

# NEWS NOTES

**Edited by Helen Yoxall**

## **Australian Archives**

*Correspondent: Malcolm Wood*

Australian Archives officers are currently involved in a Standards Australia committee working to establish an Australasian standard on records management. In addition, an officer is involved in a Department of Finance Information Exchange Steering Committee group examining the issue of standards for management of Commonwealth electronic records.

Custody and ownership of records of Commonwealth agencies which become either corporatised or privatised is of continuing concern, as enabling legislation has on occasion had the inadvertent effect of excluding records from the scope of the *Archives Act 1983*. Efforts to increase awareness of this are being made. To ensure that records of continuing value created by agencies which are no longer subject to the Act are retained, Australian Archives now offers a Corporate Archives Service to such agencies. To remedy inadvertent exclusion, specific regulations to bring the records of the Australian and Overseas Telecommunications Corporation and Commonwealth Funds Management Limited back under the provisions of the Act were approved in October 1992.

Australian Archives has been developing regulations under the *Archives Act 1983* to cover the records of federal Parliament. Those regulations reflect the special status of Parliament as a body independent of the Executive (an issue highlighted in Denis Strangman's recent *Archives and Manuscripts* article). They cover the services which Australian Archives offers to Parliament in fulfilling its legislative responsibility to preserve and make accessible a major part of the nation's heritage. An article on the regulations will appear in a future issue of *Archives and Manuscripts*, once the draft regulations have been promulgated.

Australian Archives engaged the services of a marketing consultant in October 1992 to prepare a report on customer service and ways by which the organisation might raise its public profile. The consultant's

report was presented in late January 1993 when implementation commenced.

In November 1992 Australian Archives began a planned review of the Commonwealth Records Series system. The review will also examine the systems used in other government archives institutions in Australia. The review should be completed in mid-1993.

The Archives commenced a major national project in 1992 to review records in custody to confirm their disposal and, where appropriate, preservation status. In earlier times many records entering Australian Archives repositories were unevaluated. The strategic aim of the review is to ensure that by the end of the decade (sooner if possible) the Archives holds only those records which warrant retention, that have been appraised and are properly controlled. This is essential if scarce resources are to be concentrated on the records of highest value.

While the review involves, predominantly, assessing records of unknown disposal status (unappraised or unsentenced) in custody, it embraces also records which are nominally permanent and entails specific targets, by Region, for the reduction of the total quantity of records held. An important feature of the review is close co-operation with the agencies which now control the records. A number of target agencies have committed significant resources to this review locally and nationally.

Australian Archives chaired the Standards Australia committee for the development of the *Australian Standard for Recycled Paper — Glossary of Terms — AS 4082*. This standard was approved and published by Standards Australia in November 1992.

In December 1992 the Commonwealth Government decided that its agencies were to purchase and use recycled and other environmentally preferred paper products, with a target of ninety per cent for prescribed categories by 1996. Targeted categories are those set in Australian Archives guidelines on papers for use by Government agencies. The guidelines take account of uses for which permanent papers are required, and such uses are included in the targeted categories.

In collaboration with DAS Distribution, Australian Archives has commissioned the development and production of permanent paper made to Archives specifications. The paper, which is for sale to Government departments from DAS Distribution, is watermarked with the Australian Archives logo and specification number.

Australian Archives continued to represent Australia on the International Standards Organisation Technical Committee 46 (sub-committee 10), for the development of standards for the physical keeping of documents, including standards for papers, writing and printing inks, and storage. The committee last met in May 1992 in London for final review of the draft standard *ISO CD 9706 —*

*Information and Documentation — Paper for Documents — Requirements for Permanence.* The reviewed draft was accepted for Draft International Standard (DIS) registration and ballot. The committee's working group developing another paper standard, *Archival Papers — Requirements for Permanence and Durability*, met in Paris in June 1992. Further laboratory study in support of this standard was planned. The next ISO technical committee meeting is planned for May 1993 in Berlin.

### ACT Regional Office

The ACT Regional Office has prepared two exhibitions in Canberra, one in Parliament House and the other at Old Parliament House.

*Within living memory: Records and images of Australia in the 1950s*, a major exhibition in Parliament House, was open initially from early November until Christmas. Positive feedback from politicians and the public resulted in the exhibition being extended until February 1993. Previous exhibitions put on by the ACT Regional Office in the old and the new Parliament House have been primarily photographic displays. The challenge with this one was to show the public that Australian Archives holds a range of interesting documents and other types of records about both the Australian community and Australia's relationship with the rest of the world. An interactive video screen was included so that visitors could look at hundreds of photographs depicting various aspects of everyday life. The pictures were taken by photographers working for the Australian News and Information Bureau and are a classic case of archival records which were created for one purpose (to be used in advertising for such things as immigration in the post-war period) being later valued for a quite different reason (as invaluable social history).

*Drafting the Constitution* is a smaller exhibition mounted in Kings Hall, Old Parliament House. The National Australasian Convention held in Sydney in 1891 is the subject of this display. Copies of documents created by the colonial government participants at the Convention, notably Deakin, Parkes, Griffith and Barton, are included as well as more light-hearted material such as a cartoon depicting Sir Henry Parkes as King Lear lamenting the death of his daughter Cordelia/New South Wales, stabbed with the dagger of Foreign Trade.

### NSW Regional Office

The new Sydney Office was officially opened on 19 November 1992 by Professor Brian Fletcher, Bicentennial Professor of Australian History at Sydney University. With the emphasis on the promotion of the new Search Room facilities, guests mainly included academic and

public historians, established researchers and representatives of other archival institutions in Sydney.

It is not widely known that Australian Archives is the custodian of major holdings of motion picture film, with some 100,000 reels in the Archives and agency custody. A National Film Preservation Project, integrating all archival functions, is underway to assess and implement the appraisal and preservation issues relating to this material. This integrated approach to the archival management of film has enabled the Archives to develop viable and cost-effective strategies for its transfer and preservation, and provide comprehensive advice to agencies on the sentencing, care and handling of audiovisual material. A focus on the appraisal of records by technical medium has highlighted the increasing significance of audiovisual records as archives, and some of the issues involved in the appraisal of non-paper records.

The NSW regional office, for Australian Archives corporately, prepared and staffed a display for the 1992 IASA/ASRA conference in Canberra from 24-26 September. The display included photographic records relating to the Archives' sound holdings, audio tapes and RINSE and ANGAM II demonstrations.

A revision of the *Guide to Sound Holdings held by the Australian Archives in New South Wales* was produced to coincide with the conference. Holdings listed in the Guide include a large quantity of material from the ABC, as well as some items from SBS. In addition to many other recordings on a variety of subjects, publicity recordings are held from the Commonwealth Bank, the Rationing Commission, the Decimal Currency Board, the Australian Government Advertising Service and the Metric Conversion Board. The Guide is available from the NSW Regional Office.

On 5 September, eighty persons attended the Australian Archives display at the University of NSW Open Day, Family History Enquiry Centre. RINSE and ANGAM II were demonstrated to attendees.

As part of a regular Records Management Seminar series for official clients, 'Be prepared — a seminar on how to carry out research in the Australian Archives', was conducted by two staff members on 26 November. Participants from Commonwealth agencies and the Professional Historians Association of NSW attended the seminar which included demonstrations of RINSE and ANGAM II.

### Victorian Regional Office

The Victorian Regional Office Search Room and most of the Records Services activities moved from Brighton to Casselden Place, 2 Lonsdale Street, Melbourne (telephone (03) 285 7999, fax (03) 285 7979, GPO Box 4325PP Melbourne 3001) over the weekend of 8-9 August, 1992.



Construction work has commenced on the new purpose built repository for permanent records at East Burwood. Completion is expected in the second half of 1993.

In July 1992, the Regional Office commenced a review of all records in custody to plan for the relocation of permanent records from the Brighton and Dandenong repositories to the new repository at East Burwood. This process will ensure that only *bona fide* permanent value records will be transferred and stored at the new repository. It is understood that this will be the largest such project ever undertaken in Australia.

During the course of the review, and the planned relocation of permanent records to East Burwood, Australian Archives is maintaining services to public and Commonwealth agencies at current levels while directing much of its records and evaluation activities to records already in custody.

#### Western Australian Regional Office

Multiple copies of the microfilm of Inward Passenger Manifests for arrivals at Fremantle and Perth Airport (CRS K269) for the years 1898 to 1962 have recently been made available for use by public clients. 1963 manifests will become available for public examination in January 1994.

Copies of the manifest are now also available in the Victorian, ACT, NSW and Western Australian Regional Offices of Australian Archives. In addition, the J. S. Battye Library of Western Australian History has purchased a set for public examination.

The manifests, controlled by the Department of Immigration, Local Government and Ethnic Affairs, are in chronological order based on the date of arrival. There is an index of the ships and the Western Australian Genealogical Society is currently compiling a passenger index for 1898-1925.

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

*Correspondent: Anne-Marie Schwirtlich*

#### Acquisition and disposal

The transfer of records of the Directorate of Army Health Services relating to Malaya and Vietnam, used in the writing of the medical volume of the official history (to be published in 1993), has been an important acquisition to the Official Records collection.

Since last reporting notable donations to Private Records have included the papers of Colonel George Ramsay, Commanding Officer

of 2/30th Battalion and later prisoner of war under the Japanese in Burma, 1941-1945 (PR00079).

Private Records has undertaken a comprehensive assessment of the De-Accessioned Relics and the Manuscripts collections. The former has been eliminated as a separate collection — those items to be retained have been absorbed into the general Private Records 'PR' sequence of control. The Manuscripts collection does not contain personal papers but rather individual handwritten or typescript copies of items like lectures, theses and drafts of publications. Disposal of duplicates and items deemed inappropriate for the collection has been undertaken.

### Documentation

Official Records now has over 125,000 entries on Australian Archives' ANGAM II database. Recent whole series additions to the database include:

- HMA Ships' logs, c.1918-1930 (AWM 35);
- Inter-war Army records (AWM 49);
- Honours and awards files (AWM 28 and AWM 88);
- several small series of official historians' records for the 1914-1918 and 1939-1945 wars;
- Defence Committee briefing files, 1939-1957 (AWM 123);
- Herbicide series, Vietnam (AWM 181); and
- pre-1950 Australian War Memorial registry files relating to the institution's history and collection (AWM 93).

Following the streamlining of procedures and technology, Private Records staff now do on-line documentation (rather than write out collection descriptions from which data is input later) thereby reducing the size of the backlog. The services of a contractor are being used to re-house some 600 boxes of files of the Red Cross Wounded and Missing Enquiry Bureau and the POW Department.

### Microfilming

In 1993 we anticipate concluding the very large microfilming project to microfilm the 1914-1918 unit war diaries (AWM 4), which began in late 1987.

### Publications and leaflets

Preparation for a booklet, *A Chronological Guide to Official Records in the Australian War Memorial's Collection*, has been finalised. Printing of the booklet, and its availability for sale, are expected in the first half of 1993.

## Council of the City of Sydney

*Correspondent: Renato Perdon*

### Sesquicentenary History Project

The Sesquicentenary History Project, a major program of the Council's 150th anniversary celebrations, is now in its final stages. The Archives Section is responsible for management of the project in addition to providing the historical resource materials to the three contract historians. The principal publication *Sydney 1842-1992* (by Dr Shirley Fitzgerald) was successfully launched by Gough Whitlam in July 1992. As a part of the launch the Archives mounted an exhibition in the Vestibule of the Town Hall. The book is an account of some of the most important issues and themes in the development of the City of Sydney. Other titles published as part of the Sesquicentenary History Project are: *Chippendale: Beneath The Factory Wall* (Shirley Fitzgerald 1990); *Surry Hills: The City's Backyard* (Chris Keating 1991); and *Millers Point: The Urban Village* (Fitzgerald & Keating 1991). The manuscripts for *The Accidental City: Planning Sydney Since 1788* (Paul Ashton) and *Pymont/Ultimo* (Fitzgerald), are now being readied for publication in early 1993. A separate publication entitled *Planning Sydney: Nine Planners Remember* (ed. Ashton), consisting of interviews with distinguished planners who have been closely involved with town planning in the City of Sydney, was published in December last year. Also scheduled for 1993 are projects including research databases on street names and biographical notes of Aldermen, and a guide to Council Archives.

### Archives accommodation

An accommodation needs assessment and development brief for the next twenty years has been prepared. It provides an overview, with detailed specifications, of Archives' accommodation requirements. We need an accommodation area of at least 2000 m<sup>2</sup>; minimum floor loadings of 11 KPa over at least 1400 m<sup>2</sup> of the space (for compact shelving); and a climate control system in accordance with recognised standards. The brief also deals with details of security, fire precautions, building construction and layout, and location, all to minimise risk and ensure maximum efficiency of utilisation; public access to Archives facilities; and revenue-generating Council activity.

### Information leaflets

The first of a planned sequence of publicity leaflets about the Archives have been produced. They include a general information leaflet for prospective researchers, and leaflets about reference services and charges. Future leaflets will also provide introductory information to the more important records series, and on themes such as the photographic and plan record holdings.

The upgrading of the finding aids continued throughout the year, and by December 1992 we had completed the conversion of all agency, series and accession documentation to the new physical format — in colour-coded ring binders, with the pages in polypropylene covers.

### City Engineer's plans project

The project to document, microfilm and conserve City Engineer's plan records was completed in March 1992. The plans consist of engineering and survey drawings, mostly in original paper or linen support, and date from the 1840s. The project has been described by Samantha Hughes (the Project Manager) in *Archives and Manuscripts* (November 1992).

### Records of absorbed municipalities

Between 1909 and 1949 ten municipalities — Alexandria (founded 1868), Camperdown (1862), Darlington (1864), Glebe (1859), Macdonaldtown/Erskineville (1872), Newtown (1862), Paddington (1860), Redfern (1859), and Waterloo (1860) were absorbed into an enlarged City of Sydney. The surviving archival records of these municipalities in the custody of the Mitchell Library were transferred to Council Archives in March 1992. These records (about 160 m in total) include rates and valuation records, minutes and sometimes correspondence and activity files. Research demand for access to these records has been heavy. Researchers are now able to visit a single access point for local government archives dealing with the history of the City of Sydney. However, some records are not held in the Archives, for example most of the Paddington minute books are with the Woollahra Municipal Library while some Glebe records are kept by Leichhardt Council.

### Computers at last

The Archives has entered the computer age (at last). We now have two 286 personal computers and a laser printer, so all of our documentation is going straight into the computer rather than being handwritten and then typed for us at a separate location. Documentation formats for agencies, series and accessions have been redesigned for computer-inputting rather than typing, and the master copies are now held on disk. Council agencies are also beginning to supply accession consignment lists on disk.

### J. S. Battye Library of West Australian History

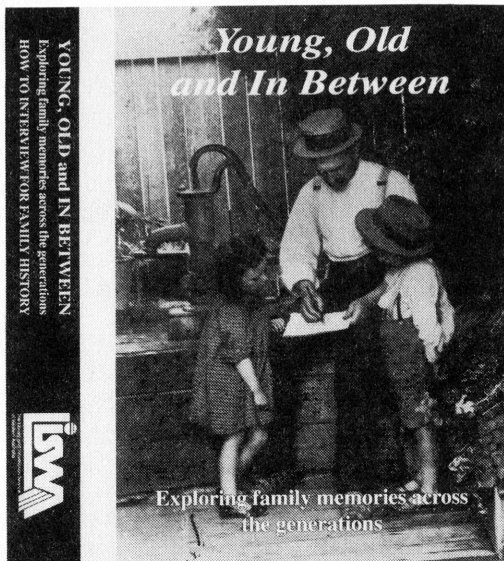
*Correspondent: Glenda Oakley*

The Oral History Unit has produced a kit to assist people collecting family history. *Young, Old and In Between: Exploring Memories Across*

*The Generations* uses voices from the Oral History Collection and the expertise of staff to explain the special problems and joys of family interviewing. The kit includes an instructional tape on how to interview for family history purposes, a booklet, and a blank tape to record the first interview. The instructional tape and booklet describe how to prepare for and conduct an interview, questions to ask, what equipment and tapes to use, how to preserve the information, copyright and ethics. There is a special section on interviewing children and keeping a tape diary of their activities through the years, such as first sounds, first words, the excitement of new experiences, going to school and so on. Reference is made to videotaping family photographs and narrative.

The kit is available from the Battye Library for \$19.95 plus \$3 postage. Heather Campbell on (09) 427 3283 will be happy to answer any queries and take orders.

The Friends of Battye Library continue their fund raising efforts though their third publication, *More Dates!: A Western Australian Chronology 1930 to 1989*. *More Dates!* follows the very successful *Date It!: A Western Australian Chronology to 1929*. *More Dates!* begins in the Depression years, moves through the war years, on to the exciting expansion years of the 1960s and through the boom of the 1980s. *More Dates!* includes Western Australian literary successes, sporting records, politics, disasters and triumphs, and just trivia. *More Dates!* is only \$10 including postage and handling from Friends of Battye Library, PO Box 216, Aberdeen Street, Northbridge, WA 6865.



*The J. S. Battye Library of  
Western Australian History's  
new oral history kit.*

## **John Oxley Library, State Library of Queensland**

*Correspondent: Shauna Hicks*

The last few months have been extremely busy. Kathy Frankland went on a two-week trip to Far North Queensland and Thursday Island where she held a number of family history seminars for Aboriginal and Torres Strait Island communities. The Library's databases for genealogical research were also demonstrated. Work has commenced on the indexing of the Tindale genealogies.

Shauna Hicks went to Melbourne to attend the *Rediscovering Science Archives Conference*. While there she presented a paper, 'Amateur Scientists: Finding and Preserving Their Contributions to the Growth of Scientific Research in Australia', jointly written with Kathy Frankland. The paper focused on the records of the Astronomical Society of Queensland and the Anthropology Society of Queensland.

Back home in Brisbane Shauna gave a talk on 'What's New For Family Historians' with regard to archive and manuscript collections in the John Oxley Library.

Significant transfers received include the personal papers of Norah Baird OBE, records of the Commercial Travellers' Association and further records from the Queensland Branch of the Australian Labor Party and the Fraser Island Defence Organisations.

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

*Correspondent: Warwick Hirst*

*Australians and Sport*, the Library's latest major exhibition opened on 16 November 1992. Through a wide range of material including photographs, paintings, cartoons, manuscripts, videos, sound recordings and ephemera, the exhibition examines the social aspects of our national obsession and its pervasive influence on Australian culture.

Significant recent acquisitions include the personal papers of Dr Clement Semmler, author, critic and former Deputy General Manager of the ABC; a letter from Sir Joseph Banks to an unknown correspondent in 1799; the records of the Sydney Film Festival, 1954-1989; letters of Georgiana Lowe and Robert Lowe, Viscount Sherbrooke, who lived in NSW during the 1840s and built Bronte House in Sydney; the records of Ashby Research Service, 1937-1972, one of the first market research services in Australia; further papers of Professor Donald Horne, c. 1960-1992; the records of BASKCORP, NSW Basketball Association Ltd, 1938-1991. As part of the Italians in NSW project, the recently discovered records of the NSW Branch of the Italia Libera, Australian-Italian Anti-Fascist Movement, 1942-1945, were acquired on the 50th anniversary of its establishment.

The year 1992 saw the establishment of the State Library's tenth business venture, Information Partners, which offers a comprehensive collection management service. A number of archives and records management consultancies have been undertaken although it is expected that most work will be generated in more traditional areas of library collection management, such as database design, cataloguing and retrospective conversion.

A Heritage Assistance grant from the NSW Department of Planning has enabled the employment of a project archivist to improve access to unprocessed pictorial materials. Many of the 7000 'pic. acc.' collections are the pictorial components associated with manuscript record groups. In the first few months of the project some very significant material has been identified, including material relating to Rosa Campbell Praed and Charles Ulm. Collection records are being created on PICMAN, the Library's automated system for processing original materials.

Ronald Briggs and Melissa Jackson, two Aboriginal librarian trainees have been employed to increase access by Aboriginal communities to the Library's services and resources. In their first six months more than 100 Aboriginal people attended special sessions offered at the Library, and we expect a further increase in 1993, the International Year for the World's Indigenous Peoples. Ronald and Melissa are also increasing the collection of contemporary material about Aboriginal communities, and working with NSW public libraries to stimulate the development of more appropriate collections and services, as well as participating in a range of public program activities offered at the State Library.

As a result of preservation microfilming activities over a number of years the Library now has nearly three thousand reels of copied manuscript volumes and collections available for purchase. The range of subjects covered reflects the great diversity of the Australiana collections at the Library including literature, art, exploration, pioneer settlers, colonial administration, feminism, missions, labour history, World War I and Aboriginal studies.

A select list of 150 microfilms relating to genealogical research is available gratis and a microfiche listing of all copied manuscripts may be purchased for \$15. Inquiries should be directed to Martin Beckett, Microforms Librarian (02) 230 1502, fax (02) 223 4086.

### **Monash University Archives**

*Correspondent: Ann M. Mitchell*

The consequences of administrative change have dominated activities since last report. There has been a gratifying increase in the demand for and provision of archival services. But the pace of change has been quite extraordinary, and that we have survived without

buckling under pressure is due to the dedication of highly skilled staff members who do not panic in a crisis.

The needs of Caulfield Campus took precedence in the second half of 1991. Among other things, the mail and fax functions of the former registry were transferred to another department, and the old Chisholm Institute central records system was closed. The Caulfield registry staff was reduced from six to two during 1991-1992, with one of the clerks transferring permanently to the Clayton establishment. A departmental presence for both current and non-current records must be maintained at Caulfield for the foreseeable future. The location of the two persons remaining at present will be determined when space changes outside our immediate control are finally decided.

In the meantime, improved office and secondary storage space sufficient for two to three years (Caulfield only) were negotiated; and four students on assignments from the Graduate Department of Librarianship, Archives and Records, together with casual assistants employed continuously from December through to February 1992, brought a major survey and appraisal exercise almost to completion.

Individual education academics at Clayton Campus are already among our strongest donor-supporters and this acquisition of material from an older and very different education culture, having its origins in the secondary school system, has greatly enhanced the research potential in existing University Archives' holdings relating to the history of education in Victoria. Further enrichment will occur as records from other campuses are brought under archival control.

Other notable accessions include records from the Department of Music (1965-1983); and the private papers of Dr Herbert Feith, Department of Politics (1948-1987); Professor Sol Faine, Microbiology (1941-1991); the late Dr Elizabeth Eggleston, director of the Centre for Research into Aboriginal Affairs [Koorie Studies] (1923-1976); and some of the papers of her father and former Chancellor, the late Sir Richard Eggleston (1963-1990).

The University has strengthened its merger ties with Monash University College Gippsland (Churchill) and the Victorian College of Pharmacy (Parkville). There are now five campuses and a sixth completely new development is planned for Berwick, south-east of the CBD. With student and staff communities of approximately 35,384 and 4,732 already, the need to standardise records keeping procedures across the board, with particular reference to staff and student information systems, is one of several topics under review at present.

Negotiations for additional office and storage space at Clayton Campus were almost concluded when arrangements were suspended in August 1992, pending the outcome of an internal review of senior administration which will impact upon space distribution in our



building. Decisions are not now expected much before mid-1993 but it is an ill-wind . . . The longer the delay, the more critical our records storage difficulties become and the better the prospect of obtaining a viable, long-term solution to what has been an endemic and tiresome problem.

Also during 1991-1992 we grappled with the complexities of quantifying key registry tasks at Clayton. Instead of diffuse groans about more work expected of the same or fewer staff, it is now possible to quote figures that show what is happening from month to month. The extra work involved in gathering and evaluating the figures has been more than justified by the indisputable evidence of increased efficiency now available to us. Of particular interest are the relatively high current file movement figures (242 per working day) which, by judicious extrapolation, clearly demonstrate the advantages of a central registry system in a climate of change where staff numbers are volatile and authorised systems users have grown from 184 to 250 since July 1991.

Current systems enquiries by telephone or in person average over seventy per day and while archival enquiries are miniscule by comparison, they are still respectable for the small archives which is all we claim to be. An average of twenty-eight items are requested per month — 82% of all items being requested by administrative staff, the rest by outside researchers. The archives figures are expected to show an increase for the year 1992-1993.

Our other notable achievement has been the enhancement of our LAN. A recent purchase has boosted network terminals from eight to eleven at Clayton. Among other things this will allow us to pay more attention to computerised archival processing, which had been neglected partly for want of staff time but mostly because of the shortage of computer workstations. The Caulfield registry system maintained on two obsolete PCs, has not yet been linked to the primary Clayton databases but integration is confidently expected during the year. We also acquired two Star dot matrix colour printers to supplement our hardy Epson for registry functions. These, together with our existing LaserJet III, will enable us to move into desk top publishing and the production of a user-friendly *Registry Guide* drafted by Assistant Records Officer, Rod Smith, and the first ever preliminary *Guide to the Holdings of the Monash University Archives*, drafted by the Assistant Archivist, Jan Getson.

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

*Correspondent: Sue McKemmish*

The end of our first triennium sees the MA (Archives and Records) and Graduate Diploma in Archives and Records Management

successfully established, with full enrolments in 1993 and demand from eligible applicants far exceeding our funded capacity. Curriculum development continues in the areas of:

- the transformation of recordkeeping in the electronic age — theory and practice relevant to archives, information and records management in an electronic environment and appropriate to new patterns of communication
- interdisciplinary approaches to archives and records management issues, focusing on issues linked to accountability and continuity
- documentation processes and transactionality in the business environment.

In 1993 we will be exploring different modes of delivery for our programs, particularly in these leading edge areas, including intensive courses for delivery on-campus or off-campus as part of our MA program *and* as continuing education programs on a fee-paying basis. This approach will be pioneered in the two-week Residential Winter Workshop, *Understanding Electronic Information Systems*, to be presented by David Bearman of Archives and Museum Informatics at Monash University, Clayton, in June. Registrants for the Workshop include MA (Archives and Records) students as well as archivists and records managers participating in the Workshop as a continuing education program.

Seventeen Graduate Diploma students completed their studies in 1992 and Irene Kearsey, Senior Medical Records Administrator with the Victorian Health Department, her MA (Archives and Records). Irene's thesis, *Public Hospitals' Inactive Records: A Resource at Risk*, examined the need to survey inactive public records within Victorian hospitals to ensure their preservation and use.

Visiting speakers included Canadian archivist Hugh Taylor, who spoke on *Information as Memory*, and Steve Stuckey, Director Records Evaluation and Disposal at Australian Archives, who led a lively and well-attended seminar on Australian Archives' initiatives in the appraisal and preservation of electronic records of continuing value, and proposed non-custodial solutions.

A submission was made to the House of Representatives' Legal and Constitutional Committee's Inquiry into Confidential Information. Sue McKemish and Frank Upward were subsequently called to give evidence to the Committee. The Department was also invited to sit on a Standards Australia Information Technology Group committee which is to prepare Records Management standards. Frank Upward, as member of the New Technology Committee of the Records Management Association of Australia, began the drafting of a policy for the Association on electronic recordkeeping. Sue McKemish and Frank Upward have also been involved in a number of publishing

ventures, including the second edition of *Keeping Archives*, editorship of this issue of *Archives and Manuscripts*, and a departmental publication on recordkeeping and accountability which grew from a series of seminars on related issues held in the first half of 1992.

ASA accreditation of our Graduate Diploma and MA programs is pending as this issue goes to press.

## **Mortlock Library of South Australia**

*Correspondent: Roger Andre*

Promotion of archival and pictorial collections has continued with zeal by way of a succession of displays on the themes of *A Grave Occasion, Pageants and Processions, Culinary Delights and Ships and the Sea*. The Library's drawcard however, has been the overwhelmingly successful exhibition of *Bradman Memorabilia*, in the news from Bangkok to Bangalore, especially as it involved the successful search for a 'green baggy' cap worn by the famous sportsman. The exhibition's opening, marked by a rare public appearance by Sir Donald Bradman, was the occasion for the launch of the well illustrated *Guide to the Sir Donald Bradman Collection* compiled by Neil Thomas.

Archival collections have attracted an interesting scope of donations including more ship's chandler records, 1864-1938; Headmistresses' Association records, 1910-1985; Hindmarsh Town Mission records, 1876-1966; papers reflecting Laurel McIntyre's work in the Australian Local Government Women's Association, 1960-1984; and family papers containing letters from William Napier on service with a mining corps in France, 1916-1918. A local dealer has come to light with a scrapbook of Ruhleben Prisoner of War Camp memorabilia, 1914-1918, painstakingly assembled by Harry Swift, and a disintegrating album of photographs and data on World War I soldiers and nurses which is taxing every skill of the Library's Conservation Services Unit. Friends of the State Library have subsidised the acquisition of some items from the controversial sale of the Jackman-Gooden collection of architectural plans.

The Pictorial Collection has been enriched by a recent donation of four small oil paintings of South Australian landscapes and early cottages executed by Ingrid Erns, the first Latvian-trained artist to arrive in South Australia in 1948.

As a contrast, another donation has been an example of original strip cartoon work for the American comic *The Lost Planet* supplied by the brilliant commercial artist Michal Dutkiewicz.

Purchases have included a water-colour of a Government Cottage at Glenelg signed C. L. Daly, 1863, a stencil linocut by Adam Dutkiewicz

called *The Fringe Club* which has particular relevance for our Adelaide Festival collection, and felt pen sketches of North Terrace scenes by the well known South Australian artist Wladyslaw Dutkiewicz, father of Adam and Michal.

A selection of original photographs from the *South Australian Women Photographers Exhibition*, 1988, has been received and our holdings of the work of F. J. Gabriel, a turn of the century photographer, have been increased by the donation of twenty-two delightful photographs of his family involved in everyday activities like bathing the baby and drawing on a wall.

In the Somerville Oral History Collection, work on the 'Radio 5UV Folk Cooperative Collection' special project has been providing interesting challenges to staff.

The copying process has already revealed several notorious Ampex 407 tapes in an advanced state of hydrolysis, which ultimately renders the recording unplayable. These have been successfully transferred. The process has also revealed many gaps in the collection, including tapes which had evidently been put in a bulk eraser at the cash-strapped public radio station so that the tape stock could be re-used. Both discoveries have highlighted the vulnerability of the collection and the importance of its transfer to the State Library.

The documentation supplied with the tapes is typically minimal and often restricted to a timed list of expletives to be deleted for broadcast! Consequently the identification of performers and songs can be problematical. To avoid a potential bottleneck in the project, the documentation being generated does not rely on staff knowing the actual titles of the songs performed. If the title is unclear or ambiguous the first lines of the song, up until the lyric becomes distinctive, are listed instead. The titles can then be supplied by 'folkies' or researched by staff at a later date.

Archival, pictorial and oral history collections, all administered by the Archival Services Unit, have developed fruitfully during the period under review.

## National Library of Australia, Manuscript Section

*Correspondent: Valerie Helson*

Last year saw the production on microfiche of the second part of Series E of the *Guide to Collections of Manuscripts Relating to Australia* and the release of the third edition of *Principal Manuscript Collections in the National Library of Australia*. The latter compilation, first published in 1970, lists the major Australian holdings in the Manuscript Collection — generally those which occupy at least one box.

Occasionally we experience the special satisfaction of acquiring a collection many years, perhaps decades, after the first overtures were made to the family by our predecessors. Thirty-seven years of contact maintained by a succession of Library staff with the widow of Chester Wilmot, the Australian-born war correspondent, culminated in the presentation of a splendid collection of his papers last year. The papers and manuscript scores of the distinguished composer John Antill were received from his daughter 38 years after he presented to the Library the illustrated manuscript of the ballet 'Corroboree'.

The Library's holdings of Donald Friend diaries were completed by the purchase of volumes maintained by the artist in the years leading up to his death, as well as some for the year 1939. Our varied program of collecting included papers of Margaret Walker relating to all aspects of dance as well as papers of the philosopher David Armstrong, stage and television actor Alan White, Papua New Guinea administrator Dudley Glastonbury, clergyman and educationist Bishop David Garney, broadcaster Adrian Jose, and barrister-writer Jocelyne Scutt.

In a more historic category was the purchase of a small commonplace book kept by Major Henry Antill, who accompanied Governor Macquarie to Australia in 1809-1810.

The Library's resources for study on the writers Patrick White and Christina Stead continue to grow. The following material has been received in recent months: letters of White to his cousin Peggy Garland and to Juliet O'Hea, Stead's correspondence with her publisher Oliver Stallybrass, and papers accumulated by her brother Gilbert.

Other literary acquisitions included papers of Tim Winton, Ralph de Boissiere, the Jindyworobak poet Arthur Murphy, Dorothy Green, A. D. Hope, Judith Wright, Michael Noonan and Oscar Mendelsohn, the last four being additions to established collections. Journalists, too, have been well represented in substantial acquisitions of papers of Frank Clune, Maxwell Newton and Richard Hall.

### **Australian Joint Copying Project**

*Correspondent: Margaret E. Phillips*

By the time this issue of *Archives and Manuscripts* is published, the AJCP will have but a month to run before it closes in June 1993. During forty-five years of filming the Project will have produced about 9800 reels of microfilm, that is an average of over 200 reels of microfilm each year.

Currently, 161 reels are being prepared for despatch to partner libraries and include further collections from the British Museum (Natural History), and selections from Cambridge University Library

such as the papers of W.H.R. Rivers (anthropologist) and James Hornell (ethnographer). The papers of the anthropologist, A.C. Haddon, also at Cambridge University Library, have been filmed but have not yet been received in Canberra. During 1992 the AJCP Officer visited Scotland which resulted in the filming of the family papers of Lord Glasgow, among other collections. Film is now available of selections from the collections of the London School of Economics and Political Science, including the papers of Lord Beveridge. The papers on Gallipoli of Ellis Ashmead Bartlett have been microfilmed courtesy of their private owner.

From the Public Record Office in London there is film of the correspondence of the Board of Trade Commercial Department, 1866-1968 (BT 11), Foreign Office general correspondence 1906-1918 (FO 371), and files from the Treasury Economic Planning Section, 1948-1955 (T.229).

A significant achievement in 1992 has been the creation of Australian Bibliographic Network (ABN) entries for all the collections in the Miscellaneous Series. This means that all of the AJCP microfilm is now searchable on ABN, records for the PRO Series having been entered in 1991. The Supersearch facility of ABN enables a free text search of the whole cataloguing record, including detailed note fields.

A second edition of Part 7 of the *Australian Joint Copying Project Handbook*, Admiralty Records, is now available, and it is anticipated that a second edition of Part 6, Board of Trade, etc., will be published in late 1993.

## **Noel Butlin Archives Centre**

*Correspondents: Maureen Purtell and Jonathan Wraith*

The year 1992 was busy for the Archives. We changed our name to the Noel Butlin Archives Centre to honour the memory of our founder, the late Professor Noel Butlin.

Within our newly defined organisation there are now several strands. Of these the Archives of Business and Labour continues to define our mainstream collecting area but quite a different direction began last year with the launching of the National AIDS Archive Collection.

## **National AIDS Archive Collection**

Funded by the Commonwealth Department of Health, Housing and Community Services the National AIDS Archive Collection (NAAC) aims to document the history of HIV/AIDS education in Australia.

The primary focus of NAAC is the gathering of a wide range of HIV/AIDS educational material created by Commonwealth, state/territory and community-based or non-government agencies. This task has proved challenging, given the number and diversity of agencies involved and the ephemeral nature of much of the material produced. Where possible educational materials and projects are supported by analysis or evaluation produced by the creating agency or, in the case of some national and state campaigns, by commissioned independent evaluation.

NAAC is also seeking the deposit of records from major national community-based organisations working in HIV/AIDS education, administration of services and policy advice. The Australian Federation of AIDS Organisations, The Australian IV League, the Family Planning Federation Australia and the Haemophilia Foundation of Australia have taken advantage of the archival services offered by NAAC and the Noel Butlin Archives Centre.

#### Archives of Business and Labour

Additions to existing collections in this area came from ninety depositors in 1992. New deposits included records from the Seaman's Union of Australia, WA Branch; the Merchant Service Guild, NSW Branch; the Australasian Society of Engineers (NSW); the Retailers Council of Australia (including predecessors of this national body); the Association of Employers of Waterside Labour — Federal Office and Adelaide Branch; McDowells Limited and the Australian Foreman Stevedores Association.

Exhibitions and displays were organised for the Australian Historical Association's Canberra Conference and in-house throughout the year. Subjects included *Noel Butlin Records*, *The Intercolonial Trades Union Conference*, *Catalogues of the Past*, *Women at Work* and *Applications for Positions*. Other displays on particular course themes were arranged for our four regular groups of student researchers from ANU and the University of Canberra.

Ewan Maidment's paper, 'Archival Sources for the Great Maritime Strike', was published in *The Maritime Strike: A Centennial Retrospective, Essays in honour of E. C. Fry* edited by J. Hagan and A. Wells. Grateful thanks are extended to those institutions who cooperated in the compilation of this archival source analysis.

A great deal of energy has been expended by all staff in contributing to ANU proposals for the National Award to cover University General Staff, in our case Archivists. If we ever have an outcome to relate it will be passed on to those generous Archivists in other Universities who contributed their ideas on request.

The first stage of a conservation project involving the earliest despatches from the Australian Agricultural Co. Ltd. has been completed. On a consultant's advice three conservators dismantled, cleaned and repaired twenty-one large volumes of letters and enclosures covering 1824-1854. Currently Tony Eccleston is employed part-time to complete a detailed index on an EXCEL spreadsheet which will be available in electronic and hard copy form. The final stage will involve copying the originals which after many years of good use will be retired, appropriately packaged for occasional special purpose reference only.

### **Northern Territory Archives Service**

*Correspondent: Greg Coleman*

The secondary records storage program remained static throughout 1992 while bids were made for expanded facilities after both Darwin repositories reached full secondary storage capacity in 1991. Some preliminary work has been completed in planning for a permanent archives building and the Territory Government is expected to make a decision about future archives facilities in the near future.

Although there were no transfers of secondary records during 1992, approximately 98,000 record items were handled by the government records lending service which kept archives staff very busy.

The predominant historical theme in the Territory during 1992 was the World War II commemorations for the 50th anniversary of the bombing of Darwin and the Top End. In the course of 'the Frontline project' the NT Archives Service received over fifty collections of personal records from veterans, evacuees and civilians who returned to the Territory for the commemorations. Over thirty oral history interviews were also recorded with visitors selected from the thousands of people who returned to the Territory.

The annual NT Government History Awards, which are administered by the NT Archives Service, came under review in 1992 and survived the process with funding intact and some revised guidelines. The scheme continues to support very worthwhile historical research projects.

In more recent months the recruitment of Don Brech from Sydney and Linda Bell from Brisbane has bolstered the professional ranks and facilitated resumption of many developmental projects involving records policy and disposal, records transfer, research guides and public relations.



## Queensland State Archives

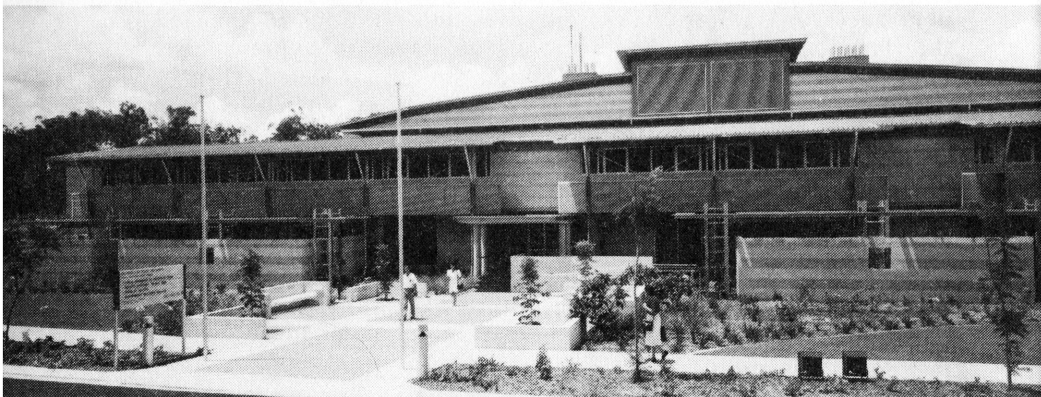
*Correspondent: Nola Fulwood*

The new building at Runcorn was officially opened by the Premier on 20 January with the Public Search Room reopening to the public on 27 January. Staff are settling in, with everyone involved in reorganising holdings, updating everything from stationery to search procedures and generally establishing procedures for operations in the new environment. Staff are also bracing themselves for an expected influx of records now that Archives has space available for large record series.

Researchers who had no facilities in the old building with a very cramped search room are well served at Runcorn. There is a spacious search room, a reader's lounge and courtyard, and new microfilm reader/printers. Space allows for additional finding aids to be available in the search room, and in spite of the distance from the city and lack of public transport our researchers will find greatly improved conditions.

Staff are fast getting accustomed to good working conditions. All areas are benefiting from additional space. A conference room will enable staff to offer seminars and workshops.

Emergency procedures were thoroughly tested when the building was struck by lightning during a severe October storm. The emergency generator started up and effectively maintained climatic conditions. The computer faithfully recorded everything, including the lightning strike.



*Queensland State Archives' new building at Runcorn.*

## State Archives of Western Australia

*Correspondent: Tom Reynolds*

### WA Inc. — Royal Commission (Custody of Records) Bill

In a press statement released in early July last year the then Premier announced her government's intention to provide for the eventual transfer of Royal Commission Records to the Crown. The Commission's first report was released on 20 October and on that same day the Government introduced the Royal Commission (Custody of Records) Bill into State Parliament. While securing the records upon the termination of the Commission the Bill also allowed for the disposal of those records by processes not in compliance with the archival provisions of the *Library Board of Western Australia Act*.

Reaction from interested parties, notably the RMAA and ASA, was swift and, ultimately, effective. The Government was forced to accede to amendments made by a committee of the Legislative Council, which provided for the State Archives' participation in the disposal of Commission records. For one week in late October the issue remained a popular media topic. The outcome remained a stalemate until late November when the Government secured the passage of an amendment to the original Act. The new Bill declared (inter alia) the records of the Royal Commission to be public records and therefore subject to the disposal provisions of the *Library Board of Western Australia Act*, although the Royal Commission still continued to have some discretionary powers. In a sense, the Act as amended also gave statutory recognition to the Board's Standing Committee on Public Records (S.10). In early December this body formally approved a retention and disposal schedule that covered those same records, whose fate had been such a contentious issue in previous weeks.

## State Library of Victoria

*Correspondent: Shona Dewar*

The Australian Manuscripts Collection had another busy year in 1992. We began it by participating in the Library's Service Improvement Projects. The Library closed to the public from late November 1991 to mid February 1992 to allow work to be done on these tasks. Staff toiled away at barcoding books, boxing Victorian imprints, reorganising open access collections, cleaning glass negatives, collating newspapers, and much more besides. The Manuscripts team, assisted by several conservators, cleaned, sorted, listed and boxed about thirty large collections which had been in need of attention.

The boxing project was a necessary stage in the preparation for moving to the new North Infill building on the corner of La Trobe and

Russell Streets. The building has been erected as part of the Library's Redevelopment Project and will be a temporary home for the Manuscripts, Picture, Rare Books, Map, and Newspaper Collections while other parts of the complex are being refurbished. The move is due to take place in the first few months of 1993. Public access will have to be restricted during the move but dates for closure have not yet been announced. Manuscripts staff are looking forward to the much needed extra space available in the new building.

The Collection continues to grow rapidly and relies heavily on the generosity of the public for its development. Over 200 acquisitions were received in 1992, the largest being the records of the Nursing Mothers' Association of Australia which has its national headquarters in Melbourne. Two significant purchases were made during the year. The first of these was the 'La Trobe Archive' which includes manuscripts, sketches and inscribed copies of the published works of Charles Joseph La Trobe. This material had been in family hands in Europe until recently. We are very pleased to be able to add it to our existing holdings of material relating to Victoria's first Lieutenant Governor. The second purchase consisted of three legal documents relating to the establishment of the Port Phillip Association which provide valuable information about the early settlement of Victoria.

Further discussions regarding the automation of the Manuscripts Collection catalogue were held during the year. We hope that the remaining technical problems will be sorted out and that we will be adding records to the Library's DYNIX system very soon. We do not expect to be able to undertake any retrospective conversion in the near future.

The Library's Renaissance Appeal, a fund-raising body, continues its good work. It has, for example, enabled the Manuscripts Collection to obtain funding from Penleigh and Essendon Grammar School for the conservation of the John Pascoe Fawcner papers.

The Manuscripts Collection has six equivalent full-time staff (four librarians, two library technicians) at present. There have been some comings and goings in the last couple of years, notably the arrival of Jock Murphy as Manuscripts Librarian in July 1991. Anne Cahir, one of the librarians in the section, left us in September 1992 to work as an historian at the Historic Buildings Council. Her place has been filled by Monica Raszewski who has come to us from the Library's Art, Music and Performing Arts collection. Gerard Hayes and Shona Dewar continue to work as librarians in the Collection. Marg Burnett, our senior technician, is now working part time, with the other part of her position being occupied by Jane Nicholas. Nga Nguyen, formerly of the External Services Section, has filled Jane's old position. Jane is presently on maternity leave and Lois McEvey has transferred to

Manuscripts from the Reference and Information Centre to perform her duties.

### **State Records (South Australia)**

*Correspondent: Euan Miller*

State Records, formerly the Public Records Office of South Australia, was formed in 1991 as a business unit within the South Australian Government. This was done to create better records management in this State, by emphasising the costs and benefits of effective recordkeeping.

State Records has completed its first year in this new business role where extensive reappraisal of the 40,000 metres of records in its repositories has begun as well as records held in government offices. Charges have been levied to agencies for storage of temporary records and retrieval of all records. A range of new commercial services has also been established after market testing, the most successful have been appraisal, interfiling, and record management systems surveys. New services of listing and boxing and training are scheduled for 1993.

Permanent records and services to the public are unaffected by the business change. Such records will continue to have their appraisal, conservation and storage costs met from general revenue, as are all services to readers.

The success and speed of this change is due to the partnerships developed with the agencies. The reappraisal is being done with agency assistance, both in human and financial resources. In 1992, 8,200 metres were reappraised and a further 6,900 metres were accepted as temporary records incurring a storage charge. Another major project to appraise the bulk of the remaining targeted records is scheduled for 1993-1994.

Credit must also be given to Australian Archives with whom a six month exchange of archivists was made last year to enable State Records to complete the General Disposal Schedule for Government Archives in South Australia. A similar schedule for local government records is being developed at the present time.

Freedom of Information, Privacy and Information Policy are also part of this portfolio which has placed archives into a wider information context and has improved public access to records previously restricted by agencies.

1993 will also see a greater emphasis on access to Aboriginal Records with the appointment of a permanent Aboriginal Archive Officer. Project work over the past three years has produced a series of guides to Aboriginal Records held by State Records.

Also scheduled is a major exhibition with the Australian Army on the Boer and First World Wars.

## **The University of Newcastle Archives**

*Correspondent: Denis Rowe*

During the year 1992, Archives staff responded to some 950 inquiries by University staff, students, visitors from other Universities and members of the community. Requests included records required by the University's large number of postgraduate research students, by the University Administration, and the University's official historian, Associate Professor Don Wright. The University history, *Looking Back*, was published in 1992.

The installation of an inexpensive automated archives control system for in-house University archives greatly accelerated retrieval of records, and has enabled staff to increase reader services by 50% with no increase in resources.

Archival records of permanent research and administrative value were received from the University Administration, the Students Representative Council, the Royal Newcastle Hospital (additional records), the former Wallsend Hospital (additional records), the Anglican Diocese of Newcastle (papers of Bishop Shevill), Miss Jean Easthope (journal and sketches of Lady Isabella Parry, 1830-1838), and the Kelly's Bush and Windawoppa Environmental Protection Groups (1970-1990). Significant deposits of papers of senior academic staff are expected early in 1993.

During the year, some of the Archives' more important oral history tapes were transcribed. The Archivist presented an illustrated lecture on the history of the University's bushland campus during Environment Week, and also spoke to various groups of research students and visitors.

Mr Michael Sternbeck, a new member of the Archives staff, gained First Class Honours in Latin and Greek in 1992.

## **University of Melbourne**

### **Department of Librarianship, Information Management and Business Studies**

*Correspondent: Bruce Smith*

With the 1992 year closing and 1993 looming large the Department is looking at another busy and productive year. Applications for 1993 exceed the demand for available places and the number of prospective full-time enrolments has increased over the last two years. This may be a sign of either a surge of interest in the archives and records field or the general economic climate.

The Department will launch two new activities in 1993. The first is a Professional Support Unit to provide training in the information

management field. It is anticipated that the unit will attract some consulting work in the field also.

The second activity will be the launch, in conjunction with the Australian Science Archives Project, of an electronic bulletin board for archivists and other interested people. It will be called UNIMELB.ARCHIVISTS and will be accessed via networks such as AARNET and INTERNET. For people who do not have access to these networks but who have a modem, there will be dial-up facilities as well. For more information or to find out how to access UNIMELB.ARCHIVISTS, contact either Bruce Smith (03)344 8620; e-mail: smithb@insted.unimelb.edu.au or Gavan McCarthy (03)344 6557; e-mail: gavan=mccarthy%hps%unimelb@muwaye.unimelb.edu.au.

During 1992 students undertaking the Graduate Diploma in Information Management (Archives & Records) participated in a number of interesting projects. Students arranged and described a consignment of records from the Australian Women's Cricket Council for transfer to Melbourne University Archives. A similar project was undertaken for the Australian Gallery of Sport with records from the Australian Hockey Association. Students also completed guides to a variety of archival records. These ranged from the records of the Commonwealth Institute of Accountants, held by the Australian Society of CPAs, to a guide to records of Chinese Immigration to Victoria. One interesting project undertaken looked at the practicalities involved with indexing archival holdings.