

NEWS NOTES

Edited by Helen Yoxall

AUSTRALIAN ARCHIVES

Correspondent: Malcolm Wood

The Director-General of Australian Archives, George Nichols attended the XXIX International Conference of the Round Table on Archives (CITRA) in Mexico City on 22–24 September 1993. The theme of the Round Table was *Advancing Archives: Strategies within Government*. During the fourth working session, which dealt with 'Cooperation and advancement of archival goals', Mr Nichols spoke to a brief paper which had been contributed by Australian Archives.

Overseas visitors to Australian Archives during the second half of 1993 included: Dr Terry Cook of the National Archives of Canada, whose speaking program, sponsored by Australian Archives and the ASA, took him to Canberra, Melbourne, Sydney and Brisbane; Mr Mohammed Jamil Jalaluddin, Head of Planning, Research and Development in the National Archives of Malaysia, who visited Australian Archives offices in Canberra, Sydney and Melbourne during November and December; and Ms Phillipa Fogarty and Ms Susan Skudder of the National Archives of New Zealand, who paid a brief visit during November.

Conferences

Film and Electronic Imaging Materials

Australian Archives hosted a one day conference *Advances in Preservation of Film and Electronic Imaging Materials* at Darling Harbour, Sydney on 1 November 1993. The main speaker was Dr Peter Adelstein of the Imaging Permanence Institute, Rochester Institute of Technology, USA. Other speakers were Guy Petherbridge, Senior Preservation Policy Advisor, Australian Archives and Mark Nizette, Senior Manager, Preservation branch of the National Film and Sound Archive. The conference attracted over 200 participants.

Electronic Records Management Conference

Planning is going ahead for the electronic records management conference *Playing For Keeps* which will be hosted by Australian

Archives in Canberra during November 1994. The conference, which will seek to extend the work done since 1992 by the Australian Archives Electronic Records Project, will feature speakers and participants from a number of countries. Details of the conference program will become available during the first half of 1994.

Exhibitions

International Year for the World's Indigenous People (IYWIP) exhibition

The exhibition *Between Two Worlds: The Commonwealth Government and the removal of Aboriginal children of part-descent in the Northern Territory*, prepared as part of Australian Archives contribution to the International Year for the World's Indigenous People, was opened in the Australian Museum, Sydney by Charles Perkins AO, Chairman of the Arrernte Council of Central Australia on 20 October 1993.

The exhibition sought to explore the experiences of Aboriginal people of part-descent who were taken away from their families earlier this century. It focused particularly on two government-run 'half caste' institutions in the Northern Territory: the Bungalow in Alice Springs and the 'Half-caste' Home within the Kahlin Aboriginal Compound in Darwin. Using photographs and documents drawn primarily from Australian Archives' holdings, and oral history recordings of a range of people who lived in these institutions, the exhibition told a powerful and moving story.

The need to consult with Aboriginal and Torres Strait Islander people about the development of this exhibition was recognised from the inception of the project. Several Aboriginal people, including Colleen Starkis from Australian Archives NSW Regional Office, and Linkup officers from Darwin and Alice Springs were invited to form a Reference Group which was consulted about every aspect of the exhibition as it was prepared.

In opening the exhibition Mr Perkins commented that the story of the exhibition was his own story: he was born at the Bungalow where his mother worked for some years.

In December 1993 *Between Two Worlds* opened in Parliament House in Canberra, and during 1994 the exhibition will travel to other cities in Australia, including Alice Springs, Darwin and Adelaide.

While opening the exhibition Charles Perkins also launched the Australian Archives publication *Aboriginal and Torres Strait Islander People in Commonwealth Records: A Guide to Records in the Australian Archives, ACT Regional Office*. This guide, which was compiled by Ros Fraser, will assist researchers in using the large quantity of records held by the ACT Regional Office relating to Aboriginal and Torres Strait Islander people. The records date from the 1860s to the early 1960s,

and relate to all parts of Australia but especially to the Northern Territory which the Commonwealth Government administered from 1911.

The publication of this guide is a response to a recommendation of the Royal Commission into Aboriginal Deaths in Custody that government archives make records about Aboriginal and Torres Strait Islander people more accessible. When launching the guide, Charles Perkins referred to the opportunities which the guide created: opportunities for research into and re-evaluation of issues and events involving Aboriginal people enabling them to rebuild family links through genealogical research.

Old Parliament House exhibition

Since the reopening of Old Parliament House to the public in December 1992, Australian Archives has been committed to maintaining an exhibition in Kings Hall. The third exhibition to be mounted *OUT OF THE DUSTY PLAIN: Building Old Parliament House* was opened on 26 November 1993.

This exhibition was a celebration of Old Parliament House and the people who planned, designed, built and opened the building which became one of Australia's most famous political landmarks.

The next exhibition, which is planned for April–October 1994, will deal with the history of child endowment, with particular focus on the Royal Commission of 1927–1928 and the Commonwealth Child Endowment Act of 1941. This theme has been chosen to coincide with the International Year of the Family. This story will be told through the display of official records and family photographs.

Loan to Pompidou Centre

During 1994 Australian Archives will be lending the Musée nationale d'art moderne at the Pompidou Centre in Paris five drawings which were submitted for the Federal Capital Design Competition in 1912. In addition to these original drawings, a facsimile of a drawing submitted by Walter Burley Griffin will be on display.

The Musée national d'art moderne is mounting a major exhibition entitled *LA VILLE, Visions urbaines [THE CITY, Urban Visions] (1870–1990)*, dedicated to the creation and representation of the twentieth-century city through architecture, painting and photography. After three months in Paris, the exhibition will move to Barcelona, Spain for a further three months.

War Cabinet Notebooks Release

In December 1993 Senator the Honourable Bob McMullan, Minister for the Arts and Administrative Services released for public access the

War Cabinet and Advisory War Council Notebooks. They provide a handwritten record of secret wartime meetings. The formal Minutes of the meetings were released in 1972 but this was the first time any of the Notebooks has been released.

The forty-eight volumes of Notebooks have been microfilmed. Copies are held in all regional offices of Australian Archives, together with photocopied sets of the formal typed Minutes of the War Cabinet and Advisory War Council meetings.

ACT Regional Office

During 1993 Australian Archives ACT Regional Office took into custody an estimated 420 000 World War I service personnel dossiers from the Department of Defence. The collection represents in excess of 2000 linear metres (or two kilometres) of records. The material is arranged lexicographically and represents one of the largest groups of records arranged in this manner. The main components of the dossier are the Attestation Paper, Service and Casualty Form and Military Correspondence.

Requests for copies of the documents are being handled by mail order and during the first five working days of January 1994, requests for over 200 dossiers were received. This request rate is expected to continue.

People wishing to obtain copies of the dossiers should send the following information on the serving member they are interested in to Australian Archives:

Surname and Christian Names, Alias (if any), Service Number, Army Unit/Battalion, Age on enlistment, Place of birth, Date of enlistment, Place of enlistment, Next-of-kin, Marital status on enlistment, whether the member was wounded or killed, the Date Returned to Australia.

Requests should be addressed to:

WWI Personnel Records Section
Australian Archives
PO Box 117
MITCHELL ACT 2911

The annual release of Cabinet records took place on 4 January 1994. The records released this year covered matters dealt with by the Menzies Government during 1963. Significant events referred to in the records include:

Apartheid

The search for oil, including the exploration for petroleum on the Australian Continental Shelf

The Malaysian Defence agreement and retention of Australian forces in Malaysia

Australia Japan Trade Agreement

Control of television stations in Australia
SEATO responsibilities (including aid to Vietnam)
US Naval Communication Station North West Cape
Smoking and lung cancer, and
The strategic importance to Australia of New Guinea.

A visit to Australian Archives was added to course work for Research Skills students from two local high schools, Ginninderra College and Kambah High School, Queanbeyan during 1993. Prior to the day of the visit teachers from both schools spent time setting up research exercises with Archives reference staff, and the students involved had viewed the Australian Archives video *Starting Your Search*. Students involved in both groups proved to be very proficient in the use of the RINSE and ANGAM II databases as well as the range of paper finding aids.

Victorian Regional Office

The new purpose built repository for permanent records at East Burwood was handed over to Australian Archives in December 1993, and was officially opened on 4 February 1994 by the Honourable Leo McLeay.

Before transfer to the East Burwood facility, records from the Brighton repository were subject to sentencing review to confirm their permanent status. Records identified as permanent were then cleaned and reboxed in acid free containers for relocation in East Burwood. It is expected that the existing Brighton repository which has been in use since 1954 will be vacated early in 1994.

During December 1993 the Honourable Haddon Storey MLC, the Victorian Minister for the Arts, launched the subject guide *My heart is breaking*, which contains details of records relating to Aborigines held by Australian Archives Victorian Regional Office and Public Record Office of Victoria. The guide is the first publication undertaken jointly by Australian Archives and another archives institution, and was prepared to mark the International Year for the World's Indigenous People.

NSW Regional Office

The NSW Regional Office continued to offer information sessions on using archives to a wide range of user groups. During the second half of 1993 sessions were presented to a group of postgraduate history students from the University of Newcastle and a group of political economy students from Sydney University.

In addition, talks on using archival resources were given to a range of family and local history groups from Sydney and adjoining districts.

Western Australian Regional Office

During 1993 the Western Australian Regional Office published *Kalgoorlie-Boulder: A Source Analysis of Records held by Australian Archives* as a contribution to the celebration of the centenary of the discovery of gold at Kalgoorlie.

The source analysis lists the titles of hundreds of record items held by Australian Archives dealing with aspects of the Commonwealth government's involvement in the area. The earliest records — files concerned with postal matters — date from 1894. The source analysis has been organised into subject order covering topics such as People and Communities, Census and Statistics, Property and Construction and Transport and Communications. Its introduction explains the role and operation of Australian Archives and how the records may be accessed. There is a comprehensive index and sixteen illustrations.

The source analysis (171 pages) is available from all regional offices of Australian Archives for \$8.00 (plus \$5.00 postage and packaging).

Northern Territory Regional Office

On 5 November the Northern Territory Regional Office, and the Northern Territory Archives Service (NTAS) combined to present a one day seminar on *Archives and Aboriginal Research*. The seminar, which was held on Australian Archives premises, was designed to familiarise representatives of a range of locally-based Aboriginal groups with the processes involved in using archival material held by the two institutions, and to discuss ways in which the institutions might be best able to meet the needs of Aboriginal researchers. A leaflet *Gettin' the facts*, outlining the public reference services offered by the institutions, was prepared for the day. The seminar was facilitated by Mr Gary Lee, an Aboriginal researcher who has made extensive use of records held by Australian Archives and NTAS.

AUSTRALIAN BROADCASTING CORPORATION DOCUMENT ARCHIVES

Correspondent: Guy Tranter

The ABC was formed in 1932, but there was no archival action taken on the Commission's records until Pat Kelly was seconded from the then Commonwealth National Library Archives Division in 1953. Her long career at the ABC saw the growth of the Archives Section, its separation into Document and Radio Archives (Television Archives had been started separately), several successive locations in the East Sydney area and a move to the current location in the ABC-TV studio complex at Gore Hill in 1991, shortly before her retirement. She has been succeeded as Document Archivist by Geoff Harris.

A major part of Document Archives' work has always been the

transfer of records to Australian Archives: a recent holdings report indicated a minimum of 5 km of ABC records at Villawood (this including tape/film as well as documents). About 400 m of material is however held at Gore Hill, either awaiting processing or because it is frequently used. Most material has originated in Sydney which has always been ABC head office. Records of interstate branches have either been transferred here for processing or are held by other regional Australian Archives offices. Reference use is high, most from in-house but with many outside enquiries ranging from major academic projects, to people settling a bet on a character's name in an old program.

From the 1930s there are few surviving records other than central correspondence files. For subsequent decades, however, ABC activities are well documented in all their variety: radio and (from 1956) television programs including news, current affairs, drama, children's, cultural and sporting. ABC musical activity is also covered, both serious (symphony orchestras and visiting musicians) and light (the Show Bands and Military Band). There is a wide variety of record series including correspondence of various program departments, minutes of the Commission (or Board of the Corporation since 1983), and transmission logs. Records relating to individual programs include correspondence with authors, performers and other contributors, scripts (ideally both rehearsal and post-production), production files, and publicity material including a considerable photograph collection. ABC publications include *The ABC Weekly*, *TV Times* (both discontinued) and *24 Hours*.

A comprehensive Records Disposal Authority for the ABC was issued for the first time in 1992, covering television and radio programs and all associated records. The bulk of previously transferred ABC holdings remain unsentenced: the application of the RDA to these consignments is gradually proceeding and helping to reduce storage costs at Australian Archives.

Recent developments in the ABC have re-emphasised the value of the Corporation's program and document archival holdings. The impending start of a pay-TV service has involved a major task of research into programs held on film or tape, particularly identifying the ABC's rights and obligations to actors and other contributors when programs are re-broadcast. Compared to the situation a few years ago, nostalgia has grown as a commercial factor (particularly with the ABC's publishing enterprises), old TV output has been more sought after to fill transmission time, and the ABC has emphasised its role as creating and transmitting much of the nation's heritage. These changes have given Document Archives an increased role in supplying photographs for in-house (e.g. documentary) or outside use, and in providing details when old programs or footage are used or sold.

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO) ARCHIVES

Correspondent: Rodney Teakle

CSIRO is reinstating a records management function, initially by appointing a Corporate Records Manager in early 1994. The move to improve records management in part stems from an internal audit report and recent commercialisation initiatives in CSIRO. The records management function will be part of CSIRO Information Services, Corporate Services Department. The Records Manager will report to the same manager as the Archivist. CSIRO has recognised that a lack of guidelines and training concerning records management practices has led to poor documentation and inadequate access to information.

In 1991 CSIRO changed its policy concerning the storage of its archives. Since then CSIRO divisions and CSIRO Archives have been transferring archives to the Australian Archives regional offices.

The CSIRO Archives moved out of its Fyshwick premises in January 1993. The records are stored at several locations in Canberra and the staff are located at Limestone Avenue, Campbell.

J. S. BATTYE LIBRARY OF WEST AUSTRALIAN HISTORY

Correspondent: Glenda Oakley

The Battye Library Pictorial Collection is actively collecting postcards. Currently produced and old, local and interstate postcards of Western Australia are being added to an extensive historical collection. Producers have been very cooperative in donating two sets of their recently produced cards, one for display and one for preservation purposes.

A wide range of cards has been collected for particular campaigns e.g. Quit Campaign; as fund-raisers e.g. Householders for Safe Pesticide Use; as artistic images e.g. Australian Postcard Company and Aureum Creations, to the more widely available tourist images by Nucleourvue, Steve Parish and Sonic Souvenirs.

Postcards are listed by producer and images are separately indexed into the general Pictorial Index. Backs of postcards containing messages, stamps, postmarks and back designs have been photocopied and are available for browsing in the Reading Room.

JAMES COOK UNIVERSITY ARCHIVES

Correspondent: June Edwards

The main activities since writing the last news notes have been accessioning and listing University records, organising the speakers and sponsorship for the Australian Society of Archivists Conference,

and processing the Nelly Bay Archive for the James Cook University Library.

Records have come in steadily from administration, the departments and individuals. The University Archives is virtually full and requests have been made to the University's accommodation committee for more space.

The Australian Society of Archivists agreed to hold their annual conference in Townsville in May 1994. The program is now organised with many speakers kindly volunteering papers. The Queensland Office of Arts and Cultural Development has granted the Society \$5 000 for the conference under its Arts Grant Program. This grant is very welcome.

Special Collections in the University Library employed the University Archivist on a contract basis to process the Nelly Bay Archive. The archive consists of the records of Island Voice, an environmental group opposed to the Magnetic Quay development on Magnetic Island, and some records donated by the Townsville Port Authority relating to the project. It is an interesting collection consisting of Administrative Appeals Tribunal and Local Government Court records, files, publications, newspaper clippings, newsletters, photographs and ephemera. A guide has been produced and the Library is thinking of publishing it as an occasional paper. The money raised by the contract helped the University Archives survive the year.

JOHN OXLEY LIBRARY, STATE LIBRARY OF QUEENSLAND

Correspondent: Shauna Hicks

The History Retrieval Project is a major community project launched in 1993 to recover material of historical significance to Queensland from private collections overseas. The object is to retrieve such items as early diaries, sketches, letters, newspapers and ephemera that were sent to relatives in the United Kingdom and Europe last century.

The State Library of Queensland Foundation plans to raise \$200 000 over the next two years to finance the project. To date over \$30 000 has been donated and some letters from Sir Henry Norman, a former Queensland Governor have been purchased.

The listing of the Uniting Church in Australia, Queensland Synod records is nearing completion with over 5 000 items on the database. It is the largest collection in the Library and grows about twenty-five shelf metres a year.

The Library has had to vacate the old State Library building in William Street which was being used as a remote store for unprocessed

collections. That site is now part of the Treasury Casino precinct. The old State Archives building at Dutton Park is now being leased as a remote store for unprocessed collections, newspapers and infrequently used serials.

MITCHELL LIBRARY, STATE LIBRARY OF NEW SOUTH WALES

Correspondent: Arthur Easton

The first Nancy Keesing Fellow is author, journalist and film-maker Meg Stewart, who joined us in the Manuscripts Section from October 1993 to March 1994. The Fellowship, established in honour of the late Nancy Keesing AM by her husband Dr Mark Hertzberg AO, aims to promote the Library as a centre of original research into any aspect of Australian life and culture. Nancy Keesing donated her own literary papers to the Mitchell over a number of years and from these Meg Stewart compiled a collection of unpublished poems and other works which will be made available to interested libraries.

Collections recently processed include the papers of artist Vivienne Binns, poets, dancers and choreographers Richard Allen and Karen Pearlman, with video recordings of the pair in vigorous performance, naturalist David Stead and Thistle Harris, further papers of Donald Horne and Myfanwy Gollan, family papers of the many branches of the Mackerras family, and papers of John Henry Webb 'Jack' Fingleton, right hand opening batsman during the bodyline series and later a radio commentator and journalist. Organisational records recently processed included the Book Collectors' Society of Australia (1945-1992) and the Sydney Film Festival, founded in 1954.

Recently received collections include the literary papers of Ruth Park and D'arcy Niland, papers of the playwright Tobsha Learner and letters of John Betjeman to the Sydney representative of the British Council, with an unpublished poem

*. . . Think not, old cobbles, you are out of mind
Though out of sight. Day after day I long
For sun girt, sunkissed, surfing Aussie land
Would even dare the waves on Bondi Beach . . .*

Other recent notable acquisitions include the papers of Eric Aarons, former National Secretary of the Communist Party of Australia, Dr Jean Lennane, psychiatrist and former director of Drug and Alcohol Services, Rozelle Hospital, journalist William Olson, Sydney Bureau chief and columnist on *The Australian* newspaper, and novelist and psychotherapist Stephanie Dowrick who co-founded The Women's Press in London in 1977. Additional literary collections acquired include the papers of poet Bruce Beaver, Jon Cleary (with his only rejected manuscript), writer for children Margaret Paice, and Marele

Day, creator of the female private eye Claudia Valentine. The Society of Women Writers NSW has agreed to sponsor the acquisition of manuscripts by women writers over the next three years. Images acquired include a watercolour by Conrad Martens of Camden Park House, photographs of prisoners of war at the Berrima detention camp taken during World War 1, and video recordings of thirty-nine short feature films by Gordon Ballard, including footage of all major pop festivals from Ourimbah and Nimbin to Tanelorn.

My dear dear Betsy: a treasury of Australian letters compiled by archivist Warwick Hirst was launched with great fanfare by Richard Glover in October. Correspondents in the anthology of fifty-five letters selected from the Mitchell and Dixson collections include William Bligh, Matthew Flinders, Florence Nightingale, Harold Lasseter and Lloyd Rees. Published by Hale and Iremonger, the book is keenly priced at \$29.95 hardback.

On exhibition in the galleries until the end of July is *Faith, hope and construction — Australian buildings 1975 to the present*, which consists of photographs, sketches, plans and models relating to forty-five buildings designed by Glen Murcutt, Phillip Cox, Alex Pofor and others. In November an exhibition of drawings and paintings by Conrad Martens will open and run until July 1995. A book on the artist by the Curator of Pictures, Elizabeth Imashev, will be published at this time. John Murphy has been researching an exhibition based on the Library's collection of Jorn Utzon's Sydney Opera House plans. The exhibition which has the working title *The Unseen Utzon* will open at the Sydney Opera House in October.

MONASH UNIVERSITY DEPARTMENT OF LIBRARIANSHIP, ARCHIVES AND RECORDS

Correspondent: Livia Iacovino

On 1 January 1994 the Department joined the Faculty of Computing and Information Technology. This move resulted from the closure of its former home, the Faculty of Professional Studies, and the review of all departments within that faculty. The move is seen as an opportunity to work in a high technology environment and establish closer links with information technology colleagues.

From 1994 Higher Education Contribution Scheme (HECS)-funded places for graduate diplomas and masters by course-work offered by the Department, including archives and records, have been replaced by up-front fees as a result of changes in government and university funding policies. The introduction of fees for post graduate courses and the re-direction of HECS funding to undergraduate courses have accelerated consideration of developing postgraduate courses by distance education, and undergraduate programs, initially to be

offered as elective subjects to computing and arts students, rather than as professional courses. The development of undergraduate courses was also recommended by the Committee of Review in its report on the Department, as a means of increasing our future viability. In 1994 we commenced our move into undergraduate teaching through offering a 2-semester subject, 'Documenting Society', to undergraduates in computing and arts. Other proposed developments include a Master in Archives and Records (by coursework, a one-year full-time fee-paying program (or its equivalent part-time) to be offered by distance education (initially to Australia and New Zealand) from 1995, open to people with a graduate diploma at an appropriate standard in archives and records or a related field, or experienced practitioners with an appropriate bachelor's degree. At present existing postgraduate courses will also continue to be offered by the Department.

The David Bearman two-week intensive workshop, *Understanding Electronic Information Systems*, in June/July 1993, offered as an elective subject within the MA (Archives and Records) and as a continuing education program provided a range of outcomes for the Department, reported upon in a review article in this issue. As noted in the previous issue of this journal, during the workshop Gerald Ham, an archival consultant and former US State Archivist and archival educator, visited Melbourne and Sydney, as a preliminary to reviewing archival education needs for New Zealand archivists and records managers. He was favourably impressed by the Australian courses and made appropriate references to them in his recommendations for New Zealand archival education.

The Melbourne leg of the Australian visit in November 1993, of leading Canadian archivist, educator and writer, Dr Terry Cook, was organised by Monash University in conjunction with the Australian Society of Archivists, Victorian Branch. A seminar for archivists and other information professionals, it comprised two half-day sessions centred on appraisal of archives and description and documentation. The program's structure by way of a topic presentation by Cook followed by group discussion and reporting back provided a highly successful interactive forum.

Two seminars/workshops planned by the Department for 1994 relate to electronic records. In May David Bearman is the keynote speaker at a seminar on preserving electronic records, and in November Margaret Hedstrom, from the New York State Archives, and John McDonald, from the National Archives of Canada will come to Monash for a workshop by arrangement with Australian Archives. They will be in Canberra before coming to Melbourne for *Playing for Keeps*, a conference hosted by Australian Archives.

The Department is also managing Australian and New Zealand



Bearman workshop farewell lunch 2 July 1993. From left Ross Harvey (Department of Librarianship, Archives and Records), David Bearman (Archives and Museum Informatics), and Sue McKemmish (Department of Librarianship, Archives and Records). Photo: June Anderson.

subscriptions to David Bearman's *Archives and Museum Informatics Newsletter* at \$A130.00 per calendar year, subscriptions to be made payable to Monash University, and sent to the Department of Librarianship, Archives and Records, Monash University, Clayton, Victoria, 3168, fax 03 565 2952. Information regarding Archives and Museums Informatics, standing orders and the purchase of their other publications is also available from the Department.

News on the student front includes the inaugural award of the Penny Fisher Memorial Prize to Judith Ellis for her MA (Archives and Records). The prize was established with a donation from the ASA Victorian Branch in memory of Penny Fisher, a former records manager/archivist of Monash University and an active ASA member. The prize is administered by the Department. Three of our students from the Graduate Diploma in Archives and Records Management were guest speakers at an ASA Branch meeting in August 1993, at which they spoke of their experiences, either through their

employment or practicum, at the National Archives of New Zealand and the National Archives of Singapore. In November 1993 we also placed one student in the Public Record Office of Hong Kong and another in the Manuscripts Section of the Alexander Turnbull Library, National Library of New Zealand.

MORTLOCK LIBRARY OF SOUTH AUSTRALIANA

Correspondent: Roger Andre

While union amalgamations have produced records of chemical workers and of moulders (foundrymen), of the latest crop of donations that are likely to draw most interest (and not a few tears) is a collection recording the tragically short life of aviator Charles James ('Jimmy') Melrose, the youngest competitor and only solo pilot in the MacRobertson England-Australia air race of 1934. All Melrose's papers associated with the race are included as well as diaries kept from childhood and a film *Lone Girl Flyer* in which he played the romantic hero shortly before his fatal crash, out of Essendon, in 1936.



Jimmy Melrose all set for the MacRobertson England-Australia Air Race, 1934. Photo: Planet News Ltd, London. Mortlock Library of South Australiana PRG 995/23.

South Australia's governor Dame Roma Mitchell, the nation's first female Queen's Counsel, thence Supreme Court Judge, has donated papers relating to her own career as well as to her father, who was killed in World War I, and to her grandfather.

1994 being the centenary of women's suffrage, the J.D. Somerville Oral History Collection has received funding from both the Suffrage Centenary Committee and the Libraries Board to record an oral history of women's political activities and achievements through both the traditional political processes and newer forms of social activism. A related project for which the Oral History Officer has provided support has been interviews with women unionists. The two projects have resulted in over 150 hours of professionally recorded interviews. Oral History Officer Beth Robertson diverted her attention to the fast fading Tubercular Soldiers Aids Society to record an interview with the society's second secretary, Mrs Betty Duke, whose voluntary workers include nonagenarian widows of World War I veterans. Her interview documents the survival of a modest nineteenth century style charity in the modern era as well as the organisation's 'memory' of the redoubtable Miss Ella Cleggett, its founder and longtime secretary who began mustering charitable help for tubercular servicemen in 1916. A series of photographs, depicting the Society's Angorichina Hostel in the salubrious Flinders Ranges, has been copied for the pictorial collection administered by Barbara Holbourn.

The pictorial collection has also been enhanced by the acquisition of photographs of tennis players dating from the turn of the century, while Artlab Australia has brought to life a donated portrait of Captain Frederick Sadler RN with his dog Buffalo, named for the ship its master commanded prior to the voyage to settle officially the Province of South Australia in 1836. Nicely conserved within the Library was the private record group of papers of the prominent Glover family, used in an eye-catching display mounted by Neil Thomas to promote the collection. Reference Archivist Prue Brooks has just completed a source sheet on papers relating to Federation.

With Prue Brooks coming on strength and Mary Ryan and Tania Milanko assigned to fill outstanding vacancies, the Archival Services Unit is better placed to devote full attention to automation of finding aids. After extensive investigation the Unit has decided on Innovative Interfaces software for an archival database. This system was selected for the State Library's printed collections last year and goes closer to meeting both administrative and client needs than other systems examined. Archives will have a 'stand alone' database enabling information to be structured to archival needs. Use of standard MARC tags should enable data to be uploaded to a national system if required and the database will be accessible through the Australian Academic and Research Libraries Network AARNET once it is 'live' within the

Library. It is hoped basic access at collection level will be possible by the end of the year following work on a test database.

NORTHERN TERRITORY ARCHIVES SERVICE

Correspondent: Don Brech

The review of records management in Northern Territory Government was completed in November 1993 and a submission prepared for Cabinet. At the time of writing (February 1994), a Cabinet decision is still awaited.

Government agencies re-commenced transfers of records to the Archives in September 1993, additional repository space having been leased from Australian Archives NT Regional Office.

The Archives launched its newsletter, *Records Territory*, in January 1993. The publication aims to keep public and agency clients, and others informed about the work and role of the Northern Territory Archives Service and issues of relevance to records in the Northern Territory. It is published three times a year. Copies are free and may be obtained by writing to the Editor, GPO Box 874, Darwin, NT 0801.

A workshop for Aboriginal researchers on the use of archival resources was organised jointly with Australian Archives NT Regional Office in November 1993. The objective was 'to train the trainers', participants comprising representatives of Aboriginal and Torres Strait Islander bodies where full-time employees make use of archives. Twenty-five people attended from the Darwin region. The workshop leader and facilitator was Mr Gary Lee, a research worker at the Menzies School of Health Research.

The foyer display *When the War came to Darwin* has attracted widespread interest, particularly from interstate and overseas visitors and former Service personnel who served in the Northern Territory during World War II. Using photographs and extracts from oral history interviews, the display highlights the main themes of World War II represented in the extensive holdings of the Oral History Collection. Included in the exhibits are original personal records deposited with the Archives.

NORTHERN TERRITORY UNIVERSITY ARCHIVES

Correspondent: Margaret Clinch

This is a last contribution to *News Notes*. During the last quarter of 1993, the administration of the Northern Territory University decided that it could not afford to pay a full-time archivist. As from 5 December, 1993, the position of University Archivist was abolished, and the incumbent made redundant.

This was a sudden and complete reversal of a fully endorsed University Archives Policy. This gave the University Archivist responsibility for managing the institution's own archives, for collecting other relevant archives as a research resource, and for ongoing documentation of University history.

The decision was an administrative one, justified as part of a Priority Based Budgeting process. However, it went against the recommendations of the relevant Service Improvement Working Party consisting mostly of administrative users. This recommended that both Archives and the Central Registry functions should continue.

The Head of Records has argued that he can manage the Archives function for the University, with the Northern Territory University Archives being housed by the Northern Territory Archives Service. The Chief Librarian asserts that the other archives collected for research purposes will be housed in the library. The library is to control research access to all archival materials.

The decision to abolish the Northern Territory University Archives is causing major reaction by academic staff. Major depositors of non-university archives housed on loan in the Northern Territory University Archives intend to withdraw their material unless it comes directly under the control of a qualified archivist. The absence of an archivist will limit the flow of new archives to the University for research purposes.

The Northern Territory University Archives had a particular significance because the Northern Territory has only one university. The University's mission statement stresses Northern Territory community ties. The University is remote from major research centres. Thus, the brief to collect relevant archival materials from community sources was more important here than in other capital cities, which have a greater range of original research material.

It seems likely now that many of these original Northern Territory source materials will be destroyed, rather than preserved and deposited as archives. The seriousness of the situation for the community, for future students and for the status of the University and its relevance to the community has been recognised by the Friends of the Northern Territory Archives. This body made representations to the University Council in December, 1993 as did the Australian Society of Archivists.

The Friends of the Northern Territory Archives, and concerned academics from several faculties are working towards convincing the University that it cannot afford to be without its own archives. All agree that the employment of a qualified archivist is the key factor. The Chief Librarian has stated that there is no intention of employing an archivist. He asserts strongly in replies to correspondence, that the

library will, however, manage the archives according to 'archival guidelines'.

PUBLIC RECORD OFFICE OF VICTORIA

Correspondent: Ian MacFarlane

A joint guide to records about Aboriginal people in the holdings of the Public Record Office and Australian Archives, Victorian Regional Office, was published in December 1993. Titled *My Heart is Breaking*, the 200 page book consists of two parts. The first generally describes the records. Part II offers glimpses of the past through the presentation of excerpts from both archives. The book was reviewed favourably by John Lahey in *The Age* of 23 December, and the Office has already sold its 500 copies and is now seeking a reprint. It was launched at the Koorie Exhibition, Museum of Victoria, on 14 December 1993 by the Victorian Minister for the Arts, the Honourable Haddon Storey.

Also proving popular is *Immigration to Victoria from Foreign Ports 1852-1879*, a microfiche copy of the passenger list for this period plus an index of passengers for the years 1852-1859. This publication has sold well within Australia and overseas and is now into its fourth printing. Further indexes are to be released, with the period 1860-1869 due for release in mid 1994.

Current statistics show that the holdings of the Public Record Office are now 52.37 shelf kilometres. Nearly five kilometres of additional shelving has been installed in the Laverton Repository, providing further space for records transfers. During 1992-1993, more than 48 000 records were issued, and search room visits totalled 25 739. In the same period, staff provided over fifty talks and seminars about the Office and its holdings.

1992-1993 proved to be another productive year for our Records Services Section. July 1993 saw publication of the first edition of *Profile: Records Management News*, a newsletter directed to records management staff in our client agencies. *Profile* will be published quarterly, a second edition being published in October.

During the year, ten kilometres of records were approved for destruction in Victorian agencies. Nine disposal schedules were issued or varied. The most significant of these is a General Disposal Schedule for Magistrates Court records which was issued after extensive consultation and negotiation with the courts and the Department of Justice. Following issue of this schedule, a program of transfers from the courts was instituted. Transfers are programmed on a regional basis commencing with the Upper Murray Region which includes locations such as Shepparton, Wangaratta, Seymour and Mansfield. With transfers from this region completed, work is well underway on the Southern Metropolitan Region.

In addition to these transfers, 2.2 shelf kilometres were transferred to the Laverton Repository during 1992–1993 including significant accessions from the Port of Melbourne Authority, Administrative Appeals Tribunal and the Royal Commission into the Tricontinental Group of Companies. Some five kilometres of previously unsentenced records have been identified and documented as permanent during the year. Future transfers will further benefit from the recent issue to staff of the third and greatly revised edition of the PRO Transfer Procedures Manual.

Further improvements have also been made to the archival database which has enhanced the archival control system and the quality of documentation available in the search rooms. All transfers from 1985 are now included in the system as are some of the most heavily used earlier records.

Finally, the annual PRO Stocktake Week closure was held between 29 November–3 December 1993. The most important task completed during the week was the relocation of forty-four series from the main repository at Laverton to the vital storage area in the same building. A total of 462 linear metres of records were reboxed and checked. The vital storage area has been designed to provide optimum storage conditions for permanent records featuring a smoke detection system and dedicated fire suppressant system. The area has environmental controls that keep humidity between 45–65% and the temperature at 18–22 degrees Celsius.

QUEENSLAND STATE ARCHIVES

Correspondent: Nola Fulwood

1993 saw nearly 6 000 linear metres of records and 15 000 maps transferred into archival custody, with major series received from the Lands Department, Administrative Services Department, and from the Supreme Court. In all, 112 transfers were processed during the year and these have ensured that the staff in appraisal and transfers has been kept busy.

Susan Till has replaced Sharon Lawler who has moved to the Reference section at State Library. Further staff changes are due to occur early in 1994, with three positions at the PO4 level to be filled. When these have been appointed, it is expected that existing vacancies at the PO2 level will be filled and the Archives will have its full staff complement in place.

Kathy Frankland has joined our staff on secondment for twelve months to prepare a guide to records relating to Aboriginal and Torres Strait Islanders. The records are held at Queensland State Archives and at the Department of Family Services and Aboriginal and Islander Affairs.

Reference staff have conducted seminars for regional officers of the Department of Family Services and Aboriginal and Islander Affairs on our holdings of records relating to Aborigines, local history students from the History Department of the University of Queensland, external students from a course as Community Organisers from a college in Darwin, and talks to genealogical groups in Brisbane and Ipswich. Meetings of the Map Circle, ALIA, and the Bookbinders' Guild were hosted. Mark Nizette from the National Film and Sound Archive conducted a three-day workshop on the conservation of photographic images, which was sponsored by our Preservation Services section.

In November, Archives also hosted one of the sessions with Dr Terry Cook during his Brisbane visit. The Queensland branches of the ASA and the RMAA jointly sponsored the visit to Queensland, and it was a great opportunity to meet with our colleagues in the records management area, and with other information professionals.

RESERVE BANK OF AUSTRALIA

Correspondent: Kylie Barrett

Australian Archives authorised our disposal schedule for Inscribed Stock Registry records in August 1993. The retention periods for these transactional records are much shorter than previously, which has enabled vast quantities of material to be destroyed in Registries throughout Australia.

Under Section 29 of the Archives Act, Australian Archives has agreed to exempt all Reserve Bank records which are more than twenty-five years old from transfer to Australian Archives. This determination is valid for a period of ten years, when it will be reviewed. The Bank is only the second organisation to be granted this exemption, the first being the Australian War Memorial. As a result of the Section 29 determination, disposal authorities for the Bank's hard copy records will be authorised by Australian Archives in the near future.

Access arrangements under Section 35 of the Archives Act have commenced. Five Bank staff are currently undertaking Access training by distance education, and will complete appropriate ANGAM modules at Australian Archives, NSW Regional Office.

Retention periods for Health Insurance Commission (HIC) paid cheques, which are retained by the Bank have recently been reviewed. As a result, HIC is seeking a disposal authority from Australian Archives to reduce retention periods.

Our Record Management group held a two-day Forum in October 1993, for Head Office Records staff. There were twelve participants at the Forum. Topics covered were the Archives Act, electronic records,

and the future directions of Archives and Records Management. Other sessions included a presentation on Archives, and the Bank Conservator outlined procedures necessary to ensure the longevity of paper-based records, and displayed older records that were in poor condition. One day of the forum was devoted to RID (Records Information Database) training, where routine tasks and enhancements to the system were demonstrated.

Records Management conducts System Maintenance Reviews (SMRs) every eighteen months in Head Office departments and branches. The purpose of SMRs is to review the departments/branches records system to ensure that records are being filed in accordance with Records Handbooks and to amend these handbooks if new functions have been created or existing functions abolished, varied or transferred. In October 1993 an SMR was conducted in Perth. An enhanced and upgraded version of our RID software has recently been released. Consequently, the RID manual and Quick Reference Guide are currently being amended. Nine out of twelve Head Office departments are currently linked to RID through the network. The remaining departments will be connected after our building refurbishment has been completed.

Currently 125 videos are being accessioned in Archives. The subject matter of these videos is the new plastic \$10 note, commemorative \$10, plastic \$5 and the \$100 note. The audiovisual collection is currently being barcoded. The Archival Microfilming Program has recently completed microfilming the PAC (Policy Advisory Committee — a Senior Bank Committee) papers 1984–1989. The final two films are being processed. A total of 6 115 photographs have been accessioned into the photographic collection, subject areas covered are Papua New Guinea Department, *Currency* (the Bank's in-house magazine) and other in-house photographs of personnel and functions.

Conservation of two Savings Bank of NSW ledgers has been completed. New procedures for newspaper cuttings have commenced. Cuttings are to be photocopied on to acid free paper. Aboriginal bark paintings have been surveyed and entered into RID. Work is continuing on repair of files, sticky tape removal and removal of photographs from files for the photographic collection.

STATE ARCHIVES OF WESTERN AUSTRALIA

Correspondent: Anne Gill

During the last six months the State Archives of Western Australia has formulated Guidelines for the Establishment and Management of Regional Archives.

With the increasing interest in local history and local records, researchers and local historians are eager to have the records available in the area in which they were created. In some regions of this State there have been proposals to establish local studies centres or regional archives.

The guidelines, in the form of an Information Sheet, refer to the legal responsibilities under the Library Board of WA Act. They stress the importance of developing a policy for a regional archives and ensuring that there is a long term commitment to provide funding, staffing and other resources.

The guidelines have been circulated to local authorities, historical societies, museums, etc. throughout Western Australia.

The State Archives has recently compiled General Disposal Authority Guidelines for records created by Parliamentary Ministers' Offices. The guidelines clarify categories of records which may be found in the Minister's office and recommend their disposition. The guidelines along with a Premier's directive have been circulated to all Ministerial offices. The response to date has been encouraging.

STATE LIBRARY OF VICTORIA

Correspondent: Shona Dewar

Life in the Australian Manuscripts Collection in 1993 was dominated by our move to new premises in the new North East Wing. This building was originally designed to accommodate the book stack but will house some of the special collections until a later stage of the Library's redevelopment project. We expect to be in the North East Wing for about seven to ten years.

The Australian Manuscripts Collection was the first to move, closely followed by the Picture, Map, Rare Book and Newspaper Collections. At the time of writing, Australian rare books and the Moir Collection (books, manuscripts and pictorial material collected by the bibliophile J.K. Moir) are moving to the same floor as the general Rare Book Collection. The La Trobe Library inquiry room and open access collection have been relocated to the Domed Reading Room and its annulus. A new Genealogy Centre has been created next to the general reference library's inquiry room and will house resources for both Australian and overseas family history research. It will be staffed by the La Trobe Library.

Preparations for the Manuscripts move began late in 1992. Substantial changes to the physical organisation of the collection were planned. A shelf list of large collections was prepared to help us place them in accession number order in the new building. Because we were changing from fixed shelving to compactus shelving, new sequences

had to be created for material too large for standard archival boxes. A lot of work went into identifying such items and making changes to catalogue entries, descriptive lists and shelf lists to reflect the new locations.

A great deal of conservation work was conducted before the move. Early in the year, all boxes were examined to identify fragile material in need of further packaging. A team of contract conservation personnel was hired to work with Manuscripts staff on the reboxing and shrinkwrapping of material. Procedures requiring their expertise were undertaken by the Library's own conservators. Some of what was achieved was of benefit during the move period only but much of it was a permanent improvement in storage of the collection.

The new building has given us more office space, a modest amount of extra storage space and greater security for the collection. We also have room for two display cases. Pride of place in our foyer has been given to a writing desk which belonged to Australian poet and journalist Marie Pitt (1869–1948). It was presented to the Library by Harry H. Pearce some years ago.

Open Days were held in October to show the public our new facilities. The response was overwhelming and very positive, with over 300 visitors touring the building in one weekend.

No further progress has been made on conversion of the Manuscripts card catalogue to the Library's DYNIX system. Cataloguing staff are concentrating on the Picture Collection at present but we expect them to turn their attention to us later this year. By the time this is published we hope to have contributed entries to the forthcoming supplement of the National Library's *Guide to collections of manuscripts relating to Australia*.

We acquired a number of interesting collections during 1993. These included a varied collection of mid nineteenth century memorabilia associated with David Marwick; a marriage register of the Bible Christian Church, 1887–1894; an unpublished manuscript on artists' studios in Melbourne by Mary Holyoake; material relating to Manning Clarke's *A history of Australia: the musical*; papers of the later Ken Gott, a friend and contemporary of Stephen Murray-Smith; records of the Australia-China Society; papers of 'Rence' Featherstone, a minor mid twentieth century novelist; theses on William Hall, Edward George Wollaston, and French drama in Australia; and minute books of the Essendon/Moonee Ponds branch of the ALP, 1930s–1992. Further papers relating to Senator John Button, the Melbourne Film Festival, the composer Fritz Hart, and *Overland* magazine were also received. The records of the Italian Historical Society and Percival Serle's biographical files were transferred to Manuscripts from other sections of the Library. We received as a donation the original diaries

of Benjamin Helpman, covering the years 1837 to 1840 when he was a member of John Lort Stokes' voyage on the *Beagle*. We are particularly pleased to have them as we have held Helpman's 1850–1851 diaries and a copy of the 1837–1840 volumes in our collection for many years.

Early in 1993, the Library's Director, Mrs Leah Mann, resigned. Her successor, Ms Helen Tait, arrived in August. Ms Tait has extensive experience in librarianship and public administration in New Zealand.

SYDNEY CITY COUNCIL ARCHIVES

Correspondent: Mark Stevens

This year has been another busy one for the Archives. Our resource levels have remained the same, our overall budget allocation successfully withstanding most of the pressure to squeeze operations, but this is partly because 90% of the allocated funds are non-discretionary, essentially fixed expenditure for staff and accommodation. Staff levels remained at four — three professional staff and one clerical officer — after reductions through attrition in previous years from six FTE in 1991. There is a chance we will be able to take on a Repository Assistant in the new year, assigned from among Council staff redeployed from other operations as total staff numbers are reduced.

During 1993 the Archives responded to the following levels of demand. We handled 10 612 lending transactions (including services to South Sydney City Council), transferred 628 shelf metres of records into custody or out to destruction, completed 250 documentation projects, and assisted 278 visiting researchers in addition to preparing 346 written research reports for the public and for Council officers. At the end of the year we had 7956 shelf metres of records in custody.

To place these figures into perspective, the table below shows key resourcing and demand levels for 1990–1993, as an index with 1990 as the base year set at 100.

Item	1990	1991	1992	1993
Staffing	100	100	67	67
Total budget	100	90	76	74
Shelf metres in custody	100	106	113	113
Lending demand	100	119	121	117
Disposal demand	100	139	167	125
Documentation projects	100	n.a.	n.a.	250
Access demand	100	106	135	178

Staffing is measured in full-time equivalents (FTE) and does not include contract historian and curator positions. **Total Budget** excludes funding for History Project, Town Hall Collection. Lending demand is measured by record items loaned from and returned to the Archives. **Disposal demand** is measured by shelf metres accessioned or destroyed. **Documentation projects** include all accessioning and CRS documentations completed or substantially amended. **Access demand** is measured by researcher visits plus written responses to remote enquiries received from within Council and from the public.

The **computer resources** available to the Archives Section were increased this year to three PCs, and at the end of the year a laptop for 'field work' in the repository and in Council offices, basements, depots and other records hiding-places. We plan to begin taking advantage of the laptop early in 1994 with a project to document several thousand sheets of drawings of Council's own building and construction work. This will improve access to the records (indeed, will make them a realistic research resource rather than terra incognita) and help us prepare for the major exhibition planned for 1994 — see below.

The PC units are not yet networked, or linked to the expanding Council electronic mail/workflow network. We have continued to transfer previously paper-based functions onto them, including our location control records, and control of records loaned back to Council officers for current business, which is one of our major industries. We plan in due course to provide direct access to the computerised finding aid documentations, by overlaying a full-text retrieval package over the wordprocessing files.

During the year the Archives drew up **functional specifications for Council's electronic mail records**, but the project team was subsequently placed in stasis pending resolution of financial and management uncertainties, and the archival requirements will no doubt need to be revived in the future. We also underwent **scrutiny by the Internal Audit department**, of disposal schedules and policies. This resulted in requests to extend the sentences on some categories of records in the *General Records Disposal Schedule for Local Government in NSW*, and approved all practices and policies. A **new access policy** was developed to bring the Archives into line with Council's FOI policy and rectify some anomalies that had emerged over the years. All records not in the Archives are subject to the FOI policy. All records in the Archives are open for public access unless closed for specified reasons listed in the policy.

A long term project to **upgrade the finding aids** has continued. The Council uses a slightly modified form of the Australian Archives CRS system. We have been converting the wholly paper-based documentations to automated form (although the paper printouts are the normal means of consultation), revising many of the earlier

documentations of agencies and series, and documenting organisations for the first time. Also completed during the year were a large number of documentations for small agencies never previously registered (such as the Hackney Carriages Committee 1847–1853), and the documentations necessary to cope with a surge of administrative change within the Council during 1992–1993.

A new development in the area of finding aids has been the introduction of **functions and activities** to the documentation system. Functions are assigned to agencies, activities are assigned to records series. Council has (at last count, we are still actively debating and implementing this dimension) twenty-six functions such as 'markets control', 'property management', and 'council administration', all defined by scope notes. So far there are seventy-seven activities, including 'management of produce markets', 'management of livestock markets', 'purchase and sale of land and buildings', and 'personnel services and management'. A function consists of one or more activities, and an activity can be assigned sequentially or simultaneously to more than one function.

We are also participating in Chris Hurley's *Australian Common Practice Manual* development.

The **Sesquicentenary History Project** (a special project administered by the Archives Section) terminated at the end of 1993. The project was established by the Council in 1987, largely at the instigation of then City Archivist Janet Howse, to research and publish a history of the City Council and a series of scholarly yet accessible books about the historical core of the city. Previous reports in *Archives and Manuscripts* have referred to the publication of books in the series. This year saw the publication of *The Accidental City, Planning Sydney Since 1788* (Paul Ashton) and *Pymont & Ultimo — Under Siege* (Shirley Fitzgerald and Hilary Golder). Early in 1994 the last books will be 'desk top published' by the Council: *A Biographical Register of Aldermen 1842–1992* (Renato Perdon), *A Historical Guide to City Street Names* (Shirley Fitzgerald), and *An Electoral History of the City* (Hilary Golder). Total expenditure of the Project 1987–1993 has exceeded three-quarters of a million dollars.

Council will continue its commitment to publishing books about the City. Arrangements are being finalised for the commissioning of a history of the Chinese community in Sydney for publication in late 1995. The position of City Historian will also be retained, to provide policy and strategy advice to the Council and to coordinate research projects required for Council business purposes. Dr Shirley Fitzgerald will continue to occupy the position, alongside her appointment to the History department of the University of Sydney where she is establishing a postgraduate degree in public history.



Present and former historians of the Sesquicentenary History Project gathered at the Sydney City Council Archives in December 1993 to celebrate the successful conclusion of the Project. From L to R: Chris Keating, Hilary Golder, Paul Ashton, Shirley Fitzgerald. Photo: Mark Stevens.

The Archives Section is also responsible for management of the **Town Hall Collection**, of paintings, works of art, gifts from sister cities and visiting dignitaries, etc. belonging to the Council. The contract Curator position was unfilled for the second half of the year and the archivists found themselves co-ordinating the conservation of some very large oil paintings smoke-damaged in a fire at the Town Hall, and recovering bronze memorial plaques to former Mayors, rediscovered in the Bulk Store during a clean-up campaign. Items were also loaned for an exhibition mounted by the National Trust, and a brisk trade in issuing artefacts for display at civic ceremonies was carried on.

From 1 October 1993 the **cross-servicing arrangements** by which Sydney City Council and South Sydney City Council were obliged to embrace and provide each other with a range of services such as streets cleansing and parks management, mostly came to an end. Archives was one of the services that Sydney City extended to South Sydney which terminated. All records in custody which had been created since South Sydney was incorporated in 1989 were returned. Records created earlier were retained by the Archives even though they may have related to an area for which South Sydney is now responsible. An exception was made for legal instruments such as certificates of title, which were transferred to South Sydney ownership but with complete copies to be provided to the City.

This action was taken as the simplest way to resolve issues arising from complex boundary changes during the last few decades, which mean many records are of interest to both Councils, and because the

City's legal advisers were adamant that the organisation which had created the records owned them. It appears that the lawyers have no respect for the principle that 'records follow function' and regard them as chattel property like chairs or motor vehicles. In your correspondent's view, the solution arrived at by the City Council management was definitely the correct one in the circumstances. Officers of South Sydney Council now have research access to records held in the Archives, on a 'same-day' basis, and we provide a quick turnaround copying service for them, all at full cost-recovery rates.

Other highlights of the year included accessioning of records of the 1992 Sesquicentenary celebrations (including a number of huge textile street banners), records of the Lady Mayoress' Relief Fund 1933-1993, of the Hyde Park Restoration Project 1988-1992 including the large projected development scheme drawn by Norman Weekes in 1927, and the first consignments from the active central records system. The current system is the third since recognisably 'modern' records management began in the Council in 1914.

A search for **film and videotape records** accessioned but otherwise unprocessed in the Archives produced over seventy items including colour 'home movie' footage of Council activity from the mid 1950s. Arrangements were made for the lot to be condition reported, transferred to plastic spools and cans, and for Super VHS master tapes and VHS viewing copies to be made. The task of viewing them and producing useful documentations awaits the new year.

After twelve months of discussions we also gained approval from the Planning Division to grant **public access to building plans** dating from before 1928. Access to planning and building records is normally mediated through the Planning Division, even though the records are in the custody of the Archives. We argued successfully that these early drawings are principally of historical rather than commercial research value. They are of considerable interest to architectural students and urban historians, and an information leaflet has been prepared to publicise their availability. The drawings are those subject to the Conservation of Building Plans Project, reported in *Archives and Manuscripts* (Nov 1988) by Angela McGing and Anne Picot.

The public programs output of the Archives suffered from rivalry with other priorities and shortage of resources this year. However Renato Perdon put together a well-received **exhibition of photographs** of cleansing vehicles and staff, for the Cleansing operation's offices. In February, following an initiative from Angela McGing, we held a **seminar for family history researchers**, drawing attention to the resources of the Council archives. Demand for places was very high, and it was unfortunate that only the one seminar could be held, as we could easily have filled several. It may be possible to hold more such events in 1994.



Family historians, all volunteer docents from the Society of Australian Genealogists, gathered in February for a half-day seminar on making use of the Council's archives. Angela McGing and Renato Perdon are at the left and right respectively, of the group. Photo: Mark Stevens.

At year's end the Archives Section (and its controlling agency the Information Systems operational unit) is in the throes of a **functional review**, which will determine resourcing levels and outputs for the future. The Archives Manager is part of the review team. In 1994 we are also looking forward to beginning a two-year project to place 50 000 of our **photographs on videodisc**, and to mounting our first large exhibition for some years, tentatively titled '**The Council as Architect and Builder 1842-1992**'. The project to document Council's own building and construction drawings (mentioned above) will be an important prerequisite for this. One of the highlights will be an artists' impression of the 1956 plan to demolish the Queen Victoria Building and turn the site into a public square, with municipal sculptures and a sound-shell.

Progress towards **purpose-built accommodation** continues to be slow. The site on Harris Street Pyrmont, earmarked for the Archives, has been sold as part of the Council's property rationalisation and debt reduction strategies. However we may well find ourselves around the corner on the former Bay Street depot site, which is now largely unused because Council services such as streets maintenance are contracted-out. In the meantime, the present temporary accommodation at Dunning Avenue Rosebery has been upgraded to minimise dust problems, by sealing off the dockways and coating the concrete floor. Effective climate control, the most important necessity for the long term health of the archival records, unfortunately remains a wish.

THE UNIVERSITY OF QUEENSLAND, ARCHIVES AND RECORDS MANAGEMENT SERVICES

Correspondent: Glenda Acland

1993 was, as usual, a busy year for Archives and Records Management Services (ARMS). Two areas of strategic concern and activity have been accountability and electronic recordkeeping. Detailed negotiation took place in the area of strategic planning which resulted in a change to the ARMS Strategic Plan and incorporation of the essential components of accountability and recordkeeping into the Strategic Plan for Administrative Information Services, the division of the University's Central Administration to which ARMS is aligned. A return to a full complement of professional staff has facilitated the resumption of the archival program's full range of activities.

There continues to be widespread interest in records management issues throughout the University. This interest has been stimulated by the accountability requirements of the current State Government, particularly by the new Freedom of Information Act and the Judicial Review legislation. As a result, ARMS staff have presented several seminars on records management practices to Faculty and Departmental staff. Requests for direct records management consultancy services continue to grow. Several reviews of departmental records systems have been completed. Unfortunately, the staffing profile of the section does not allow for a more structured program to be developed and each request has to be handled within the limits of existing resources.

The records management system ParlAirs/Concord, which was installed in 1990, continues to support the University's central recordkeeping function. After three years of active use the advanced retrieval and control features of the system have proven efficient in controlling current records management processes. The number of active files established since 1990 is already 60% of the total number created in the previous twenty-five years. This reflects a more active records management environment and better controls over records being generated. It is envisaged that as soon as the functional specifications and programming work are completed, the system will be extended to control Staff files.

The position of Senior Archivist, which has responsibility for the day-to-day management of the University Archives, was filled after a twelve month search for a replacement. With the University Archives now fully staffed, appraisal and sentencing work has recommenced on records in the second series of central administration correspondence files, 1965-1990. A review of all control documentation has commenced as a prerequisite to conversion of the existing electronic control records to a module within ParlAirs. User cases continue to be

a significant part of the Archives' workload with requests ranging from routine genealogical queries to academic research. A primary responsibility remains the provision of a reference and research service to support the administrative activity of the University.

The Freedom of Information Act, which came into effect on 19 November 1992, has had considerable impact on ARMS, and has resulted in the creation of a new section, the FOI Unit. Since the Act came into effect the University has received seventy-one applications for access to documents, the majority of these seeking access to documents containing information related to the applicant's personal affairs. Enquiries by staff (current and former) slightly exceeded those by students (past and present). Applications have arisen for a variety of reasons ranging from unsuccessful tenure and promotion applications, to scholarship applications, examination performance and applications for re-enrolment.

The new, in-house designed database system for the University's Convocation Roll began operating mid year. The details recorded for each graduate have increased both in scope and accuracy. A project has been started to systematically check vital details in migrated records from primary hard copy sources to improve the reliability of information in the database and to progressively add diplomates to the Roll following amendment of the relevant University Statute to extend the privileges of membership of Convocation beyond the traditional degree award holders.

The Vice-Chancellor has established a Committee on the University's Cultural and Scientific Heritage. The terms of reference include establishing an authoritative register of cultural and scientific heritage assets and developing policy for the display and utilisation of these assets together with associated public outreach activities. The University Archivist has been appointed a member of the Committee and the Senior Archivist has been appointed as Committee Secretary.

UNIVERSITY OF TECHNOLOGY, SYDNEY ARCHIVES

Correspondent: Sigrid McCausland

The Archives Branch continues to work with the Records Management Branch to improve records disposal services to users within the University, in particular Faculty Offices. The University Archivist and the Records Manager provided advice on legal, technological and system requirements for a digital imaging system for student records, being introduced for the 1994 academic year.

In our oral history program, the emphasis has recently been on interviews with foundation members of academic staff, several key members of whom have just retired. We have also started a biographical database of details of long-serving senior staff and

Council members. A small exhibition on the construction of the Tower Building (UTS's main landmark) was mounted for Open Day in August and again for a reunion of former New South Wales Institute of Technology staff in October. Fraser Faithfull, the Archives Officer, has been spending time processing the records of the Balmain Teachers' College (later William Balmain Teachers' College), in preparation for their use in writing a history of that institution.

During early 1994, we will be busy preparing to move our records to a larger repository area. We will have a search room adjacent to the repository, at last giving us a chance to offer full reference services to UTS and external researchers. We will also be responding to a review of the University's structure which recommended changing the reporting arrangements for records and archives functions. The recommendations were made without considering the importance of the role of recording and preserving the corporate memory of the University and without taking into account resource needs for our expanding services.

UNIVERSITY OF NEW ENGLAND

Correspondent: Christopher Buckley

The anticipated relocation of the UNE Archives from the main campus to the Newling complex is yet to happen. The library has vacated the selected building so it is now a matter of erecting shelving to place the archival material in a better and more spacious environment.

1993 proved to be a most eventful year for UNE Archives. The University community and local community have become very supportive and the Information Office of UNE has done a great deal of public relations work to let the north of New South Wales know we are doing our best to manage their archival resources. The Archivist is an ex-officio member of the Heritage Committee which is in the process of advertising the position of Director for the Heritage Centre. The Heritage Centre and Archives will be co-located at Newling in an effort to centralise our research resources.

UNE Archives has an additional responsibility in the form of regional repository for the Archives Authority of NSW. In December we were visited by Richard Gore from the Authority as part of his regular role as Collections Services Manager. Richard inspected the proposed relocation site and sat in on a meeting of the Principal's Archives Committee.

The Archivist visited the Northern Rivers Electricity Board in Grafton where the Board wishes to establish an archives and museum. He also visited the Australian Country Music Foundation in Tamworth where the Tamworth City Council has been most generous

in refurbishing one of Tamworth's oldest buildings to present to the ACMF for use as an archives, library and museum.

Many interesting accessions have been received in recent months. One particularly impressive donation was a collection of approximately 200 glass slides from the late 19th century. The slides depict breeds of cattle, horses, sheep and some other forms of livestock. Their value has been acknowledged by the agricultural school of the University as examples of early bloodlines and breed types. In this rural area, the impact is considerable. Our retiring Chancellor, Dr Robertson-Cunninghame, has kindly donated a letter from Wellesly to his great-great-grandfather. Several years after the letter was written, Wellesly became the Duke of Wellington and went on to Waterloo fame.

UNE has recently appointed a new Vice-Chancellor, Professor Bruce Thom. There will have to be a change to the Principal's Archives Committee even if only in name. With a new leader and a new repository, the UNE Archives is in for a very interesting year.