

News Notes

Edited by Helen Yoxall

Adelaide City Archives

Correspondent: Peter Crush

The Adelaide City Archives has, since the middle of 1993, shared with its corporate colleagues a period of unprecedented change within the Corporation. The changes are aimed at reforming the Corporation into a customer oriented, efficiently slim organisation which employs continuous improvement, information technology, and alternative means of service delivery to provide excellent customer services. The Corporation's staff has been reduced by approximately 170, the top executive has been completely changed during 1994, and a new organisation structure is being implemented.

The uncertainty associated with change led to delays in refilling the position of Conservator and in continuing our Oral History Program. These tasks are now being pursued by Conservator, Debra Spoehr (from 17.10.1994), and Oral Historian, Dr Karen Walter (from November 1993).

The launch of the SA Local Government General Disposal Schedule in November 1994 has been a catalyst for the City Archives to engage a temporary Archivist to spearhead the destruction of time-expired intermediate records held in our repositories.

It is hoped that the archival function will benefit from the substantial lift given to the Corporation's computing services by Council's adoption in early 1994 of an IT Strategic Plan.

Archives Office of Tasmania

Correspondent: Ian Pearce

The Archives Office has recently moved its headquarters and public search room. The new address is 77 Murray Street, Hobart. The relocation has given the Office a street-front, street-level access and considerably enlarged and enhanced areas for both public and staff as well as improved security systems. The previous location was particularly inaccessible on the tenth floor of a building which needed two different lift trips to reach.

The considerably increased size of the public search room has provided a much improved working environment for both public and staff. Public opening hours will remain the same for the present, but as we now control our own access from the street it has become possible to consider any variations which might seem appropriate. The move was particularly complicated as, apart from having to move about 2 000 metres of records reusing the same shelving, the relocation was essentially an exchange of areas with another part of the Department to which the Archives Office is attached, with both areas being rebuilt as part of the change.

The relocation of the Archives Office's microfilming and photographic facilities is also in the planning stage and is expected to take place in the next few months, providing a better and more integrated facility than the current scattered locations.

Late 1994 also saw the 'live' implementation of the first module of a computer system which will ultimately combine and integrate all the Archives Office's intellectual and physical records control systems. The system being developed is based on Oracle database software and will initially include data which has been kept in a variety of small databases and word processor files for some years. This has required a considerable investment in data cleansing and modification to ensure that all the linkages built into the system will operate as planned. Although the total system is still very much in a developmental stage the introduction of the first operational module has already involved some significant changes in the Office's work processes.

At present the system contains only series and agency information, and the next phase over the coming few months will be the integration of item level information and the incorporation of the current physical control system. A module for public access to relevant information is also currently under development.

The Archives Office has also been involved over the last few months in working with the Tasmanian Government's Information Strategy Unit on the development of a range of guidelines in the information management area. Once they have been finalised many of these are likely to have a considerable impact on recordkeeping in government agencies.

Australian Archives

Correspondent: Steve Stuckey

Since its last News Notes report of May 1994, the Australian Archives' priorities have been based on its *Strategic Directions* document (16 pp, June 1994), which sets three priority strategies:

- To improve the value of records to government and the community by establishing standards for documentation of government decision-making and promoting effective recordkeeping;
- To direct resources increasingly towards the identification, control, preservation and accessibility of higher value records; and
- To promote wider accessibility and use of the archival resources of Australia.

Electronic records is of continuing importance to progressing the first strategic direction.

Thus in November 1994, the Australian Archives hosted, in Canberra, the 'Playing for Keeps' conference on the management of electronic records. The conference was attended by 400 delegates from throughout Australia and overseas. There were twenty-two speakers, eight of whom were international. Affiliates for the conference were ACA, ASA, ACLIS, Monash University, Attorney-General's Department and the RMAA. The conference papers were issued on disc and published proceedings will soon be available. Secondly, the Director-General has recently issued a booklet *Managing electronic records; a shared responsibility* to senior levels across the Australian Public Service, with a second publication providing more detailed guidance and advice to appear later in 1995.

In relation to documentation standards, the project timeline for their development has been finalised. The Archives has also contributed to related work such as Standards Australia's draft 'Records Management' standard and the Information Exchange Steering Committee's forthcoming publication 'Guidelines for managing electronic documents in the Australian Public Service'.

Critical to the second strategic direction has been the preparation of new arrangements for the custody and storage of temporary value records. The key features of the new arrangements, which will come into effect on 1 July

1995, include a general refusal to accept from agencies any sentenced temporary value records with a retention period of less than thirty years (i.e. a much more flexible 'third parties' policy will apply) and all unevaluated records must be retained in agency custody pending appraisal and sentencing. As for electronic records, unless special circumstances apply, they must be maintained by the controlling agency. Sentenced electronic records in specified circumstances may be transferred to the Archives.

The promotion of wider accessibility is being tackled on several fronts. The Internet for example is being utilised with an 'Archives of Australia' gopher operative since December 1994 and a Web site currently under development. The release of 1964 Cabinet and other records under the '30 year rule' also provided an opportunity in January 1995 to publicise to the wider community an appreciation of the Archives and its holdings. This overriding aim also underpins the work of Public Programs, which covers marketing strategies and standards for the Australian Archives, overall communication strategies and media liaison, publications and exhibitions.

One of its most successful endeavours in the past year has been 'Between Two Words', a touring exhibition about the removal of Aboriginal children of part-descent from their families by the Commonwealth government which has travelled to Alice Springs, Darwin, Adelaide, Perth and Geraldton. It has returned safely from crossing the Nullarbor, escaping the floods, and opens at Dubbo in May 1995. Finally it will be presented at the Museum of Victoria in August. The Archives is also working on a 'Between Two Worlds' publication which will be published by the Institute of Aboriginal Development Press, Alice Springs. It will be a printed record of the text and selected exhibits from the exhibition. It will also include short chapters covering additional material and topics which are only covered briefly in the exhibition: for example, a brief chapter based on Lois O'Donoghue's speech given at the Canberra opening and a more comprehensive treatment of the Link-up organisations.

Australian War Memorial — Research Centre

Correspondent: Carolyn Theodore

Acquisitions

Recent acquisitions of Private Records include an extensive collection of letters written by Major (later General Sir Harry) Chauvel to his mother and sister from South Africa in 1899–1900 and later from Palestine in 1914–18 [PR00492]; the transcripts of the original diaries of Admiral Sir George King-Hall

documenting his time in command of the Australian Squadron, 1911–13 [PR00475]; the mixed papers of War Correspondent C. J. P. Hemery detailing his experiences with the RAAF and later work in the South-West Pacific area, 1942–45 [PR00451] and additional papers of Joan Corrigan, an Australian attached to the United States Army in Brisbane, 1942–45 and later seconded as Historical Editor, US Army in Japan during the 1950s [PR00478].

Recent acquisitions in the Official Records collection include the records of the Official Historians relating to the writing of the official history of Australia's involvement in South-East Asian Conflicts 1948–75. Specifically these are AWM 263, the records of Peter Edwards relating to the two volumes dealing with political, diplomatic, and home front issues *Crises and Commitments* and *A Nation at War*, the latter to be published in 1996–97 and AWM 257, the records of Ian McNeill relating to the two volumes about operations of the Vietnam War, *To Long Tan: The Australian Army and the Vietnam War 1950–1966* and *A Province for a Battlefield: the Australian Army and the Vietnam War 1967–1972*, the latter to be published in 1995 or early 1996.

The past year has been a quieter period than usual for acquisition of new items into the Photographs, Sound and Film collection. This contrasts markedly with the earlier collection of a large number of items, virtually as service personnel landed back in Australia after serving with peacekeeping forces in Somalia and Cambodia. Items were needed for a major exhibition on the peacekeeping role of the services, which was an area in which traditionally the Memorial had collected very little. A large number of interesting images have been added to the collection as the result of this initiative.

Documentation

Printed Records staff have made a concentrated effort this past year with the cataloguing of the Serial Collection onto the Australian Bibliographic Network (ABN). The collection consists of approximately 3 500 titles and by inputting them onto ABN, the Memorial is making them more readily accessible to the wider community through libraries. Most of the serials are older issues and are no longer published. The coverage concentrates mostly on those periods when Australia was involved in war and includes hard copy newspapers. There is also a collection of serials referred to as the Troopship serials. These were produced either on board the transport ships or in the trenches themselves and are mainly from the First World War. They consist of some unique items which have been handwritten and illustrated. These are also being catalogued onto ABN however photocopying of articles or issues (which

is the normal method used when serials cannot be personally accessed) may be restricted. Another interesting feature, especially for the 1914–19 period, is the number of Australian school magazines held. These can be of particular interest to the genealogist as they contain lists of past and present students as well as staff.

Australia Remembers 1945–1995

The Memorial is planning for the increased research demand on its collections caused by the increase in public interest arising from *Australia Remembers — 1945–1995*, a program of the Department of Veterans' Affairs to mark the fiftieth anniversary of the end of the Second World War.

Preservation

Much effort has been spent in conserving images already held in the Photographs, Sound and Film collection, with priority being given to official Australian Government archival material. A project began in mid-1993 of cleaning over 100 000 glass negatives, of all sizes, some of which had not been touched for many years. Most of them document First World War activities. The size of the collection was underestimated at the beginning of the project, and it has taken much longer than expected because of this. At the conclusion of the project all images, bound and unbound, will have been cleaned either manually or by a machine process, re-enveloped and housed in new polypropylene storage boxes according to size, in storage with good temperature and humidity controls.

An interesting form of deterioration in original Second World War nitrate negatives has been observed as the result of a pilot survey undertaken in the section to monitor the condition of these negatives. Most had been duplicated in the course of the preservation program which involved duplicating each negative twice, storing one off-site as a preservation negative, and the second on-site to produce prints for commercial orders. Given that the originals are fifty years old and in some instances were processed and housed in undesirable ways, it is not surprising that some deterioration has occurred. However, its frequency is a cause for concern, and validates the decision to undertake this expensive duplicating program. This program is also about to tackle the duplicating of the acetate negatives produced from the 1940s to the early 1970s, which are also deteriorating, some to the point of self-destructing.

Microfilming

Following the completion last year of an immense five year project to microfilm AWM 4, the Unit War Diaries of the First World War, planning for the microfilming of AWM 52, the Unit War Diaries of the Second World War has commenced. Official Records staff are reviewing the earlier project in order to better plan and control the achievement of this larger project which, like AWM 4, will be funded as a New Policy Proposal. Given that 1995 marks the fiftieth anniversary of the Second World War, it is expected that this new project will be the subject of much attention and publicity.

J S Battye Library of West Australian History

Correspondent: Glenda Oakley

The Battye Library Oral History Unit has recently completed an oral history project funded by the East Perth Redevelopment Authority. East Perth shares a common boundary with the City of Perth and has a long history of residential and industrial use. The Authority is responsible for the redevelopment of the area for residential and recreational purposes, and has set about its task with due sensitivity to its heritage value. Twelve interviews were conducted with long-term residents, members of the Aboriginal community, and others associated with the power station, gasworks, railways, business and industry. Another interview traced the story of an Italian migrant family who ran a shop in East Perth for many years. Interview tapes and transcripts have already been used by people contracted by the Authority to undertake heritage and architectural projects. Copies of the material are held in the Battye Library's Oral History Collection.

Benedictine Community of New Norcia Inc Archives

Correspondent: Wendy Pearce

New Norcia was founded in 1846. The archival records date from before that period to the present day. New Norcia was founded as a mission to the Aboriginal peoples of the area and subsequently became a farm with large pastoral leases and satellite missions, and Abbey Nullius. It had care of people within a 100 mile radius. Two schools for Aboriginals, one for girls and one for boys, two colleges, local businesses, hotel, trading post and roadhouse were gradually built up also.

The archives have been organised over a long period. Historian monks have always been in evidence at New Norcia and each would have their own

collection of records which they were, or had been, researching. As these monks died, the records and their papers would find their way into another monk's possession. Fr. Eugene Perez was the last monk archivist/historian. He died in August 1990 after a long illness. Fr. Eugene arranged to have most of the nineteenth century records microfilmed and he also wrote indices to the filmed correspondence. These have been of great assistance to myself and the researchers.

By the time I arrived Tony James, my predecessor Archivist, Librarian and Museum Curator, had raised the grants and gifts to make three of the original (c.1870s) monastery rooms into an archives repository. The first room is for intermediate records and also doubles as the researchers' and volunteers' workroom. The second room is the archivist's workroom. New Norcia's several thousand photographs and slides are held in this room along with the New Norcia Herbarium, a collection of specimens collected by Fr. William Gimenez in the 1930s. This was located in a back shed for a number of years. One of my first duties was to liaise with Malcolm Trudgen of the West Australian Herbarium concerning the conservation of these specimens. The third room is the strongroom containing most of the records.

Records held include the diaries of Bishops Salvado and Torres; correspondence with Rome, other religious, neighbours, tenants, labourers, prisoners, Governors and government departments; the community chronicle, 1901 to the present; registers of baptisms, marriages, deaths and burials; minutes of meetings; farm, land and building records (twenty-seven of the buildings in New Norcia are listed by the National Trust); photographs; school records; and the Kalumburu Mission archives. The records were written in Spanish until the mid 1950s.

On my arrival as archivist in 1989 I was given a relatively free hand in setting up a retrieval system for the records. I opted for a computerised cataloguing and indexing package developed by the New South Wales Government Records Management Office and Ortex Australia Ltd, named KWOC-IT — Keyword out of context. There are others which are much more efficient now but at the time this appeared the best. It has allowed me to list and search with ease. I am two-thirds of the way through a general listing of the records in the strongroom.

1996 is New Norcia's sesquicentenary. The Archives Research and Publications Committee, which has been meeting since March 1991, has, as part of its brief, the design of opportunities for 1996. At present a *New Norcia Gift Book* is being edited. This will have items taken from the archives on

various topics written in a truthful and easy to read style. It will also include photographs taken from the past 150 years, poems, essays and reminiscences from former students and residents.

The Archives Research and Publications Committee held its first New Norcia Studies Day on 22 November 1992, the second in 1993 and the third in 1994. Number 4 is to be held on 18 November 1995. The papers given are of great interest and most authors have used the New Norcia archives at some stage. The *New Norcia Studies Journal* is a by-product of the New Norcia Studies Days and Numbers 1 and 2 are available for purchase through archives.

I can see the future for the Benedictine Community of the New Norcia Inc archives will be busy.

Charles Sturt University Regional Archives

Correspondent: Don Boadle

The University has reorganised its administration of archives and records.

Following a review of the Archives' functions, and advice from an expert committee chaired by the Melbourne University Archivist, Frank Strahan, it has been decided to give priority to setting and implementing corporate recordkeeping standards and promoting research use of the Regional Archives' collection. The position of Manager, Regional Archives, vacated through the retirement of Alan Ives, has been abolished and two new positions (Director, Archives and Records and Assistant Archivist) established. The recently appointed Director has responsibility for coordinating University records policy and managing the Regional Archives. He also is presiding officer of the new University Records Committee. Its members already have undertaken a records survey, made significant progress on a disposal schedule for administrative records, and begun evaluating records management software with a view to running the selected system across the network between the Albury, Bathurst and Wagga Wagga campuses.

Archives and Secretariat staff have begun clearing a twenty-five year backlog of unappraised University records, most of them from precursor institutions. A disposals program in the Regional Manuscripts and State Archives components of the collection has meanwhile seen the removal of significant quantities of time-expired records and ephemeral printed material. Five thousand metres of shelving have been rebuilt to manufacturer's specifications and a new layout adopted to optimise usage of space in the

first floor repository. Further work on the air-conditioning and enhanced fire protection has been scheduled for the current year.

Publications based on the collection include: Adrian Wells' book *Up and Doing*, a history of the Murray Valley Development League (now the Murray Darling Association); a Special Riverina Issue of the *Journal of the Royal Australian Historical Society*, vol. 80, nos. 3 & 4, December 1994, guest edited by Don Boadle; a Wagga Wagga Spotlight issue of *Locality*, vol. 6, no. 6, Autumn 1994; and Don Boadle's article, 'Critics of Australia's Binary Policy: the Riverina University College Debate' in the *History of Education Review*, vol. 23, no. 2, 1994. John Winterbottom staged an exhibition at Yarrowonga to coincide with the fiftieth anniversary celebrations of the Murray Darling Association. Staff are presently compiling a draft *List of Regional Manuscripts* as a first step towards an updated *Guide to Collections*.

The Regional Archives has a new telephone number (069) 33 2623 and a new facsimile number (069) 25 3992.

Edith Cowan University — Department of Library and Information Science

Correspondent: Karen Anderson

To draw attention to the second anniversary of the Part II *Report of the Royal Commission into the Commercial Activities of Government*, the Archives Studies program organised a conference entitled *Past as Prologue*, in collaboration with the Edith Cowan University's Department of Social Science. Held on 4 November 1994 at the Perth International Hotel, the Conference was a success, attracting considerable interest in the Western Australian media and giving rise to a series of articles and debate in *The West Australian* lasting for some two weeks.

The keynote speaker was Ian Temby QC, formerly of the New South Wales Independent Commission Against Corruption. Other speakers included Barry MacKinnon, former Leader of the Opposition (who worked hard to have the Royal Commission set up); the Hon. Jim McGinty Leader of the Opposition; and the newly appointed Chairperson of the Commission on Government, Jack Gregor, who made his first public speech as Commissioner at the conference. Establishment of the Commission on Government (COG) followed from a recommendation contained in the Part II *Report of the Royal Commission*, namely, that arrangements for government in Western Australia should be with the aim of introducing changes which would decrease the likelihood of a recurrence of WA Inc type problems of the 1980s. The role of

COG is therefore similar to that of EARC in Queensland, which was established following the Fitzgerald Commission.

Three members of the Department of Library and Information Science gave papers: Mark Brogan spoke on the phenomenon of *The Electronic Whiteboard*, Vicky Wilson described the Department's research project on *Public Sector Electronic Recordkeeping* and Karen Anderson gave an overview of the first year of operation of the *Freedom of Information Act*, in a paper entitled *Turning On The Searchlight*. Proceedings from *Past as Prologue* are available from SASTEC (contact Kay Noble on 09 370 6415).

The CD-ROM version of *Electronic Recordkeeping*, a unit in the Graduate Diploma of Science (Archives Studies) was launched on 8 December at a demonstration given by Dr Arshad Omari at Edith Cowan University. The development team for the CD-ROM project consisted of Dr Arshad Omari (software design), David Bearman (content author), Mark Brogan (HTML text conversion and project management), Karen Anderson (project management) and Wendy Duff (CD-ROM testing). The Unit will be available in 1995 to students enrolled in the Graduate Diploma, as well as to those who wish to enrol in the unit to continue their professional education. The CD-ROM will also be available for purchase without enrolment.

Semester One, 1995, will also see the commencement of the Department's Master of Science (Information Science) which gives students a choice of course work or research programs; and our PhD program will begin in 1996.

Also scheduled to commence in 1995 is the University Certificate in Public Sector Records Management. The University Certificate is designed to enhance the standard of recordkeeping practice in government and to provide career opportunities and professional advancement for individuals genuinely interested in pursuing a career in the increasingly important information field. Successful completion of the Certificate will gain students advanced standing should they subsequently enrol in the records management courses offered by the University as part of its formal award structure.

The Certificate consists of eight self-contained packages including videos, lecture notes and worksheets that can be completed anywhere, without the need to be physically present at the University. These units can be used as training packages or staff may wish to enrol with the University and complete the entire course in order to gain a Certificate. Previous qualifications are not required to enrol in the course.

Geelong Historical Records Centre

Correspondent: Norm Houghton

(The following are extracts from the Centre's 1994 Annual Report, the full text of which is available from the Centre.)

The year in review has been one of administrative turbulence and unprecedented collection enrichment consequent to municipal restructure. The fledgling City of Greater Geelong began its restructure of staffing establishments, financial arrangements and office accommodation. Every longstanding system, arrangement, procedure and philosophy was abandoned, every position abolished and every office vacated and rearranged.

The Centre was not affected in a physical sense but every other area was changed. The Committee of Management was restructured when all City of Greater Geelong municipal representatives were dismissed, although two were reappointed when it became obvious the Committee was unworkable in their absence. A proposal was floated to place the Centre under the Regional Library Management but this was not proceeded with and the Centre remained a separate entity as laid down by the Supreme Court Order that established the organisation in 1971.

The Director and staff had their positions abolished and were required to apply for newly defined posts within the Recreation, Cultural and Community Services Directorate of City of Greater Geelong. The title of Director was superseded by that of Coordinator, ultimately settling on that of Archivist. All staff were reappointed following open competition for the positions.

The annual operating budget has been frozen in line with Government policy at the 1993 level and more must be done with less from now on. The Centre has been operating on a static budget for the past three years so this should not be crippling.

Revised budget arrangements saw the financial position improve to the extent that all previous shortfalls are now guaranteed by the amalgamated financial resources of the City of Greater Geelong. The annual trek to eleven municipalities for funds is now over.

A revised management agreement was drafted to reflect the changed situation and legislative requirements. The neighbouring municipalities of Surf Coast, Queenscliffe and Golden Plains agreed to involvement in the management of the Centre and for the most part their financial contributions

include the shortfall previously attributable to non-paying former councils within their boundaries.

During the office rationalisation process the Centre took custody of all the council memorabilia and archival records residing at Drysdale, South Barwon, Newtown, West Geelong, Corio and Geelong City. The memorabilia comprises honour boards, photographs, art works, certificates, items of silverware, regalia, medallions, gavels, plaques, seals, crockery and equipment pieces. Truckloads of records were cleared from strongrooms, basements and office cupboards.

With the combined resources of the region now available the Centre's archivist saw an opportunity for expansion and, following encouragement from the City Commissioners, devised a plan for the Centre to occupy the redundant Geelong Post Office. The Commissioners accepted the plan after rigorous scrutiny and in June purchased the Post Office from Australia Post for \$700 000.

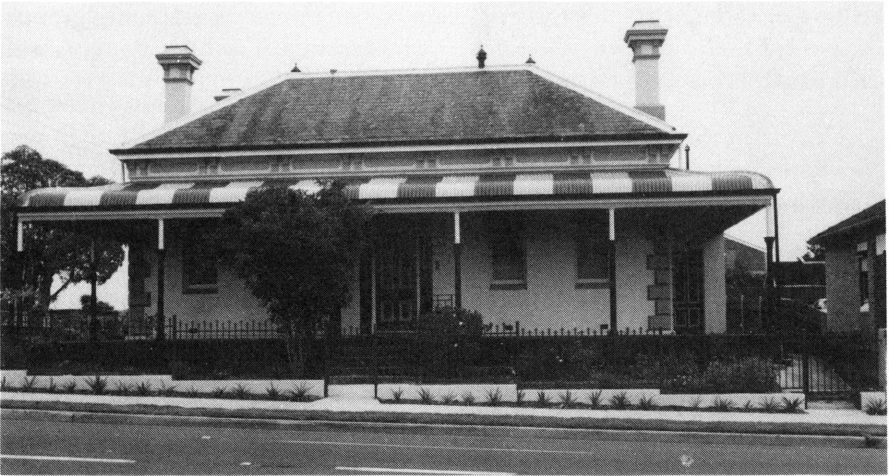
All of the Centre's operations and services in Lt Malop Street will be transferred to the former Post Office to a roomier environment and with additional storage capacity. Some renovations and rehabilitation work is needed in the building and the Centre is not expected to move to the Post Office building until late in 1995.

Hurstville City Council Archives

Correspondents: Margaret Murphy and Gaye Pracy

Early in 1995 the Hurstville City Council opened an Archival and Local Studies Research Centre in a Victorian residence named *Gladwyn*. Situated at 96 Queens Road, Hurstville, *Gladwyn* was built in 1893 and has been classified by the National Trust. The house is in very good condition with most of its original features retained.

The purpose of the Archival and Local Studies Research Centre is to collect and preserve the archival and historical records of Hurstville City Council and the St. George area, with the object of providing access to the records for administrative and research purposes. The Centre houses Hurstville City Library's extensive local studies collection of books, photographs, periodicals, vertical files, oral histories, local newspapers and maps. Client groups are expected to be researchers, students, the local community, Council officers and staff.



*Gladwyn, Hurstville City Council's Archival and Local Studies Research Centre.
(Hurstville Library Local Studies Collection.)*

Before finding a permanent home at *Gladwyn*, Council's archives have had to survive many hazards. For a very long time they had been stored in extremely hazardous conditions in the Council's basement with water pipes running overhead, unsealed concrete floors and no proper ventilation. Mould and insect infestation were a constant problem and no survey or organisation of the records had been attempted. Despite numerous reports to Council over many years, no action was taken. In 1988 and 1992 students from the University of NSW's Archives Administration course completed fieldwork assignments appraising Council's archives and both groups also submitted reports criticising the inadequate storage conditions.

In 1991 a leaking pipe in the basement resulted in the partial damage of over 100 original handwritten volumes of Valuation Books and the saturation of various other records. After fumigation and drying all but three of the volumes were fully recovered. Although at the time this was a terrible disaster, it was, however, the catalyst which led Council to committing funds and staff time to the preservation of their archives.

In May 1994, an archivist was employed to appraise, arrange and describe Council's archives and prepare a guide and any other relevant documentation needed in preparation for the transferral of the archives to the Archival and Local Studies Research Centre. Basic conservation measures such as removing

rusting metal clips, staples and pins were carried out on several series groups. At present there are approximately 100 shelf metres of archival items as well as nearly 400 boxes of records.

Records in the archives date from 1887, the year Hurstville Council was incorporated and include the Minutes of Council (1895–1980); Rates and Valuation List books (1887–1973); Letter Registers (1911–91); Subdivision files (1924–73); and Building Applications (1968–72). The existing microfilming program has been stepped up, so that the Minutes of Council up to 1980 and half of the Valuation List books (1926–39) are now available on microfilm. A priority list has also been drawn up of future microfilming needs. It is hoped to have all types of registers, especially the Subdivision and Building Applications Registers microfilmed in the future.

Mitchell Library, State Library of New South Wales

Correspondent: Arthur Easton

Many existing collections of personal papers have been augmented and enhanced by the presentation of further papers. Recently these have included the drafts of novels and autobiography of author Betty Roland, 1933–92, a large pastel drawing of novelist David Ireland by Sydney artist Paul Delprat, 1992, correspondence of art historian Bernard Smith, 1986–89, drafts of children's writer Dianna Bates' stories, 1977–93, diaries and correspondence of modernist artist and teacher Frank Hinder, 1895–1992, original music on paper and magnetic tape of composer and occasional Dame Nellie Melba accompanist Lindley Evans, 1920–79, and drafts of Jessica Anderson's most recent novel *One of the wattle birds*, together with correspondence with her publisher.

Writers beginning their association with the Library include Thea Walsh, Valerie Parv and Colleen Klein. Thea Walsh won the National Book Council's Banjo award for her first novel, *The story of the year of 1912 in the village of Elza Darzins*, published 1990, and drafts of this and other works, published and unpublished, together with her correspondence have been received. Valerie Parv published her first story in the *Australian Women's Weekly* at the age of fourteen. Since then she has written fifty books, mainly in the romantic fiction genre. Her papers range from her first attempt at imaginative writing, aged nine, to drafts of her books and letters from students of her writing course and fans.

Two donations of the papers of early twentieth century theatrical personalities have been received. Ethel Kelly (1875–1949) toured Australia

and New Zealand for the J. C. Williamson company before retiring to write novels and plays and devote herself to fundraising for charities. Sadie Pepper (1903–94) made her stage debut at the age of ten and toured for the same company for the next twenty years, before retiring to take up hairdressing. Her papers provide a vivid picture of the heyday of vaudeville and pantomime.

Other recently received collections are the records of the Walkley Awards, the journalism prize, from 1962 to the present; the records of the manufacturer James Hardie Group; the records of Ralph Symons Ltd, which led the field in the use of laminated veneers and timbers and was closely involved with Jorn Utzon during the planning of the Sydney Opera House; and a file of passionate letters on the subject of sports addressed to the editor of *The Referee*, a weekly journal which ran from 1886–1939.

Convicted horse thief Mary Reibey wrote to her aunt in England the day after her enforced arrival in Sydney in 1792:

... it looks a pleasant place . . . we shall have one pound of rice a week and 4 pound of Pork besides Greens and other Vegetarbles . . .

Purchased from a London bookseller, the letter is an evocative document and the earliest extant by a convict, demonstrating something of the grit and determination which led her to become, twenty years on, the wealthiest woman in the colony.

Also from London comes a fine pencil sketch of William Bligh drawn by his son-in-law, the artist Henry Aston Barker. Made in 1805 just prior to his leaving England to take up the governorship of New South Wales, the sketch shows a more relaxed Bligh than usually pictured. Australia's earliest photograph so far has come to light in a collection of family papers donated to the Library. Research indicates the daguerreotype of Sydney identity Dr William Bland was made before January 1845 by Sydney's earliest photographer, George Goodman. A complete collection of posters of Harridan Screenprinters, a feminist collective which designed and printed posters for women's and community groups around Sydney between 1969 and 1989 is another recent addition to the pictures collection.

Following negotiations with the Grand Lodge of Ireland Archives in Dublin, we have now received five microfilm reels of masonic records relating to Australia, 1820–90 (mainly for New South Wales and Tasmania). The microfilms should be of value not only for their documentation of the development of freemasonry in colonial Australia, but also for their usefulness in relation to genealogical and social research.

Work continues on the video disc of the 48 000 images from the Australian Photographic Agency, 1954–73, which should be available in 1996 to coincide with a major exhibition of photographs from this collection.

Current exhibitions include *La Dolce Vita?* which draws on the Library's growing archive on Italian migration collected through the Italians in New South Wales Project. This is a joint venture of the State Library and the Italian Historical Society (NSW). The exhibition traces the experiences of ordinary and extraordinary Italian-Australians. Displayed are rare documents of the wartime *Italia Libera* anti-fascist movement, which canvassed for the release of Italian internees during World War Two. The stories of Father Giuseppe La Rosa, founder of *La Fiamma*, now the leading biweekly of the Italian language press, and radio broadcaster Mamma Lena Gustin who became the public voice of the Italian community, also unfold in this exhibition, which runs until July. A guide to the records collected under the Italians in New South Wales Project has been published.

Opening in August and running until February 1996, *The work of art: Australian women writers and artists* examines the struggles, successes and the challenges of making a living through artistic endeavour over nearly 200 years. From nineteenth century natural history illustrator Louisa Atkinson to Anne Zahalka, contemporary portrait photographer, the exhibition focuses on the way women artists and writers have seen themselves and their work and how others have seen them. Manuscripts, diaries and letters of authors Dorothea Mackellar, Ada Holman, Miles Franklin and Elizabeth Jolley will be on display alongside the work of artists Jessie Traill, Ethel Spowers, May Gibbs and Margaret Preston.

Monash University Archives

Correspondent: Ann M. Mitchell

In 1994 the department's old names of Records Administration and, for a short time, Records Management and Archives, were formally supplanted by the more accurate functional descriptor of Records and Archives Services. Much else has occurred in the two years since our last report. The process of change has accelerated rather than diminished and we have had some gratifying success.

Both Student File and Staff File Sections at Clayton Campus were physically removed from their traditional Registry locations during 1993. Although we had not been administratively responsible for student files since April 1991, their new home was not completed until August 1993 and we played host

until then. Earlier in 1993, Personnel Services were also persuaded to take direct control of hard copy staff files as part of the rationalisation of services arising from administrative restructuring. Whilst implementation of this decision also took an unconscionable time, your correspondent was able to plan in anticipation of the release of space within the Registry together with the doubling of a small storage area in the basement of the same building—254 square metres all told, of which about 77 sqm was either extra or converted from other records purposes. These two projects were completed by mid-1994 by which time intense lobbying between October 1993 and April 1994 had resulted in the dedication to the Monash University Archives of most of the basement in a new building nearby (some 235 of 300 sqm). Not surprisingly, repository planning/tendering/supervision dominated much of 1994.

Holdings were transferred from their original 92 sqm home in the Main Library in November 1994. The new facility, fully operational from February 1995, establishes the archives as an independent entity for the first time since foundation in 1978. There is space for readers (also for the first time), for professional staff, and miracle of miracles, sufficient storage expansion capacity to see us through our review phase to which further reference is made below.

At Caulfield Campus the Registry was closed at the end of 1993 and the remaining staff were transferred to other duties at Clayton. The department retains office and archives storage space at Caulfield pending a decision on whether or not to centralise all archival holdings at the archivists' base campus (presently Clayton). There is a strong case for consolidating holdings and expertise at one point—not least because of staffing constraints and the importance of professional dialogue on a continuing basis between departmental archivists. But in a multi-campus environment which includes remote sites, there are equally compelling reasons to preserve regional collections in situ in the interests of their primary users. We cannot centralise in the short term since the storage improvements at Clayton are primarily for known Clayton requirements.

Notable accessions have included:

- * The private papers of Professor R. Taft, 1944–93, Faculty of Education; Professor A. K. McIntyre, 1933–90, foundation Head of the Department of Physiology; and the late Professor R. R. Andrew, 1962–92, foundation Dean of Medicine
- * Photograph collection, Public Affairs Office, c.1960–92

- * Committee papers of predecessor agencies at Caulfield and Frankston Campuses, 1922–90
- * Tapes/cassettes recording a series of lectures by distinguished Spanish botanist, Professor R. Margalef, Visiting Fellow, July-August 1978; and
- * An estray to add to our collection of Monash memorabilia (letter of reference signed by [Capt.] John Monash, 1897.

Ongoing major projects include:

- * Victorian College of Pharmacy [Parkville Campus]
- * Caulfield Campus Library Archives Collection, 1915–91
- * Language Centre Tape Library, c.1973 to date, a large accumulation of mostly non-archival teaching materials (very roughly 14 000 tapes in up to 36 languages); and
- * Private papers of the Hon. T. W. Roper, former MLA for Brunswick and Cabinet member in the Cain/Kirner government for over ten years. The Vice-Chancellor made a special grant to the archives of \$15 000 to enable work on this enormous collection to proceed.

Robin Scott was hired for the Roper Papers soon after she had completed her contribution towards documenting the Caulfield Library Collection in February 1994. This was performed as part of her diploma studies with the academic Department of Librarianship, Archives and Records. Robin was assisted with the Roper Papers by another Monash student for a short time in June. The College of Pharmacy project also benefited from student input—this time from a candidate for the University of Melbourne diploma. We have always valued the contact with students who not only assist with our project work but help keep us up to the mark respecting the currency of our reading and the state-of-the-art generally.

Including Robin's contract position, we now have four experienced archivists in roughly two equivalent full-time positions. With so much work and four archivists, we introduced regular internal professional meetings in July 1994. These meetings have stimulated thought, established goals and helped us to achieve critical project deadlines. They will continue for the foreseeable future.

Towards the end of 1993 it was decided to undertake a complete review of departmental services. The trigger for this decision was recognition by senior management that the central records system did not appear to be responding adequately to changing demands from an increasing number of clients. In

particular, there was dissatisfaction about how the Registry continued to process mail, and about the routine nature of some of the material that is filed. Assumptions were also made about the extent to which the central records system is being by-passed by use of electronic means of communication. In fact, we had abandoned the illusion that we still maintained a comprehensive pre-action system years ago. However, mail handling was altered in response to demand which has lightened the burden on registry clerks and transferred responsibility for the integrity of central files to some individual secretaries. Senior Registry staff also accept that they must adapt to change and spend more time on in-house training including the training of system users.

There is no suggestion that the registry principle should be abandoned in the short-term. Senior administrative officers are too dependent upon the central hard-copy system to make that feasible. Those who require a pre-action service still get it. At the same time investigations are being made into how best to make use of what technology has to offer. During 1994 the University began to implement its Desk Top Information Technology Strategy (DITS) which is intended to facilitate communications universitywide. Fortunately, our CTOS-driven computer network now has a limited shelf life. Thus, the hardware/software to be installed in the new archives repository will be in DITS mode and the archivists will take the lead in helping devise appropriate new recordkeeping strategies.

It will be apparent to readers of this report that our formal review process has been pre-empted in some respects by ongoing administrative, environmental and professional developments all of which took years to plan but came to fruition at about the same time. Whilst there is some way to go particularly with policy, technological and staffing matters, there has been dramatic transformation in the nature of the services provided in recent years.

Monash University Department of Librarianship, Archives and Records

Correspondent: Livia Iacovino

After having ably guided the Department into the Faculty of Computing and Information Technology at the beginning of the year, in December 1994, due to personal reasons, the Head of the Department, Professor John Levett resigned. Sue McKemmish is currently Acting Head of the Department.

As a consequence of the resignation of Professor Levett, and consistent with the normal University policy, the Department was reviewed in November

1994 to clarify the shape of its future over the next five years. The review panel, which included outside experts in librarianship, and in archives and records, endorsed the future directions proposed by the Department, and was generally very supportive of its programs and objectives.

The November 1994 News Note described the Department's involvement in the new Bachelor of Information Management, as well as the current status of our postgraduate programs. Applications for the Bachelor course have been strong. As a result of the additional workload from the new course and staff resignations, we have taken aboard new staff including Barbara Reed, as Senior Lecturer in the graduate programs and the undergraduate course on a three year contract and David Foott, on secondment from the Department of Computer Technology, to coordinate and teach in the Bachelor of Information Management with June Anderson.

The Department is also developing a major sequence of studies in Information Management to be offered in the new Bachelor of Communications program from 1996. This program will be taught through Monash's new Berwick campus.

The November 14-18 *Best Practices seminars on Electronic Recordkeeping Systems and Archival Control*, held in conjunction with the Australian Archives and the University of New South Wales, involved overseas visitors including John McDonald, Director of the Information Management Standards and Practices Division of the National Archives of Canada, Margaret Hedstrom, Chief of State Records Advisory Services at the New York State Archives and Records Administration and Director of its Center for Electronic Records and Michael Cook, University Archivist and Senior Lecturer in Archival Studies at the University of Liverpool, and leading Australian archivists Chris Hurley, David Roberts and Barbara Reed.

Both the seminar and workshop on *Electronic Recordkeeping Systems* included group discussion on experiences of the participants in office system technologies and the consideration of appropriate recordkeeping strategies. What emerged from the seminar and workshop was a vision of the electronic work environment of the future with user interfaces based around functions, activities, work processes and transactions, and ways of integrating recordkeeping into business processes of the electronic office. The seminar on descriptive control, *Archives as Time Machine*, provided a status report on the development of archival descriptive standards in the United States, Canada, United Kingdom, Australia and internationally and also explored issues that had arisen in the earlier workshops on electronic recordkeeping

systems in terms of the place of archival descriptive practices in the new environment and the relevance of international descriptive standards in the post-custodial era.

Two leading North American archival educators, Richard Cox, Assistant Professor, Department of Library Science, University of Pittsburgh and Luciana Duranti, Associate Professor, School of Library, Archival and Information Studies, University of British Columbia, will be on our shores, in June/July, and October respectively. Richard Cox's visit has been organised by the University of New South Wales in conjunction with our Department, the Australian Society of Archivists, Australian Archives, Edith Cowan University and the University of Canberra. Richard Cox will be involved in a series of public lectures on education for information professionals, as well as addresses at ASA Branch meetings, discussions with a range of leading archival institutions and exchanges with staff and students of archives and records courses in Perth, Sydney, Melbourne and Canberra, culminating in his keynote address at the Annual Conference of the Australian Society of Archivists in Canberra in late July.

Luciana Duranti will be in Australia for three weeks in October, visiting the major city centres, and will be involved in seminars on diplomatics and electronic records as evidence.

The Records Continuum: Ian Maclean and Australian Archives First Fifty Years Anniversary, a joint publication of the Department and Australian Archives, was launched in Canberra during the 'Playing for Keeps: An Electronic Records Management Conference', 8–10 November 1994. The publication has been selling well and orders for copies are available by writing to the Department of Librarianship, Archives and Records, Monash University, Clayton, VIC 3168. Make cheques for A\$30.00 including postage, US\$30.00 including postage overseas, payable to 'Monash University'. Our previous departmental publication, *Archival Documents*, is also still available from the Department.

Mortlock Library of South Australiana

Correspondent: Roger Andre

The Archival Services team is currently engaged in the alternately exciting and frustrating task of preparing records for input onto the archival database. The process is a real team effort, with support staff starting the sheets and later keying the records in, the archivists checking and expanding the

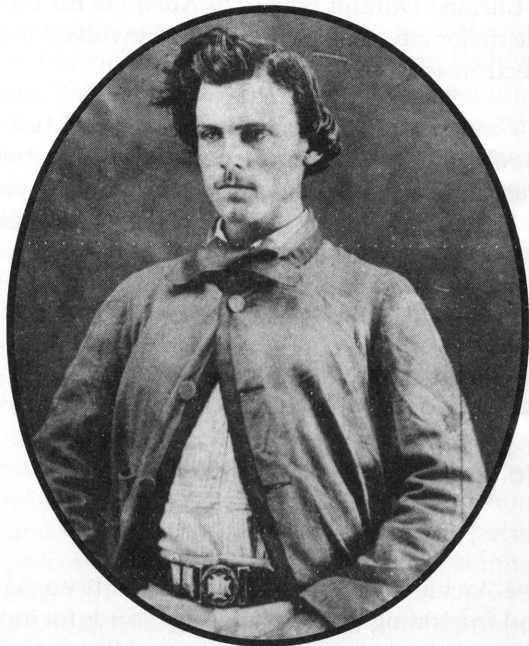
descriptions and checking for accuracy, and other staff proofreading. While it will probably be the end of the year before all records have a brief entry, ninety per cent of the collection should be described on the system within a few months, at which point we will probably 'go live'.

The process is proving to be a voyage of discovery for many of us as we find ourselves checking records we did not realise existed. The brief record that is going onto the system is an improvement on the current manual system where the quality of entries varies considerably and information has to be gathered from several sources. However, it does not yet take full advantage of the possibilities inherent in automation with subject indexing of the records on the agenda for the future.

The paucity of existing indexes becomes apparent when selecting material for exhibitions such as that planned to commemorate the end of the Second World War. The First World War is better documented and related collections continue to be donated. Few could be more poignant than papers of George Robert Harrison, cherished by a disconsolate mother who carved a beautiful

*Young Adventurer.
Stephen King junior at
the time of the McDouall
Stuart Expedition
1861-63.*

*(Mortlock Library of
South Australia PRG
627 item 15.)*



plaque to his memory following his death in action. The School of Hairdressing donated an intriguing collection of papers of Eric Herman Geisler, 1899–1963, a German hairstylist who made good in South Australia. Notable amongst party records were branch records of the Australia Party (remember that?). Fresh sources on exploration came by way of papers of Stephen King junior of the McDouall Stuart Expedition and the Overland Telegraph. King's cousin and fellow expeditioner John Billiatt is represented by several papers bearing on an ill-fated 1870s English settlement in Paraguay: shades of William Lane and Mary Gilmore.

Women's achievement has been the main focus of exhibitions, the most impressive of which was that mounted by Reference Archivist Prue Brooks together with Research Librarian Zaiga Sudrabs to mark the 1994 women's suffrage centenary. This was tactfully supplemented by a display celebrating the talents of the redoubtable senator, Dame Nancy Buttfield.

Another major contribution to the celebration of the Centenary of Women's Suffrage in 1994 was an oral history of women's political activities. Four interviewers were contracted under the supervision of the Oral History Officer Beth Robertson to record twenty-five interviews with three generations of women aged between thirty-four and eighty-nine, resulting in inspiring stories of struggles for social change.

The project included 'clusters' of interviews so that particular areas of activism could be examined in some detail. For instance, rural lobbying was explored through interviews with representatives from the established (but widely misrepresented) organisations Country Women's Association and Women's Agricultural Bureau, as well as with the founder of the fledgling Rural Women for Justice. Women's contribution to the peace movement was also a significant theme. The transcripts include illustrations; photographs lent for copying are invariably a valuable by-product of oral history programs.

The Mortlock Library's pictorial collection has received steady support from the public while, at the behest of a member of the Libraries Board of South Australia, Somerville bequest funds were brought into play to secure an 1849 S.T. Gill of Adelaide's Beehive Corner at Christie's.

An outstanding series of photographs was lent by a relative of the actor Arthur J. (Bert) Bertram. Bertram was born at Peterborough, South Australia in 1893 and died at Long Island, USA aged ninety-nine years. He played the original 'Joe' in *On Our Selection* and was in show business for over fifty years acting in films and on Broadway.

A faded album depicting station hands near Innamincka enjoying 'smoke-ohs', wrestling with huge stacks of raw wool, and using horses to rescue early cars bogged in sand was also lent and an octogenarian born on a station property near Millicent contributed nearly a hundred snapshots, not least of which was a view of an old knitting machine he used in 1932 to knit jumpers for all of his 'mates'; 'I could do one in an evening' he remarked.

With the fiftieth anniversary of the end of the Second World War in sight we are hoping that the public will continue to respond positively and that this topic will receive a boost in 1995.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

The National Library has purchased the manuscript of one of the earliest novels written in Australia, *Ralph Rashleigh*. An outstanding example of the genre of convict novels, *Ralph Rashleigh* was written in about 1845 but remained unknown until the 1920s when the tattered manuscript was presented to the Royal Australian Historical Society. It was first published in London in 1929, but the authorship was a mystery until 1951 when Colin Roderick identified the handwriting as being that of James Tucker. Tucker had been transported for life in 1827 and at the time that he wrote the novel he was storekeeper to the Superintendent at Port Macquarie. *Ralph Rashleigh* has remained in print since 1952 and is a set text in many schools and universities. Very few Australian literary manuscripts of the colonial period have survived and the Library was fortunate to have the opportunity and the means of acquiring such a significant work.

Acquisitions tend to fluctuate, but the six months under review have been quite a fruitful period. Important additions have been made to the Library's holdings of papers of Dame Nellie Melba and Sir John Monash. New collections of contemporary personal papers have been quite varied and have included the aviator 'Scotty' Allan, the conservationists Phillip Toyne and Ian Bayly, the composer Franz Holford, the music critic Kenneth Hince, the broadcaster Ellis Blain, the university administrator Cecil Gibb, the writer and painter Bertram and Lorri Whiting, and the former politician Ken Fry. The writers John Tranter, Anne Summers, Marion Halligan, Jocelynne Scutt and Patricia Clarke have made additions to their collections in the Library.

The Library has been long aware that its housing of folio-sized volumes and documents was less than satisfactory. With the assistance of Preservation Services staff, a project is well under way to transfer all such items to specially

designed boxes and at the same time ensure that they are accurately recorded in finding aids.

Two staff changes should be mentioned. Valerie Helson, who has been on the staff of the Manuscript Section for seventeen years, has been seconded to the ACT Library Service to work on the establishment of an ACT archive and heritage collection. Adrian Cunningham has returned to the Section after a year as acting Executive Officer of the Pacific Manuscripts Bureau. The future of the Bureau remains uncertain, but the position of Executive Officer has been advertised and the PMB will continue to operate in 1995.

National Maritime Museum

Correspondent: Dianne Churchill

Background of the Museum

Plans for the establishment of a national maritime museum in Sydney were announced jointly by the New South Wales and Commonwealth Governments in June 1984.

In 1986 construction began on land provided at Darling Harbour by the New South Wales Government. Soon afterwards staff were recruited to bring together the National Maritime Collection (NMC), including acquired archives, and to plan and develop the inaugural exhibitions. The Museum was opened by Prime Minister R. J. L. Hawke on 29 November 1991.

Prior to December 1990, the Museum operated under the auspices of the Department of Arts, Sport, the Environment, Tourism and Territories. On 20 December 1990 the Museum became a Commonwealth statutory authority established pursuant to the *Australian National Maritime Museum Act 1990*.

Structure of the Museum

The Museum structure consists of the Executive and Secretariat and four branches. Those branches primarily involved in the management of its acquired archives are Collections Management and Museum Programs. The Collections Management Branch comprises four sections: Registration/Photographic Services, Conservation, Fleet and Library Services. These sections maintain, document, conserve, store, transport and install material in the Museum's ownership and custody and maintain library services. The Museum Programs Branch comprises three sections: Curatorial, Design and Visitor Services. These sections develop, design and mount exhibitions, and

generate interpretive programs to enhance visitor experience and understanding. The Corporate Services and Commercial Operations branches provide management and support systems.

The Museum's Acquired Archives

Holdings of acquired archives include the publicity archives of the P&O Group, the papers of yachting journalist Lou d'Alpuget, records and objects assembled by Alan Rice on Australian coastal shipping, records on various maritime themes, records directly connected with museum objects and the papers of people whose lives have been influenced by the sea. Processed holdings occupy approximately forty shelf metres.

Administration

The collection development and collection management roles for acquired archives are chiefly distributed between and funded by the Curatorial and Registration sections. Curatorial activities include appraisal, accessioning and deaccessioning. Registration activities include intellectual and physical control, access, storage and, jointly with the Library, dissemination of information on holdings. The Museum does not have an archivist position. However as an archivist I, by and large, handle the management of acquired archives from the position of Registrar—Information Management and Loans. The Museum also engages contract archivists to provide additional professional services critical to its archival programs.

The Museum's acquired archives have been absolved from the requirements of the *Archives Act 1983*. Hence the matters of preservation, storage, disposal, and the provision of public access are managed by the Museum in accordance with the provisions of the *Australian National Maritime Museum Act 1990* and consistent with its own plans, policies and procedures.

Availability and Use

Archives acquired by the Museum are, for all intents and purposes, outright and unconditional donations. I know of only one item to which access is restricted, as it contains sensitive information about well-known people. Access to acquired archives, provided that they are processed and in sound condition, is provided to approved researchers in our Vaughan Evans Library. Finding aids include accession, provenance and series registers and, where appropriate, item lists. Any reproduction of records is done by authorised Museum staff, subject to access conditions and under the provisions of the *Copyright Act 1968*.

The Library is a user of the Australian Bibliographic Network (ABN) and the Museum will shortly employ this facility to promote exchange of information about its acquired archives. In addition, the Library keeps material to supplement the Museum's acquired archives, as well as finding aids from other archives, libraries and museums.

Currently the Museum's acquired archives are used mainly by staff seeking items for display, researching aspects of Australia's involvement with its waterways and the sea, seeking extrinsic information about objects to include in exhibit labels and publications, and for reproduction as souvenirs. They seem to be significant in equal mixture for their potential for reference or research, and their age, scarcity or connection with some historical object, place, event, agency or person.

Newcastle University Archives

Correspondent: Denis Rowe

During the year 1994 Archives staff responded to some 1 200 inquiries by University staff, students, visitors from other universities and members of the community. Inquiries included requests for records relating to academic and administrative matters and numerous research topics which included biographies of Professor Kelter Hartley (Foundation Professor of French), writer Dymphna Cusack, and the history of the Newcastle Conservatorium of Music (1952-89).

In line with trends over the previous few years a very large quantity of permanent value records was deposited in the Archives during 1994. These records came from the Vice-Chancellor's Unit, from the former University Secretary, Mr P. D. Alexander and other administrative offices; Convocation; Medicine; the late Professor Barry Gordon (Economics); Professor Alan Roberts (Engineering); Education; Geography; Nursing; Physics; Community Programs; University Station 2NUR-FM; the former Department of Metallurgy; TUNRA, and various staff and student associations.

Mr Cyril Green, formerly of the History Department, donated an extensive and invaluable collection of material relating to the history of the former Newcastle Teachers College/CAE/HIHE.

The University's significant collections of research archives were enhanced by the addition of the legal archive of nineteenth century Newcastle coalmasters, James and Alexander Brown, received through the generosity of the law firm Sparke Helmore. Another significant addition was the papers

of the late Bishop Ian Shevill, Ninth Bishop of Newcastle, deposited by the Anglican Diocese of Newcastle.

A University Records and Archives Working Group was formed during the year, and this Group has been involved in forward planning aimed at upgrading the University's existing records systems, and ensuring that University electronic records of permanent value will be identified and retained.

Within the Archives considerable work has been done on finetuning, simplifying and streamlining the Archives and its systems. One of the outcomes at the end of the year was a forty-five per cent increase in staff productivity in processing of archival material.

Noel Butlin Archives Centre

Correspondent: Michael Saclier

I regret to have to begin these paragraphs by recording the loss to the Centre of Maureen Purtell who took early retirement in November 1994. Since 1975 Maureen has been a major part of our operation as Archivist, Senior Archivist and Deputy Archives Officer. Loved and admired by colleagues and clients alike she has gone off to garden at Burradoo and we wish her long growing seasons and plenty of rain.

She leaves a gaping void which would be well nigh impossible to fill even if we were allowed to attempt it. Pressed by budgetary cuts, the powers that be have decreed that we may appoint a temporary archivist for the year while the future of the Centre is decided, particularly as to the appropriateness of its existence within the Research School of Social Sciences. By the time this goes to print the Centre will probably have been reviewed and its fate decreed.

The close of 1994 saw the formal launch of our publication *Parties to the Award* (described by Maureen in the last issue—that's what publication leads you to do) by ACTU President Martin Ferguson on 14 December. The book is selling well.

Raj Jadeja, principal author of *Parties to the Award* has also left us (as of 25 January 1995) to take up a position with a specialist publishing firm in Sydney. We wish him all the best.

Northern Territory Archives Service

Correspondent: Greg Coleman

In September 1994 the NT Archives experienced possibly the archivist's worst nightmare when it was evicted from its home of ten years. The inner Darwin site of the archives repository and main office was sold to its neighbour, Mr Murdoch, for expansion of the local newspaper.

Forced to make some very fast decisions, our friends at the Northern Territory University and at the local Australian Archives office came to the rescue. The office has been relocated to the Myilly Point campus of the University and the archival holdings have been relocated to Australian Archives at suburban Nightcliff. We are particularly grateful to the Australian Archives for stretching its facilities to meet our temporary requirements.

Needless to say, there were many hiccups involved in such a hasty move and things will not be back to normal until we are settled in a permanent home. Fortunately, throughout this episode, the secondary records repository at Winnellie has remained operational so much of our government business has proceeded uninterrupted.

A building design brief prepared by the NT Archives has been cleared by the government, and the process is under way to select from various options a permanent headquarters and archives repository. It is expected that the NT Archives will continue in its temporary locations throughout 1995. All postal and telecommunication contacts remain unchanged.

Public Record Office of Victoria

Correspondent: Ian McFarlane

The Public Record Office currently is the most used archives in Australia. During 1994 it attracted 27 000 visitors. It received 72 000 inquiries, more than all other archives combined (COFSTA).

Current statistics show that the holdings of the Public Record Office are now 58.5 shelf kilometres. Transferred to the Laverton Repository between June and December 1994 was just under one kilometre of archival records, and 0.7km of secondary storage records. Work in progress was 1.8km.

The Search Room at the Office's Ballarat Regional Repository has been enlarged and refurbished. During the last twelve months the number of

visitors has doubled. The expanded facilities were opened at a function attended by seventy people, including politicians, local historians and genealogists. The Search Room (located at the State Offices, corner Doveton and Mair Streets, Ballarat) is now open two-days-a-week, with two staff members available to assist researchers and retrieve records.

An Open Day will be held at the Ballarat Search Room on 2 April 1995, during Victoria's Heritage Week. Talks on resources for research at Ballarat will be available.

The 140th anniversary of the Eureka Stockade was marked in Ballarat by numerous events. Prominent among them was the highly successful *Eureka 140* exhibition, mounted jointly by the Public Record Office and the Ballarat Fine Art Gallery. The Exhibition, by far the largest ever mounted on this subject, was opened on 20 October by former Prime Minister The Hon. E. G. Whitlam. It presented official documents, maps, diaries, weapons, books and memorabilia. The exhibition ran between 20 October and 30 December 1994, and featured the Bakery Hill 'Monster Meeting' poster, the State Trials map exhibit, and other documents from the Public Record Office, together with the Gallery's original Eureka flag.

Other Eureka material was prepared for display in the Office's Ballarat Search Room. This display, concentrating on the prelude to Eureka, is geared for those with a special interest in the State's documentary history, and the Eureka story. After being displayed in the Ballarat Search Room, elements of this display will be combined with *Eureka 140* and tour Victoria.

A by-product of this exhibition was the production of a book *Eureka: from the official records*, illustrated, with index and chronology. The book has 228 pages and will be available in February from the Information Victoria Bookshop and Public Record Office Search Rooms.

The 1985 *List of holdings* has been republished, with a new, comprehensive index. The book has page numbering and other refinements to enhance accessibility to the holdings. Costing \$35, the book is available from the Public Record Office and the Information Victoria Bookshop.

Records Service is currently involved in the documentation and organisation of a number of very large and significant transfers. Agencies include the State Electricity Commission, Directorate of School Education, Department of Health and Community Services (1 187 metres), Melbourne Magistrates Court and Treasury, and the former archives of the State Bank of Victoria and the remainder of the former archives of the City of Melbourne. These transfers are still in preparation and will be progressively completed during 1995.

The State Electricity Commission transfer saw a 'first' for Laverton Repository staff. Repository tendered for the SEC project, off-site (having previously supplied staff for internal processing projects). The bulk of the records comprise general subject correspondence files (1919–71) described by the agency as the 'Old Manual Filing System' complete with index cards, and minutes of Coal Corporation Board meetings. Other records, up to 1992, include financial and personnel records. The recordkeeping system was later upgraded to a barcode system which facilitated the processing of these records. Three people were employed for the project, the records processing part of which was completed in ten weeks, six weeks ahead of schedule.

Between June and December, 25 684 records were requested from the Issues Office. Of these, 25 076 were actually issued. More than 3 500 records requests were from government agencies and hospitals.

Search room visits during the June—December period totalled more than 13 000 visitors, of whom more than 2 000 were first time users.

Several new services were offered for a trial period until mid-1995. These include a toll free number (1800 657 452) for the Office's Laverton Search Room, for Victorian country users. Same day or overnight delivery of records to the City Search Room is available as a priority service, for a small fee. The existing free delivery (next day) service remains and has been extended to five days a week instead of the previous four.

Saturday opening of the Laverton Search Room commenced on 29 October 1994, and attracted a capacity crowd. Most stayed all day. The Search Room will be open on the last Saturday of each month from 9.30am to 4.00pm, until the trial is reviewed in mid-1995.

PRO's Head Office is located on level 3, Rialto South Tower, 525 Collins Street, Melbourne, Victoria 3000. All correspondence should be addressed to PO Box 1156, South Melbourne, Victoria, 3205. The Head Office telephone number is (03) 9628 4555, facsimile (03) 9628 2028.

Department of Information Management and Library Studies, RMIT

Correspondent: Bruce Smith

Following the transfer from the University of Melbourne of the Graduate Diploma in Information Management (Archives & Records) this is our first contribution to News Notes. As many readers will know, the University of Melbourne and RMIT negotiated the amalgamation of their respective

librarianship and archives and records Graduate Diploma offerings on the RMIT site. This change was effective from 1 January 1995.

The RMIT Council has accredited a Graduate Diploma in Information Management (Archives & Records) which is very much like the University of Melbourne course. This revised course accepted twenty-four new students at the beginning of the first semester. Continuing students from the University of Melbourne course will complete their studies at RMIT.

Royal Agricultural Society of NSW Archives

Correspondent: Jo Birkl

While a firm date for the move of the Royal Agricultural Society to Homebush has not yet been set, the Archives is starting to work towards the move. Currently under way is a program to completely document the Showgrounds in Paddington as they currently exist and to identify items of historic interest that must be preserved. The Archives is providing the base for both these activities. The Archives is also making a concerted effort to eliminate its processing backlog and have all its current finding aids on computer with priority being given to the extensive photographic collection.

A new initiative is the cooperative project with the Breed Societies to preserve their vital records by microfilming early minute books and providing a repository for their archival records. While traditionally the RAS has provided an archival service to the Breed Societies this has largely lapsed in current times with changes in the administrative structures and greater independence of the Societies. The new project is intended to provide a more efficient and marketable service to the Breed Societies while continuing the RAS role in preserving the State's agricultural and pastoral heritage.

Currently the Archives is also preparing its exhibits for the Royal Easter Show which this year features the District Exhibits and those who create them. Items from the Archives collection will be combined with material lent and donated by the District Exhibit Societies. We are looking forward to an interesting display.

State Records (South Australia)

Correspondent: Euan Miller

Legislation

Work is well advanced on legislation to replace the Public Records provisions in the *Libraries Act 1982*.

The new State Records Bill will provide the office of State Records with responsibility for effective management of official records and for preserving and providing access to official records of enduring value.

The Bill breaks new ground in Australia by introducing strong records management and transfer requirements on agencies. State Records is empowered with functions to produce standards and to survey agencies to ensure compliance with such standards. Records are to be transferred to State Records at fifteen years and public access is to be provided from twenty years in most instances.

The Bill will be available for an extensive period of public consultation before being introduced into Parliament around April this year.



L-R: Bernadette Bean, State Records; Donna Dunbar, City of Hindmarsh and Woodville; Marie Ryan, City of Unley; Wendy Bowden, City of Prospect; and Elaine MacGlashin, City of Enfield discussing the General Disposal Schedule for Local Government Records.

Whole of Government Records Management System

State Records as lead agency has gone to tender for a records management software package to be mandated across government. This is expected to improve records management substantially in agencies and its standardisation will also reduce the cost of training for records management personnel. All authorised users will be able to have desktop access to the records environment. The software will be required to manage both electronic and paper files. As part of the package standardised records management training will be provided to agencies, probably through TAFE; and best practice standards, drawn up with the authority of the proposed legislation, will be applied.

General Disposal Schedule for Local Government Records

The schedule embracing all local government records in South Australia was developed over a two year period. The mammoth project was led by State Records archivist Bernadette Bean and involved twenty-six metropolitan and country Councils, whose officers provided advice and guidance on the thirteen chapters. A Disposal Schedule Working Party of the Local Government Records Management Group worked in partnership with State Records to coordinate the project throughout the thirty-two meetings held to bring the schedule to fruition.

Training courses in the application of the schedule are being provided for all 119 local authorities in South Australia. The schedule can be purchased from State Records at a cost of \$65.

Recruitment

After years of no growth State Records has begun to recruit archivists to cope with the increase in appraisal and disposal work in agencies as improved records management practices have begun to take effect. The first appointment is Matthew Gordon-Clark who will be addressing some of the 4 000 hours of professional work currently contracted to State Records by agencies. Major appraisals are currently under way in Environment and Natural Resources, Education, Transport and Health.

Westpac Group Archives and Records

Correspondent: Byron Cranstone

Since the downsizing and retrenchments which followed, Westpac Group Archives has had numerous changes, not least of which has been the complete move of the Archives Unit. As of 15 November 1993, Lyn Milton resigned from her position as Chief Archivist of Westpac Group Archives. Recently, she has joined the staff of the Archives Authority of NSW. I have replaced her in the position as Chief Archivist, and my good wishes for her future and thanks for her assistance during the changeover period are extended to her. Thanks also must go to the former much valued staff members Marie Alcorn and Helen Ahern for their good wishes and moral support.

Westpac have signed a contract with Pickfords Records Management for file storage, retrieval, transport and secure destruction of all records generated by Westpac nationally.

As many are aware Westpac Archives have in the recent past been responsible for the storage and retrieval of semicurrent records. The function of the creation of disposal schedules for Westpac records nationally still continues to be the role of the Archives Unit; only the storage, retrieval and secure destruction of Head Office records has been placed with Pickfords Records Management. The Archives itself has been moved to Homebush Bay, and in accordance with the policy adopted by Westpac, the old repository at Pymont has been sold.

Over the last year staff positions have been created and filled by: Joanne Burgess, Senior Archivist (job shared with Rose Docker); Carolyn Beveridge, Archivist (Special Collections); Judy Macarthur, Archivist (Reference and Public Relations); Andrew Littlely, Records Administrator.

A review was conducted in June 1994 into the significance, role and function of the Archives unit, culminating in a visit in July 1994 by Bob Joss, Managing Director and Chief Executive Officer and John Chatterton, Chief General Manager to our new repository at Homebush.

At present new projects for more effective records management of the Corporation are under way, with Archives playing an active role in the management and intellectual control of the records. A broader scope and role for the Archives is envisaged for the future as never before. An exhibition space in the foyer of 60 Martin Place has been set aside for the display of archival material. Other public programs and public relations exercises have been undertaken and will be introduced and supported in the future.