

# NEWS NOTES

**Edited by Helen Yoxall**

## **ARCHITECTURAL RECORDS PROJECT (WESTERN AUSTRALIA)**

*Correspondent: Barbara van Bronswijk*

The recently concluded Architectural Records Project was initiated by the State Archives of Western Australia in response to a growing concern among archivists and members of the architectural profession that irreplaceable architectural records had either been destroyed or are retained in a way which precluded access to the documents and the information contained therein. The project was supported by a funding grant from the Heritage Council of WA.

The intention was to investigate practices associated with the creation and retention of public and private architectural records, and to formulate guidelines on the future survey, identification and preservation of architectural drawings and related records in Western Australia. The information was obtained through a preliminary survey of selected architectural firms, local government authorities, Commonwealth and State government agencies, museums and archives.

The enquiry found that the records of public building are usually more complete than those of private architects, due largely to legislative requirements and the established records management procedures in government agencies. In contrast, the retention of private records depends on architects adhering to a voluntary code of practice. While the preliminary survey of private architectural practices revealed many plans and documents worthy of preservation, it is apparent that many more have been lost. Very few private architectural records exist in repositories, and those that do are frequently unlisted and hence inaccessible.

The report on the project concluded that there is an urgent need to improve access to records held in repositories or retained in private holdings. It also suggested that a number of measures, including guidance to architects in the management of project records and the establishment of an archive with the capacity to accept public and private architectural records, will be necessary to ensure the preservation of architectural records in the future.

The report was discussed at a meeting of representatives from the fields of archives, architecture, education and heritage, where it was resolved to form a committee to oversee the implementation of the recommendations. Priority will be given to a survey of archival records in architectural firms and the setting up of a database in which they will be listed. This database will have the potential to absorb listings of records in other holdings and to become a comprehensive Register of Architectural Documents of WA.

## ARCHIVES OFFICE OF NEW SOUTH WALES

*Correspondent: Martyn Killion*

The Archives Authority has produced two publications in its Standards and Guidelines series. The *Records Scheduling and Disposal Handbook — Guidelines on how to write and implement a disposal schedule* (available for \$10 plus \$5 postage and packaging) is number two in the series while number three is a published version of *How to Dispose of Public Records* (available for \$5 plus \$2.50 postage and packaging), which was previously available only to New South Wales public agencies.

The Archives Office's Customer Council which consists of representatives from our diverse client base continues to meet regularly. The matters dealt with by the Council thus far have included comment on the Office's Corporate Strategy and Guarantee of Service documents as well as providing ideas on how the Office can better publicise its products and services.

Three senior positions in the Office have recently been filled. Christine Yeats has been appointed Manager, Reference Services; Wendy Gallagher Processing Coordinator and Martyn Killion Client Liaison Officer.

The construction of Stage III of the Kingswood Repository has commenced. It is envisaged that the building will be completed by early next year.

Major accessions received this year include: Lidcombe and Liverpool State Hospitals material c. 1890-1959, Crown Solicitor's Advisings 1890s-1917 and the Cabinet Papers of Ted Pickering.

## AUSTRALIAN ARCHIVES

*Correspondent: Malcolm Wood*

### Public Affairs Program

One of the major recommendations arising out of the consultant's report on Australian Archives public programs referred to in the last News Notes was implemented with the creation from 1 July of a Public

Affairs program. This development reflects the increasing emphasis the Archives is placing on reaching as wide an audience as possible through a range of activities.

The new program is responsible for developing medium and long-term strategies for the promotional activities of Australian Archives. It will also administer projects carried forward from 1992–1993 such as the publication of *Aboriginal and Torres Strait Islander People in Commonwealth Records: A Guide to Records in the Australian Archives, ACT Regional Office* and the mounting of exhibitions for Old Parliament House and the International Year for the World's Indigenous People (IYWIP).

Helen Nosworthy is the Director of the Public Affairs Section, Maggie Shapley is the Publications Manager, Gabrielle Hyslop is acting Exhibitions Manager, and Kerri Ward is the Research Officer. Staff from other sections in Central Office and from regional offices, as well as consultants, may be seconded to Public Affairs for particular projects as required. Rowena MacDonald is currently on secondment from the Victorian Regional Office as curator of the IYWIP exhibition, which is due to open in the Australian Museum, Sydney, late in 1993.

#### *Publication from Mildenhall photographic collection*

Earlier in the year Australian Archives participated in the preparation of the publication *Images of Early Canberra: Photographs from the Mildenhall Collection in the custody of Australian Archives* which was a joint production with the Australian Government Publishing Service (AGPS). The book, which features over eighty black and white photographs of the building of Canberra in the 1920s and 1930s was launched on 12 March 1993 (Canberra's 80th birthday), by the Chief Minister of the Australian Capital Territory, Rosemary Follett. The photographs come from a collection of over 7000 glass plate negatives held by the ACT Regional Office documenting the early growth of the national capital, which were taken by William James Mildenhall, the Information Officer for the Federal Capital Commission from 1926 to 1930.

#### *Copying projects*

The multicopying project to make microfilm copies of record series of significant interest to clients so that they can be made available in each regional office as well as in other institutions where appropriate has continued through 1993. Multiple copies of the following records were prepared and distributed recently:

- inwards ships' passengers lists for the ports of Melbourne and Darwin;
- inwards ships' passenger lists for Queensland ports.

Australian Archives is also participating in a cooperative project with the National Library of Australia and the State Library of Queensland to reproduce Commonwealth electoral rolls for Divisions in the State of Queensland for 1903–1989 on microfiche. The Archives' set of microfiche will be made available to the public through its Queensland Regional Office.

### *ANGAM II database*

The one millionth entry keyed into the ANGAM II database occurred in June 1993. The database, which is available to the public in all search rooms of Australian Archives, contains information on all items that have been access examined, as well as many items entered in advance of excess examination. Through data clean-up exercises, which have seen the deletion of duplicate and dummy entries, and transfers of items destroyed in accordance with approved sentencing procedures to a separate 'destroyed items' database, the actual number of items represented on ANGAM II is around 908 000. On present growth rates the database will reach one million items in about January or February 1994.

### *Personal records service*

The Federal election held in March produced an increase in the use of the personal records service. New depositors have included the Hon John Dawkins, the Hon Michael Duffy and the Hon Brian Howe; Peter Reith, Warwick Smith and Dr Michael Wooldridge; former Speakers the Hon Joan Child and the Hon Leo McLeay; and Judges the Hon Alistair Nicholson and the Hon Russell Fox. An interesting collection of diaries of the former Harbourmaster of Christmas Island, J. R. Smith, was donated by his widow.

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

A significant collection of the personal records of Sir Joseph Cook has been deposited with the Australian Archives New South Wales Regional Office. Sir Joseph Cook, who was Prime Minister in 1913 and 1914, died in 1947. The records, which were deposited with Australian Archives by his grandson, include a comprehensive collection of newspaper articles and political cartoons about Sir Joseph, personal diaries, notebooks, invitations and correspondence. The latter includes correspondence from the Governor-General relating to the first double dissolution of the Commonwealth Parliament. Listing of the records in the collection is being undertaken by regional office staff.

During 1993 the NSW Office has been involved in activities aimed at familiarising a diverse range of public client groups in the types of



records held by the Archives and in the use of Australian Archives finding aids. A highlight was the Open Day held on 2 April as part of Heritage Week activities, where talks were given on family history sources and tours of the city office and Villawood repository were undertaken. Groups involved in familiarisation talks and tours, apart from the open day, have included local studies librarians, members of the Royal Australian Historical Society, a group of records managers visiting from Indonesia, the Newcastle Workers' Education Association (WEA), family and local history groups from Sydney and adjoining districts and students from the Graduate Diploma in Information Management courses from the University of NSW.

### **Victorian Regional Office**

The Victorian Regional Office took advantage of the facilities offered by new accommodation in the Casselden Place complex to mount a major exhibition on Chinese migration to Australia in the building's foyer as part of the state Heritage Week celebrations. The exhibition, titled *Alien Edwardians: Chinese Immigrants and the Commonwealth Government 1901-1920* was viewed by over 5000 people. The exhibition was lent to the Golden Dragon Chinese Museum in Bendigo for display through the second half of 1993.

The city location is proving to be popular with users, and a marked increase in the number of people using Archives services has been noticed since the move to Casselden Place.

Emphasis in the Victorian Office has been given to the review of the disposal status of records in custody referred to in the last News Notes. Under this project the disposal status of records held in Archives repositories will be confirmed. The review will include establishing for the first time the status of significant quantities of previously unevaluated records, the majority of which have been in Archives custody for many years. With the reduction in the levels of staffing of a number of elements of the Department of the Arts and Administrative Services, the Victorian Office has been able to obtain the services of a number of surplus departmental officers to assist in the work of the review.

Construction work on the East Burwood repository is continuing on schedule, and the building is due for completion late in 1993. Permanent records identified by the review of records in custody project will be transferred to East Burwood, while temporary records will be placed in the short-term storage facilities at Dandenong. Before any records are transferred to the East Burwood repository they will undergo appropriate preservation treatment including cleaning and reboxing into acid-free containers.

## AUSTRALIAN JOINT COPYING PROJECT

*Correspondent: Margaret E. Phillips*

The AJCP closed on 30 June after forty-five years of continuous filming. Microfilm will continue to arrive from the London Office as orders placed during the 1992-1993 financial year are supplied and it is now clear that the collection will exceed 10 000 reels. Sara Joynes has been the AJCP Officer in London since mid 1987 when Graeme Powell left the post to come back to the National Library. The Project has been very fortunate to have someone as dedicated and able as Sara who has concluded it on a very strong note, producing almost 300 reels of film in the last twelve months. (The usual annual average is 200 reels.) In addition she has continued to compile numerous descriptive lists of collections searched at institutions such as the National Maritime Museum and the British Museum (Natural History) and the major gaps in the AJCP's filming program that were identified in 1988 have now been largely filled.

A consignment currently on its way to Canberra contains film of the records of Treasury's Overseas Finance Division for 1940-1956 (T 236), and Colonial Office Economic original correspondence 1934-1953 (CO 852). In the Miscellaneous Series there is a film of journals and diaries from the National Maritime Museum, including an account of Anson's voyage of 1740-1744 and Richard Pickersgill's narrative (1772-1773) of the voyage of the *Resolution*. The papers of distinguished anthropologists Beatrice Blackwood and Sir Edward Burnett Tylor were filmed at the Pitt Rivers Museum, Oxford. Film of papers relating to Lord Huntingfield's terms as Governor of Victoria (1934-1939) and Acting Governor-General of Australia (March-September 1938) is also available.

The second edition of *AJCP Handbook* Part 6, Board of Trade, etc, is still in the process of preparation. The National Library will continue the process of updating parts of the *Handbook* with Part 8 Miscellaneous Series and Part 1 Shelf List being next in order of priority.

As this will be the AJCP's final contribution to News Notes, it is an appropriate opportunity to thank those institutions which have been partners of the National Library of Australia in this venerable project. In particular, the State Library of Victoria, the National Library of New Zealand and the National Archives of New Zealand have shared the cost of filming in the UK right to the end. The State Library of New South Wales was a long-standing partner from 1948-1988. In addition, twelve libraries have made contributions to the cost of the salaries of the staff in London since 1988: the State Library of Western Australia, the Northern Territory Library Service, the University of Sydney, Flinders University of South Australia, Monash University, Adelaide

University, the University of New England, University of New South Wales, University of Newcastle, the University of Tasmania, Deakin University and the Australian National University.

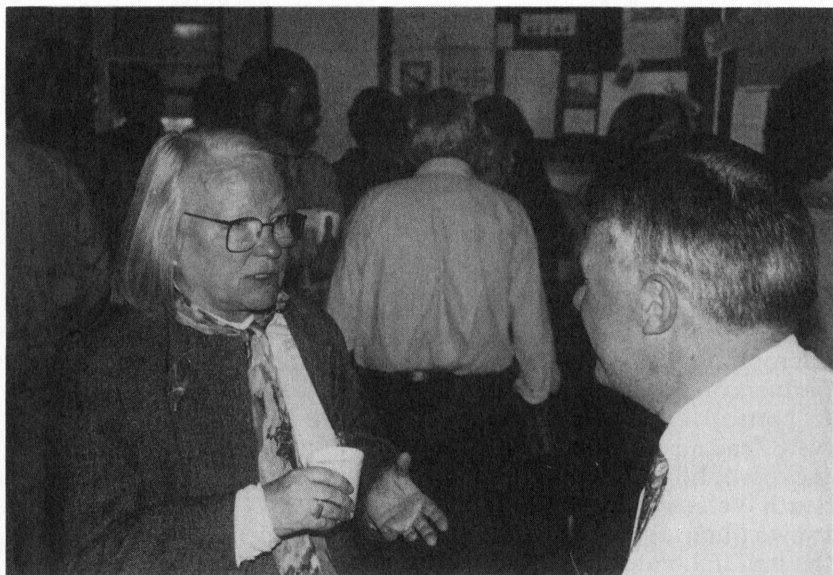
## AUSTRALIAN SCIENCE ARCHIVES PROJECT

*Correspondent: Gavan McCarthy*

The last twelve months have been particularly productive for the ASAP but a number of events are notable and indicate clear directions open to us for further development and security of the Project.

With the continuation of Mechanism C funding for 1993, the plan to open a second project office, in Canberra, was able to go ahead, with the second full-time archivist from our Melbourne office, Tim Sherratt, moving to Canberra in January 1993 to occupy space made available to the Project by the Australian Academy of Science in its Becker Building. A former President of the Academy, Dr Lloyd Evans FAA, FRS, became the Project's Regional Director in Canberra. The Canberra office was officially opened on 27 March 1993 by the current President of the Academy, Professor David Craig.

The first steps have been taken towards the opening of the proposed Sydney Office in 1994, with the identification of Dr D. P. Miller as the



*Joan Warnow-Blewett talking history of physics with John Jenkin at the **Recovering Science** conference 15 November 1992. Photo: Gavan McCarthy.*

Project's Regional Director in Sydney and the University of New South Wales as its institutional base there.

At the conclusion of the December 1992 meeting of the Project's Advisory Board, the Board formally dissolved itself and was replaced by a reconstituted National Advisory Board including representatives of the Project's four nationally-based Facilitating Institutions, as well as representatives of the scientific, historical, archival and business worlds.

In line with its mission to establish a cooperative framework linking creators, custodians and users of scientific archives in Australia, the Project organised a highly successful conference on 15-17 November 1992 on the theme *Recovering Science: Strategies and Models for the Past, Present and Future*. The conference, which was attended by over 120 scientists, archivists, museum curators and historians, addressed problems and prospects surrounding the documenting of science in Australia. The keynote speaker for the conference, Joan Warnow-Blewett, from the American Institute of Physics, Center for History of Physics, was an inspiration to many and added great depth to the discussions from her long experience in the field. The proceedings are now being edited and will be published in the near future.

The ASAP also organised a series of workshops specifically for the archival community, *Archives into the Telecommunications Age?*, in Melbourne, Sydney and Canberra, to further utilise Joan's skills and knowledge. The workshops looked at the MARC AMC format as a vehicle for the digital transfer of, and access to, information about archival holdings.

The opening of the Canberra Office in March coincided with the launching of ASAP's exhibition, *Australia's Scientific Heritage*, funded by the Department of Industry, Technology and Commerce as part of its national Science Awareness program. The exhibition is intended to enhance public awareness of the place of science in Australian history and of the importance of documenting and recording this. The exhibition has been designed in packaged form with a view to its being easily moved and remounted at science-related functions around the country. Its launching coincided with the opening of *Science Week* in Canberra. The catalogue of the exhibition which includes all the text and illustrative material can be purchased from the ASAP.

Following the ASAP Advisory Board meeting on 8 December 1992 a special lunch was held to launch the *Guide to the Records of Edwin Sherbon Hills*. The Vice-Chancellor of the University of Melbourne, Professor David Pennington, used the opportunity to acknowledge the great contribution Professor Hills had made, not only as a geologist but also as an administrator at a time of great change at the University of

Melbourne. The function was attended by many members of Professor Hills' family, including his widow, Mrs Doris Hills.

The above extracts were taken from ASAP Annual Report 1992-1993. If you would like a full copy of the report please contact Gavan McCarthy on (03) 344 6557 or fax (03) 344 7959.

## **BHP ARCHIVES**

*Correspondent: Kim Newey/Narelle Crux*

The major development affecting the Archives since we last reported in May 1992 was a review of the BHP Corporate Centre by a firm of management consultants. This review resulted in significant cuts to staff numbers, and restructuring of functions, in most areas of BHP Corporate. Although the Archives argued successfully to retain all of its functions and services, we had to lose one professional staff position. The other major outcome of the review was a change in reporting structure. The Corporate Information Services Department was abolished and Archives now reports to the BHP Property and Services Department. The review also severed the formal link which was established between Archives and Records Management in 1990 when both groups began to report to the Corporate Archivist. Records Management is now part of BHP Information Technology.

Several large record groups have been processed over the last eighteen months. They include records of the Central Correspondence Department for the period 1946-1984 (160 metres in total); the International Business and International Development departments; Newcastle Steelworks Industrial Relations department; and the BHP Share Department. Appraisal of the records of BHP Managing Director, B. T. Loton, has been completed and processing is continuing. The group of records for the company's wire producing subsidiaries has been re-processed and added to. Processing of some 2000 photographs of Port Kembla Steelworks, 1927-1984, has also been completed. A part-time contractor was engaged to reorganise the collections of printed material and periodicals and to automate control of the holdings.

In records disposal, the first phase of the BHP Records Disposal Schedule — incorporating human resources records and generic records classes — has been completed and will be issued shortly to company sites around Australia. The section covering accounting records is currently being developed. Schedules for BHP Transport and Quality Systems' records produced by BHP Information Technology, have also been produced. A 'Disposal Standard' which provides the policy framework for the disposal program has been issued, and the program is further supported by a series of disposal guidelines and training modules.

Transfer of the semi-current records database (SCR) to BASISPlus was completed late in 1992. We are investigating options to provide for the retrospective conversion of manual control documentation to BASISPlus, as well as the electronic transfer of control information sent from departments.

Late last year we commissioned Australian Archives' Facilities Section to report on our current buildings and to recommend standards for future accommodation. We are now looking at a number of existing sites close to the Melbourne CBD and also considering options to purpose-build a repository to accommodate the Archives for the next ten to fifteen years.

Over several months in 1992 we were involved in a major research project for BHP Transport, providing material and checking the manuscript for *The Iron Ships*, a comprehensive history of BHP's fleet and maritime activities since 1885. We continue to provide extensive research and other support services to areas of BHP which are involved in litigation.

Staff of the Archives have continued to be involved in the ASA, most recently in the organisation of the Melbourne conference. Kim Newey was convenor of the Victorian Branch in 1992-1993. Helen Smith has been convenor of the ASA's Education Committee and Fiona Reid continues as convenor of the Business Archives Special Interest Group. Narelle Crux joined the ASA Council in June 1993.

## J. S. BATTYE LIBRARY OF WEST AUSTRALIAN HISTORY

*Correspondent: Glenda Oakley*

Friends of Battye Library has published the first bibliography of film held in the State Film Archives of Western Australia. The *Bibliography of 16 mm film produced in Western Australia to 1950 from the State Film Archives of Western Australia* by Kaylene Heard has been published in two volumes with volume three under way. Volume I lists the private collections and Volume II the Government and Fairbridge Collection. Volume III will list commercial productions including news films.

The bibliography describes each film and includes a shot/sequence list and identification of the subject content of each film. Indexes give access by film title, subject and film maker.

The bibliography is available from Friends of Battye Library, PO Box 216, Aberdeen Street, Northbridge 6865. Volume I is \$40 and Volume II is \$30 including postage and handling in Australia.

## **JAMES COOK UNIVERSITY OF NORTH QUEENSLAND**

*Correspondent: June Edwards*

The University Archives moved from the University Library at the end of October 1992 to its own space in the Humanities 1 Building. One hundred metres of shelving were installed after Christmas. Since then, this has filled up at a very rapid rate, primarily with Committees' records and material from the Centre for Open Learning.

The University Computer Centre has developed a database for the Archives to enable finding aids to be entered into the system from the very beginning. It works well.

The University Archives and the Department of History and Politics organised an oral history seminar in May. Sue Pechey from the Queensland Oral History Association ran the session which attracted eighteen people. It was successful and helped to develop a network for those interested in the field.

The University Archives oral history program is progressing well and most of those associated with the early years of the University have been interviewed, as well as the majority of the inaugural Professors.

A strategic plan has been prepared for the the next five years. From 1 January 1994 the Archives will change from reporting to the Pro-Vice Chancellor (Administration) to working alongside the Records Section and reporting to the Academic Registrar.

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

*Correspondent: Kathy Frankland*

1993 has been a hectic year for the archives and manuscripts unit at the John Oxley Library. The first half of the year was dominated by the Uniting Church project. This project was organised by the archives unit in an attempt to gain some control over the UCA collection which currently occupies some 300 shelf metres and continues to grow at about fifty shelf metres a year. With the help of over thirty volunteers from the Uniting Church, the UCA collection has been relisted and all items placed in acid free envelopes and boxes. The listings have been entered onto a computer database which now allows us to search the collection by denomination, circuit, church, type of record and date.

Talks, seminars, and field work have also kept the unit busy this year. Shauna Hicks has given a number of lectures on topics including criminal ancestors, computers for genealogy and tracing Irish ancestors. Kathy Frankland also continued her work with the Aboriginal and Torres Strait Islands resource unit running a number of

seminars on ATSI family history, which included a two-week trip to visit communities in Mt Isa, Townsville and Palm Island. The archives unit has also undertaken more field work duties this year which has enabled us to do more appraisal work before collections are transferred to the library.

## MITCHELL LIBRARY, STATE LIBRARY OF NEW SOUTH WALES

*Correspondent: Paul Scifleet*

A major milestone achieved in mid 1993 was the implementation of automated processing of manuscripts on PICMAN, the Library's integrated original materials database. Automated processing of pictorial materials began one year earlier and has led to dramatic productivity increases. The next step of the automation path is to complete the public interface for PICMAN so that clients' access to pictures and manuscripts will be dramatically improved. Manuscripts staff are also involved in two digitisation projects. Work has commenced on a project to produce an electronic version of the Banks papers on CD-ROM and we are also investigating the feasibility of a multimedia product about the Sydney Opera House which would include some of the papers of Jorn Utzon.

The Library has been the beneficiary of a twenty-six week LEAP project (Landcare and Environment Action Program) which was used to employ and train fifteen young people to preserve significant cultural heritage materials in the Library's collection. The first LEAP project is nearing conclusion and the project team has treated some 18 000 printed items, through large scale repair and rehousing projects. LEAP team members receive training through TAFE and Conservation Access in general employment skills as well as the specialised technical skills necessary for this project. Already some participants have gained permanent employment as a result of their work in the Library. Another LEAP project is due to start in October and submissions have been made for further funding.

Forthcoming exhibitions and displays featuring manuscript materials from the Library's collection include *Look again: reinterpreting Aboriginal history*, a display prepared for the International Year for the World's Indigenous Peoples by our Koori librarians; *William Liu: An Australian Chinese experience*, and a centenary display to commemorate the publication of Ethel Turner's *Seven Little Australians*.

Significant acquisitions of late include letters from Nuri Mass to Ellie Cochrane, 1931-1934 and further records of Angus and Robertson covering the period 1970-1990. Personal and literary papers of Gabrielle Lord c.1978-1992 were presented under the



Taxation Incentives for the Arts Scheme. Lord's fiction, *Jumbo* (1986), *Tooth and Claw* (1983) and one of her earliest works, *Fortress* (1980) are represented in her papers, extensive research material and draft works.

Notable acquisitions in the Italians in NSW project include the papers of author, publisher and broadcaster Pino Bosi, and the only extant videotape interview with Francesco Carmagnola, founder of the Italo-Australian Anti-Fascist movement during the inter-war years.

At an official ceremony on 16 April the State Library received approximately 120 audio cassettes from the Sydney Maritime Museum. The tapes have been received as part of the Maritime Museum's oral history project which commenced in 1981.

Organisational records processed include those of the State Chamber of Commerce (NSW), 1851-1950, and the Australian Council of Social Service Inc. (ACOSS), 1959-1989. Research demand for the records of the Communist Party of Australia continues to be strong. The second consignment of this collection includes significant material from the 1920s to the 1940s, some of which was only recently uncovered.

This period of recent acquisitions was capped by the very successful media coverage of the donation of the *Heywood Letters* staged on board the *Bounty* replica. The album of letters and other documents concerning Peter Heywood RN (the third man behind the *Bounty*) was purchased for the Library by the Bruce and Joy Reid Foundation.

The Library is currently assisting the newly established Centre De Documentation des Marquises, Taiohae, in collecting primary source materials relating to the pre-history, culture and language of the Marquesas Islands.

Nearly 3000 microform master negatives are held of original manuscripts in the Mitchell Library collections. Catalogues and price lists of selected family history and general interest manuscripts in microform have been compiled and are available from the Microfilm Librarian, Martin Beckett. At present priority is being given to a large collection of Methodist Church Overseas Mission Papers, filmed in association with the Pacific Manuscripts Bureau.

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

*Correspondent: Livia Iacovino*

The future home of our department is still undecided. A review of the department's future placement at Monash commenced in March 1993, following the announcement of the demise of the Faculty of Professional Studies by the end of the year. The review committee

delivered a preliminary interim report and a decision should be forthcoming by the time this issue goes to press.

From 21 June to 2 July David Bearman of Archives and Museums Informatics, a leading expert on archival and records management issues relating to electronic records, ran a two-week intensive residential workshop for Masters students and experienced practitioners on 'Understanding Electronic Information Systems'. The program attracted twenty participants Australia-wide. In fact the demand exceeded the number of places available. It is expected to feed into further curriculum development in the department, and to pilot the delivery of intensive programs of study which compress a semester-long subject into one or two weeks for Masters students and practitioners needing continuing education.

To add to our array of international visitors, we were also fortunate to have had another distinguished North American guest, Dr F. Gerald 'Jerry' Ham, Archival Consultant and former State Archivist and Adjunct Professor, University of Wisconsin School of Library and Information Studies. Dr Ham made a very brief visit to Melbourne on 29 June to discover as much as he could about our archives and records courses before he crossed the Tasman to take up a consultancy on behalf of the Archives and Records Management Association of New Zealand. ARANZ is reviewing the education and training needs of New Zealand archivists and records managers. Dr Ham met with our staff as well as staff from the University of Melbourne, Institute of Education, Graduate Diploma in Information Management (Archives and Records). In the evening a buffet dinner and informal discussion on archival training and education was arranged.

The department is also in the process of making arrangements with the Australian Society of Archivists Victorian Branch for the visit in November of one of Canada's leading archival theorists and practitioners, Terry Cook.

In order to keep abreast of one of the most important issues confronting archivists and records managers today, the department invited Steve Stuckey, National Director, Records Evaluation and Disposal, Australian Archives, to return on 11 October, to give a public departmental seminar, on his organisation's progress in developing guidelines for the management of electronic records and electronic archives.

As stated in our two previous reports, in the first half of 1992, we ran a series of seminars which explored the relationship between recordkeeping and accountability as part of a Masters elective 'Issues in Archives and Records Management'. It provided the framework for participants to pursue related issues or case studies. Articles and research papers arising from this exploration were brought together in a departmental publication, edited by Sue McKemmish and Frank

Upward as *Archival Documents: Providing Accountability through Recordkeeping*, which is now available for order through the department for \$30.00(Aus), or for overseas purchasers for \$30.00(US), payable to Monash University; both prices include postage — airmail for overseas. Orders should be sent to the Graduate Department of Librarianship, Archives and Records, Monash University, Clayton, Victoria 3168.

On the student front, Judith Ellis recently completed the requirements for the Master of Arts (Archives and Records) degree following the examination of her thesis entitled 'The Influence of Information Technology on the Human Aspects of Records Management', which surveyed the responses (or the lack of responses) of records managers to technological change, and set out strategies for greater involvement of records managers in the process of change.

Alison McNulty was the recipient of the Australian Society of Archivists Outstanding Student Award for 1992 which was awarded to her at an ASA Victorian Branch meeting.

Since the Graduate Diploma in Archives and Records Management commenced in 1990, as part of our practicum requirements students have been placed in a range of archival and records management areas. This year one of our students spent her June/July placement at the National Archives of Singapore. This not only provided the student with a rewarding experience and the opportunity to compare our theory and methods with those of another country, but it also provided staff and students with feedback on overseas archival theory and practice on her return.

The accreditation of both the MA (Archives and Records) and Graduate Diploma in Archives and Records Management programs by the ASA was successfully completed this year.

## **MORTLOCK LIBRARY OF SOUTH AUSTRALIA**

*Correspondent: Roger Andre*

Three collecting areas administered by the Archival Services Team attracted material of considerable research value during the period under review. The J. D. Somerville Oral History Collection continues to increase by some three hundred hours of material each year derived from community based projects which the Oral History Officer supports with training, advice and equipment, while personally conducting some interviews and commissioning others. The most recent commissioned interviewing program has been a 'pilot' oral history of the Goodwood Orphanage, an imposing suburban landmark where the Sisters of Mercy taught and cared for orphans and other disadvantaged children from 1890 to 1975. Far from sensational in its

aim, the project encompasses experiences of people who remember their time at the orphanage as in fact positive or mundane. Continuing funding for this project over 1993-1994 will allow the interviewer to capitalise on the interest and goodwill created so far. The Oral History Officer's latest interview documents the activities of four members of the Parsons family who have acted as Honorary Consul for Japan in South Australia from 1896 to 1987.

As a prelude to the centenary of women's suffrage, granted equally to black and white in South Australia in 1894, the State Library's South Australian Research and Family History Team issued a much sought after source sheet, complemented by a display which included items hitherto unknown to researchers and featuring several panels from the House of Assembly's petition for women's suffrage which bears eleven thousand signatures. A topic also exciting much interest, Federation, is the subject of letters 1898-1919 received with further papers of Sir Langdon Bonython. Among other donations of letters and diaries have been a letter written by Maier Singh of Burra in 1919, a diary of Ann Jacob 1840-1873 and war diaries 1915-1919, along with other papers, of Malcolm Cornelius Bonnar MC. Papers, 1906-1930, of Amos William 'Clover' Howard, Dr William Delano Walker reporting on Aboriginal health in the 1920s and records of Ru Rua Hospital 1928-1973 shed light on areas not well documented in the archival sense. Besides these welcome collections donated outright, the Library has acquired by purchase the manuscript of Barbara Hanrahan's first book *The Scent of Eucalyptus*, two screenprints: *Flying Mother* and *Spring*; two etchings: *Rose Street Girls* and *The Garden of Eden*; a linocut: *The Dog, the Cat*, and a wood engraving: *Song be Delicate*. These, with other works, will be displayed during a Barbara Hanrahan memorial exhibition scheduled for April and June 1994. An album of 229 photographs recording activities of the Australian Ornithologist Union of South Australia and New South Wales 1906-1908 has been purchased for the Pictorial Collection and caricatures drawn by Herbert Condon c.1933-c.1949 have been donated for his private record group.

The well-being of all collections owes much to the skills of the State Library's Conservation Services Team, acknowledged in a recent display titled *Conserving Our Past*.

## NATIONAL LIBRARY OF AUSTRALIA, MANUSCRIPT SECTION

*Correspondent: Valerie Helson*

As the reporting year drew to a close, it was interesting to analyse trends in the use of the Manuscript Reading Room, especially during the remarkable peaks of January, February and June. Almost all

categories of cumulative usage statistics were higher than in the previous year. A large number of researchers have benefited from extended after-hours facilities for the use of manuscripts, introduced in February 1992. Topics researched have occasionally challenged reference skills and traditional access points, for example 'The influence of Wordsworth in Australia' and 'Asian migrant fiction in Australia'.

Several notable manuscript items have been acquired in recent months. One of the earliest was a letterbook kept by Sir Philip Stephens, Secretary to the Admiralty between 1763 and 1795. Among the hundreds of letters covering 1785-1789 are about twenty-five concerning arranging for the marines who were to accompany the First Fleet to Australia. The earliest letter, which gives instructions for the maintenance of the Marine Corps on arrival in Botany Bay, was written six weeks after the British Cabinet first decided to establish a penal colony there. There are also two letters referring to the Second Fleet in 1789.

Of comparable significance is the copy of John Hunter's *An historical journal of the transactions at Port Jackson and Norfolk Island* (1793), which was owned and annotated by Philip Gidley King, then by his son Philip Parker King and grandson Philip Gidley King. The publication of Hunter's *Journal*, which included material taken from King's diary without permission, ended their friendship. King made several bitter comments in the volume about Hunter. The annotations by his son and grandson include brief references to Hunter's text, as well as general navigation matters.

A variety of notable Australians are represented in acquisitions of personal papers. They include the politician Sir George Reid, the engineer Sir William Hudson, the philosopher David Armstrong and the musician Patrick Thomas. A large collection of papers of the geologist Edwin Sherbon Hills was received from his widow through the Australian Science Archives Project. Among the writers who have added to the Library's holdings of their papers are Dorothy Hewett, Roger McDonald, Rhyll McMaster, Marion Halligan, Nicholas Jose, Drusilla Modjeska, John Tranter, Jack Hibberd and Judith Wright McKinney. The literary historian Colin Roderick has added to his papers a comprehensive body of research material on Henry Lawson. The bookseller David Moore has donated a substantial collection of letters that he and his wife received from Patrick White. The Library received papers of the writer Barbara Hanrahan before her untimely death in 1991 and it has now purchased the remaining drafts of her books, unpublished stories, correspondence, reviews and other material. Of particular note are her exceptionally detailed and personal diaries, which she kept for most of her adult life, right up to her death.

A period of sustained activity on the *Guide to collections of*

*manuscripts relating to Australia* is expected to result in Instalment nineteen being handed over to the publishers shortly.

## NEW SOUTH WALES PARLIAMENTARY ARCHIVES

*Correspondent: Robert Lawrie*

The Parliamentary Archives was created in August 1991 as a Joint Section of the Parliament House administration, headed by a Manager and under the administrative control of the Clerk of the Legislative Assembly. Prior to this date the Parliamentary archives had been under the care and control of the 'Parliamentary Archivist' who had been on the establishment of the Archives Office of New South Wales (with the position of 'Senior Archivist — Parliament House').

The Archives has a staff of one archivist (the Manager), an administrative assistant and (when funds permit) a part-time temporary archivist, and our main office and repository space are located in the old part of Parliament House, underneath the front verandah — in an area excavated in 1919 as stacks for the Parliamentary Library. The Archives holds over a kilometre of records dating from 1823. These include the manuscript records of the first Legislative Council (1824-1856) and the chamber, office and other administrative archives of both the Legislative Assembly and the Legislative Council, and the archives of the administrative departments of the Parliament such as the Parliamentary Library and the Parliamentary Reporting Staff ('Hansard'). We have a publishing program which will eventually see a guide published for each part of the establishment's records. To date, there are guides to the archives of the Legislative Assembly, the Legislative Council, the Parliamentary Library, the Parliamentary Standing Committee on Public Works and a preliminary guide to the photographs.

The Parliamentary administration has grown enormously in the last twenty years and this is reflected in the records. The last five years have also seen a large growth as the role of the Parliament (not to mention that of the Members) has expanded: the Parliament now has seven Standing Committees (one Assembly — the Public Accounts Committee; two Council — Standing Committees on State Development and on Social Issues; and four Joint — STAYSAFE (Road Safety), ICAC, the Ombudsman, and Regulation Review). Fifteen years ago only one of these Committees existed — the Public Accounts Committee — and it was a cipher without power and left very few records. The last eighteen months have also seen the creation of a new kind of committee in the Lower House — the Legislation Committee, which studies draft legislation before it is introduced into Parliament. As well, the turbulent political events deriving from a Government without a majority in the Lower House have also led to

the creation of an unusual number of Select Committees, many of which (such as the Police Administration Joint Select Committee) generate a vast quantity of records. Much of this mass of records has yet to be transferred (though it will come in the next eighteen months) — although a steady flow of accessions has been coming in from STAYSAFE and the Public Accounts Committee for the past two years.

As well as this serious archives work there is also the opportunity to mount exhibitions to advertise the fact of the archives to the Members, the Parliamentary administration and the world (in that order). Earlier in 1993 we mounted an exhibition on the general history of the Parliament to commemorate the Fiftieth Parliament since Responsible Government in 1856, and recently a joint exhibition was mounted with the Women's Coordination Unit and the Mitchell Library on 'Women in Parliament'. The next exhibition (which will stay up until 1994) will celebrate the sesquicentenary of the first legislative elections in this country.

## NOEL BUTLIN ARCHIVES CENTRE

*Correspondent: Michael Saclier*

The period since the writing of the last News Notes has been noteworthy in several areas.

On the collecting front we continued to take in large quantities of trade union records emanating from the amalgamations which have been our bain for so many years. Several accessions of great significance were received in areas other than this, however.

We received landmark deposits from two quite disparate organisations. The Institute of Public Affairs in Melbourne has, as one outcome of a long-term campaign by Maureen Purtell to collect records of non-labour organisations, made a first deposit of its records. We have also accessioned a large deposit (107 shelf metres) of files of the Australian Conservation Foundation. These, with other deposits now being negotiated, will provide a major resource documenting the environmental movement in Australia as well as preserving the history of the Foundation.

Other accessions of interest include a large and unusual collection of marketing and training material (including audiovisual media) for dealers and distributors received from Ford New Holland, a manufacturer of farm machinery, representing a detailed visual and engineering representation of major farm equipment over an extended period. And important groups of personal papers were received from Albert Langer and Nick Origlass.

The National AIDS Archive Collection is now nearing peak activity. Most fieldwork has been completed and arrangement and description

is proceeding. The project archivist is half-way through his term and the field officer's term has been extended to the end of the year thanks to the provision of additional funds by the Department of Health, Housing, Local Government and Community Services.

Important collections of personal papers have been received from Bill Bowtell, Phil Carswell and Geoffrey Harrison as well as deposits of records and educational material from a number of organisations including AFAO, the Haemophilia Foundation of Australia, the Australian IV League, the Public Health Association, the AIDS Trust of Australia, Churches AIDS Prevention and Education and others.

Another important event was the replacement of our dying computer system with a Macintosh network. The database is up and running on the system using Fourth Dimension Server. Further development is necessary and is happening but we are back in business after a long period without a database.

Finally, although it is not usual to mention staff matters, it is significant that, thanks to the appointments of Emma Jolley (vice Colleen Pritchard) and Ben Natali (vice Charles Dawson) our permanent establishment is now complete. This will permit the completion of the rearrangement of duties made necessary by the loss of one position some time ago and it is to be hoped we can now settle down to a period of stability with benefits to both staff and clients.

## NORTHERN TERRITORY ARCHIVES SERVICE

*Correspondent: Linda Bell*

Following a recent Cabinet decision, NTAS will soon be leasing a third storage facility to accommodate government records. NTAS is currently negotiating the lease with Australian Archives Regional Office and will hopefully be able to recommence transferring records in early August. As NTAS has been unable to accept transfers for almost two years due to space problems, a backlog of over fifty government transfers is waiting to come in.

On 7 July 1993, NTAS celebrated the 10th Birthday of the Cabinet decision which officially established the Service. A party was organised to celebrate the occasion with guests such as the Minister for Conservation (Hon. Darryl Manzie), previous staff, records managers and frequent researchers.

NTAS has been directed by Cabinet to make a submission in December 1993, covering various subjects relevant to the service, including a microfilming policy, guidelines for the appraisal of public records, a strategic plan, regionalisation, and disposal of public records. Greg Coleman, Don Brech and Linda Bell will be occupied with this project for the remainder of the year, while continuing normal duties.



Francis Good, Archivist (Oral History), has been busy with the relocation of the Oral History Unit to our Winnellie repository, and with trips to Alice Springs, Bathurst Island and Port Keats to undertake interviews. She also presented a paper at the Oral History Conference in Sydney in September.

Notifications of the winners of this year's Northern Territory History Awards have recently been sent out. The Awards are administered by NTAS and provide funding for research projects relating to NT history. A survey of the results of the awards scheme, which was established in 1979, revealed that a large number of NT history publications have been the result of research sponsored by the scheme.

NTAS recently completed the processing of the Jack Roden Collection. The collection consists of over 700 photographs taken by Jack Roden between 1910 and the mid-1950s. Jack Roden was the bookkeeper at Victoria River Downs, a large cattle station in the Northern Territory, for a substantial part of this period, and the photographs provide a significant picture of life of both the European and Aboriginal population on the station as well as events relevant to his family. The collection was generously donated by the grand daughter of Jack Roden, and was brought to NTAS's attention through the assistance of a frequent researcher and NT History Award recipient.

## NORTHERN TERRITORY UNIVERSITY ARCHIVES

*Correspondent: Margaret Clinch*

The Northern Territory University Archives has continued to grow slowly since our last report in November 1992. This is both a collecting and an in-house administrative archive.

At this stage, there are an estimated 845 linear metres of archives at the main location, with a few series stored elsewhere. They are predominantly official University archives. However, there are some interesting and useful series from individuals and groups associated with the University, and some from entirely outside organisations. Archives are collected from the community where they can be used by researchers in areas of University subject interest, but the acquisition rate is slow.

The University Archives also aims to increase the research base by encouraging community organisations and others to engage in systematic recordkeeping and storage. Many archives relating to the Northern Territory are still housed in other states. The NTU aims to make these resources better available, for Northern Territory related research. In the first instance, a month will be spent in South Australia in September this year, identifying Northern Territory sources.

There are Filemaker Pro databases giving access by file numbers and titles to the registry files of the Adult Education Centre, the Darwin Community College, the Darwin Institute of Technology, the University Planning Authority and the University College of the Northern Territory, all of which, in part, are predecessors of the present institution. Inactive student, personnel and salaries files are each listed on separate databases. Our Macintosh computer is now a IICx model, with 8 mg of power, and 400 mg of memory.

The greatest priorities are to index the locations of other frequently retrieved files, to arrange and describe the retrospective Council Minutes, and to schedule the backlog of records built up in the first four years of the University. These tasks have been delayed by the lack of staff and space, and the NTU Archives, housed in refurbished Darwin Hospital buildings at Myilly Point, currently has no prospect of additional space.

The retired University Warden of the University College of the Northern Territory is researching a history of the establishment of the Northern Territory University from his own perspective. Another researcher is documenting the establishment of the Menzies School of Health Research in Darwin. Another, an NTU postgraduate student, is researching the history of Batchelor College and the growth of post-secondary Aboriginal education in the Northern Territory. It is most gratifying to see the archives being used for such original Northern Territory related research work.

The NTU Archivist is working with other Northern Territory archivists to present an Aboriginal Users' Workshop to familiarise Aboriginal people with the use of archives. We are liaising with some experienced Aboriginal researchers regarding the scope and methods of the Workshop. It will involve a train-the-trainer approach. Andrew Wilson of the Aboriginal Liaison Unit at State Records in South Australia has developed a published Aboriginal Resource kit, which we have purchased.

On 10 March 1994, it will be the twentieth anniversary of the official opening of the Darwin Community College, by HRH the Duke of Edinburgh. This event is to be commemorated by the NTU as a milestone in the development of tertiary education in the Northern Territory. This will mean a new focus on oral history work, particularly among the older age group, more frequent retrieval from our Special Items collection, and the prospect of involvement in the preparation of a small but attractive commemorative publication.

## RESERVE BANK OF AUSTRALIA

*Correspondent: Kylie Barrett*

The Bank has forwarded a disposal schedule for Inscribed Stock Registry records to Australian Archives for authorisation. Once

approved, this schedule will enable vast quantities of records to be destroyed in Registries throughout Australia. At the time of writing the Bank is awaiting a decision from Australian Archives on whether the Bank will be permitted to retain custody of its archives under Section 29 of the *Archives Act*. The issue of custody has been ongoing for some years and hopefully will be resolved in the near future. Access arrangements, in particular those concerning Section 35 of the Act are also under negotiation.

Staff of our Records Management Group have visited the Brisbane and Hobart branches recently, in relation to introducing RID (Records Information Database). Over 130 000 items have been entered into RID, which is being developed by the Bank. Disposal authorities for the Bank's records have been approved by Australian Archives, but are awaiting final authorisation depending on the Section 29 exemption.

In the last three months the Bank has recommenced its microfilming program after almost a three-year break, due to staff shortages and technical difficulties. Microfilming of the EPAC (Economic Policy Advisory Committee) papers has been completed. The Board papers have been microfilmed up to December 1989, and six films have been sent for processing. The Bank's photographic collection consisting of approximately 13 500 items, has been placed into individual polypropylene bags and sorted into numerical order. Details of the collection have been entered into RID. The Museum collection consisting of approximately 450 items has also been entered into RID. The majority of this collection consists of gifts from other banking institutions, including silverware, notes and coins, statuettes, seals and scales.

Our conservator has completed a condition survey of the permanent archives located in the vault. Work is continuing on the restoration of bound volumes, sticky tape removal and repair of files and placing artwork in appropriate storage.

The Bank's conservator and Kylie Barrett visited Note Printing Australia in Craigieburn (Vic) for a week in June, to survey the archival collection. We are currently compiling a report on our findings and recommendations.

## QUEENSLAND STATE ARCHIVES

*Correspondent: Nola Fulwood*

Tim Godfrey and Ross Harrison Snow have joined the staff in place of Linda Bell and Pamela Tarte. Tim is working in the extremely busy transfers area and Ross is working in arrangement and description. Archives is hoping for funding approval to appoint two more archivists in the near future.

As predicted, staff in transfers are being overwhelmed with the rush of records now that there is space available. Both the Lands Department and the Administrative Services Department are preparing major transfers to be moved in the near future.

Reference staff are being kept busy with visits by researchers averaging about thirty-five a day. The improved facilities allow staff to conduct seminars for small groups at need. Staff have been involved in a seminar at Ipswich TAFE on the use of archival records, a genealogical seminar at the State Library on mining records, and a talk to country librarians on genealogical records available at State Archives.

Recently a number of casual staff were employed in the conservation area to work on a number of series including criminal files from the Supreme Court Northern District and the 1920-1930 Immigration Department dossiers on immigrants who sailed for Queensland.

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

*Correspondent: Bruce Smith*

To date the 1993 academic year has been one of challenges for the Division. The University is looking at the future of the Graduate Diploma in Information Management (Archives and Records), along with other courses offered in the Division, in terms of its place within the University. Hopefully this will be resolved in the near future. In addition we have undertaken a summer school program on keeping archives. This two-day workshop attracted over twenty participants and was a joint project with the Australian Science Archives Project. Also in conjunction with the ASAP we have established an electronic bulletin board for archivists and others interested in discussing things archival.

1993 saw the accreditation of the course by the Society. As part of the follow up to accreditation we have set up a review process to ensure that the course continues to meet the needs of prospective employers and the profession. As part of this process an 'expert panel' has been established to provide advice on course content.

## **UNIVERSITY OF NEW ENGLAND ARCHIVES**

*Correspondent: Christopher C. Buckley*

The UNE Archives has been operational on a limited basis for approximately four years. Dr Edward Bridle acted as archivist until the university established the position of Archivist and Records Manager

in March 1993. Chris Buckley who held the position of Assistant Director, Archival and Records Management Services in Australian Archives, Queensland Regional Office was appointed to the new position on 22 March.

A body entitled the Principal's Archives Committee of which the University Archivist is executive officer, determines archival policy and assists with procedural matters relevant to the archives. UNE Archives is a regional repository for the State Archives in addition to servicing the university and New England community. Negotiations have been taking place with the Northern Area Regional Organisation of Councils (a large group of local authorities) to appoint an archivist for that body. The NAROC archivist would work with the UNE Archivist using UNE facilities to manage NAROC records so the concept of regional archives expands.

It is envisaged that the archives will transfer from the present Dixon Library site to the Newling Library later this year. The Newling Library is situated in the grounds of the former Armidale Teachers College which is now part of the University of New England. The Historical Resources Centre is located here and adjacent are an arts museum, educational museum and Aboriginal cultural centre.

There is a lot of work required at UNE flowing from the decision to de-amalgamate with other campuses in 1994. Currently the University Archivist is sorting out what is under his control covering the early days up to the present. The archives has many accessions with strengths in pastoral/station records, pioneer family records and university records which have to be updated in arrangement and description so they may be accessed on computer. A recent find was the original students' results chart for 1928 showing full year results for the first students to enjoy tertiary education in Armidale.

Apart from planning a larger storage area and regionalising the archives to a greater extent, other plans are being made. Disposal authorities, a collection policy, oral history and public liaison programs, to name a few, are under consideration. Strong community support has already aided the resurgence of the UNE Archives while helping the archivist to settle in.