of records in electronic formats. A seminar on progress with the guidelines was held in May 1992 and was attended by David Bearman, editor of *Archives and Museum Informatics*, and a number of specialist technical consultants who have been involved in the preparation of various technical papers.

### **NSW Regional Office**

The New South Wales Regional Office participated in the Australian National Maritime Museum's Family History Workshop in February.

It also held two very successful open days in 1992 — one for members of the public on 26 April and the other for agency personnel on 7 May. The first day was held in conjunction with Heritage Week activities in NSW and over 850 people visited the Villawood Office and Repository complex. The second day was attended by 140 officers from over forty Commonwealth agencies and other institutions. The day's program included tours of the Repository complex, exhibitions of holdings, talks, and demonstrations of computer systems and preservation techniques.

Open day publicity, which included a variety of local and metropolitan newspapers, benefited both the open days and the Archives' general profile. The regional director conducted five radio interviews for ABC, commercial and community stations, and coverage was obtained in local newspapers as well as the *Sydney Morning Herald*. Following the publicity from the open days, we were



approached by the Channel 9 *Sex* series seeking access to censored film cuts from the Office of Film and Literature Classification. This material was used in an episode of the program in June, together with footage of the Villawood repository, to show how public attitudes to film material have changed over the years.

In May, after the success of the open day outreach activities, 197 public and official clients visited the Search Room. This was the highest number of visitors to the search room in any one month.

*Records & Research*, the Region's quarterly Information Service newsletter, is now distributed to over 500 recipients.

Training the records staff of agency clients has become one of the region's most important activities. In the six months under review the regional office conducted two appraisal workshops. 167 agency staff from some forty agencies participated in the program, which included three workshops in the central west of NSW.

Work on the appraisal of audiovisual and associated records resulted in the issue of major records disposal authorities covering the Australian Broadcasting Corporation and the Special Broadcasting Service, with authorities for Film Australia and the Australian Film, Television and Radio School close to finalisation.

A major project, noted in the November 1991 issue, to survey, appraise, describe and transfer records of the Cockatoo Island Dockyard has been completed and a guide to the records prepared.

### *New Sydney Office*

In August, the Sydney office relocated to the new Commonwealth Government building in the Haymarket district. Called *Sydney Central*, the building incorporates several heritage features, a shopping precinct, enlarged conference facilities, and is located adjacent to major public transport points — Central Station and Railway Square.

The new premises feature enlarged search rooms, and a separate microfilm reading room as well as more open office accommodation.

The address is: Australian Archives

NSW Regional office

Level 17                      Locked Bag 4, PO

Sydney Central      Haymarket 2000

477 Pitt Street

Sydney

Telephone: 201 3110 Reference Service

201 3111 Search Room

201 3120 Records Management  
Services

201 3100 General Enquiries

Fax: 211 0552

## **Victorian Regional Office**

The Victorian Regional Office's search room and most of its records services activities was relocated from Brighton to Casselden Place, 2 Lonsdale Street, Melbourne, during August 1992. The new telephone number is (03) 285 7999.

Parliamentary approval has been given for the construction of a new repository for permanent records for the Victorian Regional Office. The repository will be located on land purchased at East Burwood. It will be approximately 5000 square metres in size and will have capacity for 45 000 shelf metres of records. It will be fully air conditioned and provide specialised storage for all record formats. Provision has also been made for an agency self-service area. Construction is expected to commence in the second half of 1992 and be completed by late 1993.

### *Planning for relocation*

Commencing in July 1992 and continuing over the following twelve months, the regional office will be carrying out a review of all records in custody to plan for the relocation of permanent records from the Brighton and Dandenong repositories to East Burwood. In particular, unevaluated records, i.e. those without disposal coverage, unsentenced records and records currently designated as permanent will be reviewed. This process will ensure that only records of permanent value will be transferred and stored at the new repository.

It is understood that this will be the largest such project ever undertaken in Australia. The quantity of records involved in the review amounts to about 60 000 metres. Due to staff and time restrictions, all agencies with records held in the Victorian Regional Office will be asked to support this project by providing resources to sentence records which are covered by a Records Disposal Authority (RDA); to assist with appraisal of records where no RDA coverage exists; and to allocate a liaison officer who has a knowledge of the agency's records or who can gain access to the relevant information.

Prior to commencement of the project the Regional Director will be visiting the heads of major client agencies to discuss details of the review and provision of assistance. Clients with smaller holdings of records held by Australian Archives will be contacted as appropriate.

During the course of the review and the move to East Burwood, the Archives will be redirecting its resources and may be unable to maintain services at current levels. Transfers from agencies will be restricted to permanent records or to exceptional situations such as severe storage problems, a move to new premises or a disaster. While every effort will be made to maintain 24 hour turnaround for file

lending requests from agencies, there may be occasions when this time frame will increase. Services to public and official researchers will be maintained at current levels to the extent that the project resourcing allows.

### **Western Australian Regional Office**

For some time the Western Australian Regional Office has been considering the feasibility of travelling to country towns in Western Australia with microfilms of some commonly used records, such as Inward Passenger Manifests, in order to promote Australian Archives and the records it has in custody to members of the public outside the Perth metropolitan area.

From 6 to 10 April 1992, an officer of the Australian Archives WA Regional Office, Dan Midalia, travelled with a representative from the JS Battye Library of WA History (Glenda Oakley), the WA State Archives (Anne Gill) and the WA Genealogical Society (Raema Gooch) to country towns in order to present talks to people interested in learning more about the four organisations and the records with which they are concerned.

The itinerary provided for presentations at Kalgoorlie, Esperance, Albany, Busselton and Manjurah. The meetings were attended by a total of 122 people and lasted on average for two and a half to three hours each. Information was given on the role and functions of Australian Archives, the procedure involved in locating records (including the use of various guides and finding aids), the types of records held by Australian Archives (showing overheads of some of the more popular records and those that might be of local interest), access information and suggestions in relation to using Australian Archives from a distance.

### **Australian Council of Archives**

*Correspondent: Baiba Berzins*

The seventh Annual Meeting of the Australian Council of Archives was held on 27 May 1992 in Wagga Wagga. The meeting was attended by representatives from thirty of the council's forty-seven member institutions. The following members of the executive committee for 1992-1993 were elected at the meeting: Peter Crush (president), Euan Miller and Ian Pearce (representatives of State and Territory archives), Tim Robinson and John Thompson (representatives of the other members of the Council). The Director-General of Australian Archives (George Nichols) and the President of the Australian Society of Archivists Inc. (Paul Brunton) are members of the executive by virtue of their positions.

Since the 1991 annual meeting, four new members have joined the council: the Australian Museum Archives, the Archives of James Cook

University of Northern Queensland, the Archives of the Northern Territory University and the Archives Unit of the Roads and Traffic Authority of NSW.

During 1991-1992, regional meetings of members were held in New South Wales, Queensland, South Australia, Victoria and Western Australia. Five *Newsletters* were issued during the year to inform members and others about the activities of the council of its member institutions. The council was represented at the Towards Federation 2001 Conference in Canberra in March 1992. During the year submissions were made about a wide range of matters of concern to archival institutions.

The 1992 annual meeting decided to proceed with incorporation under New South Wales legislation and it approved the amended constitution which this decision entails. The meeting also approved a new membership fee structure.

Current council activities include the compilation of the Australian Archival Glossary, the collection of Australian Archival Statistics, consideration of the resolutions of the Towards Federation 2001 Conference, a workshop on Electronic Records, the joint ACA/ASA National Archival Trust Fund and liaison with associated professional associations.

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

## **Australian War Memorial — Research Centre — Printed and Written Records**

*Correspondent: Anne-Marie Schwirtlich*

### **Acquisition and disposal**

After several months work and gestation the Memorial has published a booklet containing its Acquisition and Disposal Policy. This document forms the policy basis for all acquisition and disposal undertaken by the five sections (Art; Military Heraldry; Military Technology; Photographs, Sound and Film; and Printed and Written Records) which manage collections.

Notable donations to Private Records over the past six months have included the POW diary of Brigadier A. S. Blackburn VC, 1942-1944 (PR00014); the papers of W. J. Percival, a war correspondent for the *Sydney Morning Herald* who was interned by the Japanese in the Philippines (PR00015); and the POW notebook diary kept by Private P. Lattin during the forced marches under German captivity in 1945 (PR00042). Official Records acquired a small collection of records of the Kurdistan Relief Team (OW92/1) and documents relating to HMAS *Perth* in 1942 (OW92/6). The memorial has also acquired the entire contents (furniture, works of art, memorabilia, books and

archives) of the study of Dr C. E. W. Bean — the books and textual archives that form part of this documentation will be managed by Printed and Written Records.

Printed Records completed a significant disposal exercise on material stored for many years in nooks and crannies in the dome of the memorial building. Thirty filing cabinets and their contents were hoisted over the side of the building (see photograph) and lowered to the ground. The printed material was then sorted, individually checked to ascertain if it was required in the collection and/or whether it duplicated items already in the collection. The overwhelming majority of the material has been processed for disposal.

### Documentation

By November 1992 we anticipate that the memorial will have well over 100 000 items entered on the ANGAM II database. Recent whole



*Filing cabinets containing printed material being hoisted over the side of the Memorial building after being lowered from the dome. Credit: Ray McJannet.*

series additions include AWM 3, Records of Department of Defence Central Registry (mainly 1902-1905); AWM 19, Australian Imperial Force Depots in the United Kingdom, Assistant Director of Education files 1914-1918 War; AWM 26, Operations files, 1914-1918 War; AWM 30, Prisoner of war statements, 1914-1918 War; AWM 32, Australian Army Medical Corps files (Tait collection) (mainly 1914-1918); AWM 182, Office of the Military Secretary, Officer's Record of Service ledgers (1901-1955); and AWM 237, Roll of Honour cards, supplementary sources.

Completion of the downloading of collection documentation for private records onto the Collection Management System has resulted in the processing of all new material on CMS. The system is a total, 'cradle to grave' documentation and management system which will support all aspects of collection management. Retrospective description work has also been undertaken by Private Records on items held in the 'manuscript' collection.

Plans to investigate and trial the preparation of collection entries (for private records) in the MARC format for loading onto ABN have been delayed.

### **Microfilming**

Microfilming of AWM 4, Australian Imperial Force unit war diaries, 1914-1918 War continues, with diaries for medical, veterinary, remount, repatriation and demobilisation, bases and depot units amongst those recently filmed. New microfiche are available for AWM 8, Unit embarkation nominal rolls, 1914-1918 War, biographical cards and AWM 168, Official History, 1938-1945 War, biographical cards.

### **Security**

Two major improvements in the security of the collection have been achieved. The six doors which provide access to the section's main repository area have been fitted with keypad locks to minimise the potential for unauthorised access to the area. Secondly, the security system (sensor gates and tags) marketed by Checkpoint was purchased and installed.

### **Leaflets**

A leaflet titled *Guidelines for citing Research Centre holdings* was prepared and issued for the use of researchers.

## **J. S. Battye Library of Western Australian History**

*Correspondent: Glenda Oakley*

The Library and Information Service of Western Australia (LISWA) in association with the Westralian Library Foundation officially

launched the Adopt-A-Book Project on 28 May. Donations to the Project will be used to preserve items in LISWA's collections including items of Western Australian heritage held in the Battye Library.

Julie Martin, Librarian in charge of the Ephemera Collection, has been awarded LISWA's inaugural Megan Sassi Award for Excellence in Reference Librarianship.

The Oral History Unit has undertaken a project, in association with health professionals to investigate changes in the Australian diet since World War II. Nine women from differing socio-economic backgrounds and lifestyles were interviewed about subjects ranging from domestic science teaching; catering in the armed services, hospitals, the aviation industry, Girl Guides, the Italian community; diet after a heart attack; and eating in restaurants and hotels.

### **James Cook University of North Queensland**

*Correspondent: June Edwards*

The University Archives was established in January 1991 as part of Administrative and Support Services. The University Archivist, June Edwards, was appointed in late September 1991. There is a University Archives Advisory Committee which advises the vice-chancellor on matters relating to the development and operation of the archives.

One of the first tasks was the preparation of an archives policy, an acquisitions policy and an access policy. It was agreed by the University Council that the university archives collect records from all agencies within the university and bodies and individuals associated with the University.

A survey has begun of records on campus to locate records throughout the university. This has been time consuming but is almost finished. As the records are surveyed disposal schedules are prepared for each agency and sent to the Queensland State Archivist for approval.

The only space available for the archives is a small area in the Special Collection Section of the University Library. This space is virtually full so a proper home is the next priority.

In conjunction with the History and Politics Department an oral history program has begun of people connected with the history of the University. It has been agreed that the program will be ongoing as there are many interesting people who should be interviewed.

### **Mitchell Library, State Library of New South Wales**

*Correspondent: Warwick Hirst*

A major exhibition, *Faces of Australia: Image, Reality and the Portrait*, opened on 25 May 1992. More than just a collection of

portraits, it attempts to address important questions such as — who are we as Australians? and how has our national identity been formed? The exhibition includes oil paintings, water colours, drawings, photographs, busts, medals, stamps, videos, books and manuscripts.

Significant recent acquisitions include the literary papers of Luigi Strano, one of Australia's foremost Italo-Australian poets including his correspondence with prominent Dante and Classical Latin scholars in Italy; an anonymous account of a convict escape, c. 1838, in which the writer describes life among a cannibal tribe and voyages to Tahiti, Canada and eventually England where he was re-arrested; the last letters of the bushranger, John Dunn, written in 1866 while he was awaiting execution in Darlinghurst Goal; the records of the Battlers for Kelly's Bush, a local conservation group whose activities led to the first of the Green Bans in 1971; the letters of 'Gubby' Allen, the Australian born cricketer who played for England in the notorious 'bodyline' series of 1932-1933; the literary papers of Ruby Langford, the Aboriginal author of *Don't take your love to town*; the records of the New Theatre, Sydney's oldest currently performing theatrical company; the sketchbooks of artist Giulio Anivitti, during his brief stay in Sydney in the 1870s; the papers of former State parliamentarian, George Paciullo and the papers of Jim Calomeris, a former editor of the *Hellenic Herald*, who has been active in Greek community affairs since arriving in Australia in 1939.

Several collections from gay activists and gay community organisations have also been deposited in the Library. These include Brian McGahan, Douglas Raethel, the Gay Counselling Service and the Gay Rights Lobby.

Fruits of *glasnost* in the form of a donation from a member of the Association for Communist Unity in Australia were also recently received by the Library. These take the form of ten microfilm reels of documents, 1920-1940, from the Archives of the Comintern in Moscow, concerning the history of the Communist Party of Australia and the Australian sections of various international revolutionary organisations.

An integrated system of automatic control is being implemented in the Manuscripts and Pictures Sections. Based on established archival principles PICMAN, as the system is currently known, is an hierarchical control system allowing a collection to be processed to a minimum level or be more fully described to item level. PICMAN also includes the facility to record pre-acquisition information, document preservation needs and the history and movement of items and collections. On-line public access will permit full text searching of most fields. The Pictures Section officially converted to PICMAN on 1 June. The Manuscripts Section will follow in the immediate future.

The library's newest value-added service, the Image Library, was



launched on 1 June. A commercial research service based on our vast pictorial collections, the Image Library serves clients such as advertising agencies, publishers, the media and graphic designers. The Image Library provides a fast one-stop research service to locate copyright cleared images on any subject and supply high quality photographic product. Already the service has fifty clients who were mostly previously unaware of the Library as a source for pictorial information.

## **Monash University Graduate Department of Librarianship, Archives and Records**

*Correspondent: Sue McKemish*

Our new Head of Department, John Levett, took up his appointment at the beginning of second semester. Immediate past President of ALIA, Professor Levett was formerly Director of the School of Librarianship at the University of Tasmania (1981-1988). A review of the department's future direction is underway with a specific term of reference being possible amalgamation with Gippsland's School of Librarianship.

Collaborative efforts with the ASA Victorian Branch resulted in two very successful seminars in May and early June. David Bearman of Archives and Museums Informatics, a Pittsburgh-based consultancy, research and publications company, was our guest speaker at a challenging half-day seminar on 'Recordkeeping, Accountability and Risk Management: Organisational Strategies for Contemporary Records Managers and Archivists'. The Netherlands General State Archivist Dr Eric Ketelaar led a lively and entertaining question and answer session focusing on recent events in Europe from an archival perspective.\*

David Bearman also participated in our 'Issues in Archives and Records Management' elective, a series of seminars on the theme of archival documents, democratic accountability, and continuity. Other guest participants were Professor of Law and Federal AAT member Peter Hanks, public policy expert Dr Mark Considine, Director-General of Community Services Victoria Dr John Paterson, Professor of History Graeme Davison, and our own Colin Smith. The elective provided a framework for regular participants to pursue related case studies and contribute to a set of research papers. It also stimulated input into the development of the program for the 1993 ASA Conference.

Further collaborative efforts are underway in relation to Canadian archivist Hugh Taylor's visit in August. We also hope to explore the

\*The seminars are reviewed elsewhere in this issue.

possibility of a joint seminar with the Professional Historians Association.

Our largest group of students to date is completing the Graduate Diploma this year, while a number of our Masters students have moved into the thesis stage of their program. Our first PhD candidate, Somsuang Prudtikul, began her research in January. Somsuang is a graduate of the University College London's Overseas Masters in Records Management program and is Information Services Librarian and Archivist at Thailand's Sukhothai Open University. She is researching recordkeeping in Thai universities, drawing also on comparative material relating to US and Australian experiences.

At a Departmental graduation party in May, Kim Newey received from ASA Federal Secretary Jenni Davidson the ASA Award for the most outstanding diplomate from our program for 1991. Kim, now an archivist with BHP, and fellow GDLAR alumnus Steve de Wit, who is working for the Australian Bankers Association, have taken on the roles of local ASA convenor and secretary respectively.

The Department has applied to the ASA for accreditation of both its MA (Archives and Records) and Graduate Diploma in Archives and Records Management programs and we anticipate being involved in that process as this issue goes to press.

### **Mortlock Library of South Australiana**

*Correspondent: Roger Andre*

Highlight of the period under review was the launching of the library's new Videodisk coupled to a rapid access computer system and carrying 55 000 photographs which can be searched by topic, photographer, time frame and photographic call number. An instant print facility is proving popular. Coinciding with the launch by Janine Haines, Pictorial Curator, Barbara Holbourn mounted a display 'The Romance of the Photograph' featuring rare daguerreotypes, tintypes, ambrotypes, opalotypes and even a sennotype.

Other displays promoting collections included work of Clarksons glassmakers, papers of 'Some Quiet Achievers' — Dr Helen Mayo, Reverend Winifred Kiek, Reverend Samuel Forsyth of Kuitpo Colony and Clarence H. Smith of Stump Jump Plough fame and a display held at the behest of the Australian Nursing Federation to mark International Nurses' Day.

A realistic purchasing budget together with release of Somerville Bequest funds enabled purchase of collections relating both to ornithological aspects of Mawson's 1911-1914 Australasian Antarctic Expedition and to Dr Walter Henderson's association with Mawson's 1929-1931 British Australian New Zealand Antarctic Research

**Expedition.** To complement family papers, successful bids at auction were made for several portraits 1906-1915 of the pastoral and yachting Livingston family of Benara Station. An intriguing manuscript of seance reports 1877-1878 came to light at an antiquarian bookseller's.

Religious denominations maintained their keen interest, notably through the deposit of superbly arranged records 1849-1977 from the heritage-listed Port Adelaide Congregational Church, and records of the long defunct South Australian Wattle Growers' Association enhanced primary producers' holdings. Union records were substantially expanded through a deposit of branch records 1911-1989 of the Federated Clerk's Union, while business archives, an underdeveloped area, benefited from a deposit of records of the Greater Union Organization.

Where oral history is concerned training was a feature of the Oral History Officer's activities with sixty people attending three introductory oral history workshops, in country as well as metropolitan locations.

Due to unexpected part-time assistance great strides were made in expanding the database of oral history projects and collections relating to South Australia, but held outside the Mortlock Library. The Oral History Database now represents over 150 projects and contains the names of over 2000 interviewees. While much work on the database still remains to be done, its recent development means that the J. D. Somerville Oral History Collection is now in a much better position to contribute, on behalf of the South Australian oral history community, to the national directory of oral history called for in the resolution of the Towards Federation 2001 Conference.

## **Museum of Applied Arts and Sciences Archives**

*Correspondent: Helen Yoxall*

The museum dates its history from 1879 when a subcommittee of the trustees of the Australian Museum was formed to oversee the development of a technical and industrial museum.

The museum's archives functions as both an in-house and collecting archives. The archives come within the museum's registration department and the archivist reports directly to the head of the department, the senior registrar. The archivist has clerical help one day a week and has been assisted this year by two archives students from the University of New South Wales.

There are c. 300 metres of institutional archives (270 registered series). The correspondence series, which has remained virtually intact since 1882 provides a remarkable case study in the development of recordkeeping practices in a State government institution. Many of the

pre-World War II records (including discrete groups of papers of scientific staff) document the museum's former role in researching the natural products of New South Wales, especially essential oils, timbers, wool and fisheries and its assistance to local industries.

The museum also acquires private archives in line with its collection development policy. The strengths in its holdings of collected archives are in aeronautics/aviation (Lawrence Hargrave, C. A. Butler, Lores Bonney), contemporary Australian design (Gordon Andrews, Douglas Annand, Gerard Herbst, Max Forbes), engineering (Buzacott Group of Companies, Clyde Engineering, W.H.S. Stacy & Son) and manufacturing industry (Berlei, Wunderlich, Crown Crystal Glass).

The major use made of the museum's institutional archives is by registration and curatorial staff who are researching and documenting the museum's object collection. The archives, both institutional and collected, are available for public access by appointment. They have been used recently by public researchers for a wide variety of research topics including aviators, violin makers, machine guns, women and fashion, museum studies and the history of Australian botany. The museum seeks to have its holdings more widely known by reporting to the National Library's *Guide to collections of manuscripts relating to Australia* and the Australian Science Archives Project.

Major work since March 1991 (when this correspondent was appointed) has been the development of systems to deal with archives in a museum environment, processing of records and reference work. A microfilming program for the most valuable/vulnerable records has begun. A newly erected compactus in the museum's basement store will soon enable the c. 500 metres of archives to be brought together from their various present positions.

The museum also has an archivist as its information manager — Margaret Adamson, whose position comes within the secretariat. Margaret has recently compiled the museum's *Functional Records Disposal Schedule* which has been submitted to the Archives Authority of New South Wales for approval. Margaret is now working on the design and implementation of a new records management system using TRIM software.

### **Northern Territory University Archives**

*Correspondent: Margaret Clinch*

The Northern Territory University Archives had its origins at Darwin Institute of Technology in mid-1987, when a survey was held throughout the institution to establish the extent of records in dispersed storage. Some time earlier, the acting registrar had called for archival handling of the Council records. The archives policy,

at this time, also recognised the need for preserving primary source materials from the wider community for use in academic research.

The NTU Archives took on their final form when the university was established in 1989, through the amalgamation of DIT, and the University College of the Northern Territory. The former 'project officer' responsible for archives officially became the university archivist, who is qualified both as a librarian and as an archivist (UNSW, 1986), and also holds a Masters in Educational Administration.

The NTU Archives policy, endorsed recently by the vice-chancellor describes the major aims thus:

To meet the administrative needs of the University for the management of inactive records;

To provide a teaching and research facility for staff, students and the community; and

To document the life and history of the university, thus contributing to its corporate image in the eyes of students, staff and the university.

The NTU Archives holds university generated archives, together with records generated by groups and individuals associated with the university and its predecessors, plus some records generated by the wider community. The NTU Archives works cooperatively with generators of records, and with other local archives, to ensure that evidential materials documenting our heritage are not destroyed. This is particularly important in this remote locality, where original sources are relatively few. Our territorial status often means that our records are elsewhere.

At present, activities are constrained by accommodation of only 265 square metres, but a move to a larger area is expected in September 1992.

The University Archives is a separate administrative unit, reporting to the university hierarchy through the chief librarian. Most current work is associated with organising university records, but a growing number of researchers is now visiting, to research for higher degrees in areas defined by the NTU's subject areas.

From 1989 to 1991 there was also a very competent assistant. It is hoped to reestablish this position within a few weeks. Databases are maintained on an SE Macintosh computer, and control is falling behind, due to the lack of an assistant, and lack of a second small computer in network arrangement. There is access to the university's Vax mainframe, and through that to AARnet.

Additional information from Margaret Clinch (089) 46 6849 (W) or (089) 27 1999 (H).

## **State Archives of Western Australia**

*Correspondent: Jen Ford*

The State Archives has launched two publications of importance to government records management and archives in Western Australia.

In Western Australia legislative responsibility for the management of government records lies with the Library and Information Service of Western Australia with records management and archival programs being carried out by the Records Management Office and Archives Branch respectively.

On 19 May 1992 the Records Management Office launched the first in a series of manuals designed to assist public records management. The formulation and implementation of this *Records Management Standards and Policies Manual* has great significance for government agencies and their records officers as it indicates the growing importance being attached to the management and organisation of the corporate memory of government.

The manual will assist agencies to improve the quality of their records management. Developed in response to a need for a uniform approach to records management, it will continue to be developed by the Records Management Office in consultation with government records managers.

In July a joint initiative of the Archives Branch and Records Management Office was launched. This publication, *Records Disposal: a handbook for government agencies* outlines the procedures to be taken in order to identify, document and transfer records to the State Archives repositories.

Both manuals have been published in a loose leaf format to allow for updating.

## **University of Technology, Sydney Archives**

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The work of the University of Technology, Sydney Archives has developed in some unexpected ways since last reporting. We have set up an oral history project with the aid of funds made available expressly for that purpose. We have purchased the equipment and will shortly begin with interviews of several eminent academics and administrators associated with the formative years of the university. In April we mounted our first exhibition, at short notice and on a miniscule budget. The subject of the exhibition was institutional emblems and their uses, drawing on examples from the various predecessors of UTS. This was topical as UTS had recently adopted a new emblem. The exhibition served to raise the Archives' profile

within the university community, but also highlighted the continuing difficulties of operating without adequate resources.

We have achieved significant progress in cooperative activities with the Records Management Branch. A joint records management and archives policy was drafted and approved for distribution to users throughout the university. An area was made available for a shared repository in the basement of the Broadway building late last year and has now been fitted out. Moving records from the Kur-ing-gai campus and from the previous unsuitable storage area in a plant room in Broadway should be completed shortly.

The UTS Archives has also received additional responsibilities in the last few months. These include responsibility for the university's art collection and for maintaining the decision database which is the major source of policy and precedent information for the university's central administration. A consultant curator is to be engaged to prepare an inventory of the art collection and to report on strategies for its future management by the end of 1992.