Theory, Practice and Pragmatism: Arrangement and description of personal papers in the Mortlock Library of South Australiana

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All the writers work in the Archival Services Unit within the Mortlock Library of South Australiana. Margaret Southcott was appointed as the Jubilee 150 Archivist at the Mortlock Library in 1985 after completing the graduate diploma course in Archives Administration at the University of New South Wales, and is now Manager of the unit. Roger Andre joined the South Australian Archives in 1982 on completion of the graduate diploma. When the holdings of the South Australian Archives were split between the then Public Record Office of South Australia and the Mortlock Library of South Australiana in 1986 he opted to join the Mortlock Library where he currently holds the position of Senior Archivist. Neil Thomas is an archivist in the Mortlock Library of South Australiana which he joined in 1989. He has a Bachelor of Music degree and graduate diplomas in teaching and library studies. He compiled the Guide to the Sir Donald Bradman Collection for the State Library of South Australia in 1992.

This article looks at how the practice in the Mortlock Library sits with the basic archival theory of respect des fond and original order, and the extent to which practice has been modified, both in light of professional discussion in Australia since 1954 and the expediencies imposed by pragmatism and institutional imperatives. Two case studies then look at the arrangement and description of two record groups in the context of the preceding discussion.

ARCHIVAL THEORY, AS ESPOUSED by Jenkinson and later Schellenberg, has provided the basis for the management of archives in this century. However, the reality of making the theory fit the practice has caused much discussion and debate within the profession and in some case quite radical shifts in thinking and practice. Much of the debate has centred on the management of government records but a survey of Australian archival literature since Schellenberg's visit in 1954 suggests that there are five major topics that apply to the management of non-government archival records (leaving aside the question of whether collecting institutions such as the Mortlock Library are truly archives).¹ The topics so identified are:

- whether the record group system meets the needs of archivists and archives in effectively managing archives;²
- whether it is possible, or even desirable, to arrange personal papers according to the principles of *respect des fonds* and original order,³
- accommodating miscellanea within a record group;⁴
- the relative merits of descriptive finding aids versus subject indexing,⁵
 and
- the wider topic of management of electronic records.⁶

As well as addressing these questions, the article explains the importance of additional specialist skills in making the records accessible.

Introducing the Mortlock Library

The Mortlock Library was created in 1986 by taking the non-government records from the then South Australian Archives and combining them with the South Australian Collection, a discrete collection within the State Library which brought together published materials with a South Australian connection. In so doing South Australia acquired an identifiable focus for South Australian material which parallelled the Australiana collections which are found in all states. The archival collection is managed by the Archival Services Unit within the Library.

The other team in the Mortlock Library administers the published output relating to South Australia. While the two units operate independently, their proximity enables easy transfer of material if it is more appropriately placed in the other collection.

As a branch of the State Library of South Australia the management of the Mortlock collections is subject to the policies and priorities of the institution as a whole. It is not hard to see that a collection administered within a library context, as opposed to a 'pure' archival institution, is subject to different expectations from those whose primary function is the management of government or corporate records. In the case of the State Library, our primary raison d'être is to provide a service to that amorphous entity, the public.

The record group as the basis of arrangement

The Mortlock Library's archival collection consists of the records of many South Australian businesses, non-profit organisations and the personal papers of individuals and families. In many cases the material has come to the Library directly from the creator of the records, but other parts of the collection, particularly older records, have come to us through an unknown number of hands, albeit reasonably well documented in many cases. Material is arranged within record groups under the name of the creating body, with a 'grouping of collections into classes' as suggested by Schellenberg. Thus researchers will find Business Record Groups, Society Record Groups and Private Record Groups which meet the criteria of such a designation—they contain the records created by the day-to-day activity of these organisations. Private Record Groups (PRGs) which contain the papers of more than one individual are perhaps less likely to fully conform. Another category accommodates the single items which more accurately fit the designation of 'manuscript collection'.

Some years ago, just before the split of the private archives from the government records, and at the time when the latter were being converted to Peter Scott's series system, some consideration was given to whether a similar move would be appropriate for the former. The decision was made that no matter how appropriate it was for government records, the record group concept worked well for the Mortlock's records and should be retained. Ten years down the track the rightness of that decision has been confirmed with virtually no records coming into the collection not being able to be accommodated within the record group system. However, Chris Hurley's recent article,9 where he suggests that there is a case for a re-examination of the concept of provenance, raises problems with some personal papers such as those of politicians and other public figures.

Arrangement and description of personal papers

With most records being accommodated in the record group system the use of the series list as the basic finding aid follows logically. Where possible, the archivists adhere to the second archival principle of retaining (or reinstating) original order. This position does not invalidate many of the points made by Graeme Powell in his article where he questioned whether this was possible, and which are often encountered by archivists in the Mortlock Library. ¹⁰

Accommodating ephemera and other odds and ends

However often it is possible to identify series within personal papers, it is also a fact that such records often include material that does not meet the more traditional form. Gerald Fischer's article in 1961¹¹ noted that there were problems in dealing with material he called 'tail enders'. While he considers the solution of the 'the tail-enders [being] . . . quickly dismissed with something like miscellaneous records' less than ideal, it is a practical one. Schellenberg also acknowledged this and suggested that 'other physical types should be arranged in whatever order seems best suited to facilitate their use'. ¹² Given that the nature of the collection is somewhat different from, for example, the University of New South Wales archives, the Mortlock Library has not attempted to set up a separate collection as described by Michael Organ. ¹³ Instead ephemera is either retained within the groups and listed as the archivist feels is most appropriate, or placed in the ephemera collection maintained elsewhere in the Mortlock Library.

Another common problem encountered is the inclusion of large quantities of printed material which may or may not reflect a particular interest. As a matter of policy the Mortlock Library does not keep such material with the group unless there are good reasons to do so, since they are not unique and can absorb an unacceptable amount of limited storage space. Annotated articles would obviously be kept, but newspapers and periodicals with no such distinguishing features, which are also readily available elsewhere will be disposed of, although the finding aid will document the existence of the material with the collection prior to its disposal.

Description versus indexing

There has been some reference over the years to subject indexing, although most articles see this as a secondary, or even peripheral, activity. This has also been the case with the Mortlock's collection although early descriptions of

private records in the South Australian Archives included topical as well as provenance headings in the card catalogue. With the creation of the Mortlock Library, the archivists attempted to maintain a minimal indexing level, not through the series list which remains the primary method of description, but with card entries in an archival catalogue. In this instance the library connection has increased the pressure to provide subject as well as provenance access to the records. Requests for archival material are handled through a single reference point in conjunction with requests for published material, and the State Library is keen to have minimal differences in the way the researchers access both kinds of material.

In the foreseeable future the archival collection will have significantly increased subject access through the automation of its card catalogue.¹⁴

Electronic archives and beyond

Management of electronic records has become one of the major topics in recent years, and although again much of the discussion has been centred on government records, it is also an issue which the Mortlock Library will have to deal with. Adrian Cunningham correctly noted that the potential level of control archivists can exert on electronic records before they are transferred to archival custody is not an option for collecting archives although agreed standards and community education may assist in the longer term. However, the Library already holds a small number of disks for which no hard copy exists and which, at the present moment, cannot be accessed by researchers. They also have not been adequately described.

The following case studies document the arrangement and description of two groups of personal papers in the Mortlock Library which also called upon linguistic and musical skills.

Case Study 1: The Krichauff papers, a German Australian collection

Friedrich Eduard Heinrich Wulf Krichauff was amongst an intellectual elite of German settlers who emigrated to South Australia in the wake of the 1848 revolutions. The papers in question encompass Krichauff's correspondence as a land agent, family correspondence, bundles of receipts, wills and other papers relating to estates evidently administered by Krichauff, letters of naturalisation, land tax returns and reports on some Northern Territory land orders. The papers were donated by a descendant, Mrs Ginty Anderson, after lying mercifully undisturbed in a shed, the Australian equivalent of the

proverbial attic, for some decades. They posed a particular challenge to the archivist with a considerable proportion of papers being in German, so processing was delayed until a German-speaking graduate student, looking for a suitable project, undertook much of the work.

Distinct series, and the order within, were readily discernible, with annual bundles of receipts, business correspondence, letters of naturalisation, letters of administration, wills etc. kept alphabetically, albeit sometimes under a mixture of business names and subject names in the case of receipts. The latter, sometimes dismissed as ephemera, provide useful evidence of Krichauff's membership of the Deutsche Club, the German community's nineteenth century equivalent of the Adelaide Club, the Evangelical Lutheran Bethlehems-Kirche and the Homesteads League and his subscription to various journals, including the *Australischen Zeitung* which enjoyed an essentially middle-class readership. Letters of naturalisation, 1873–1888, probably produced for registration of land titles, while not numerous (there are thirty-six) attest to the origins and calling of some of Krichauff's clients, farmers, gardeners, watchmakers, washerwomen, blacksmiths and brewers amongst them.

Of manuscripts in German, the papers revealed a series of five letters from botanist Ferdinand von Mueller. One, a letter of condolence in which von Mueller recalls being observed by Krichauff's sister picking flowers at the schloss at Husum, confirms a close friendship with Krichauff: 'Mein einzinger Dutzbruder in Australien'. 15

To date no reference has been made elsewhere to letters from von Mueller in the Krichauff papers, although their existence has been documented by the University of Melbourne's 'Correspondence of Ferdinand von Mueller' project. In this case the prominence of the writer dictates the need for a cross-reference. Otherwise, as in the case of bundles of papers relating to the deceased estates of Earl, Leopold, Rietschlerand Schoenberg, the comprehensiveness of papers relating to these individuals, comprising certificates, asset statements, bills of sale and claims, warrant indexing by name of estate. The Library's new archival database has fields for added names, to draw attention to records or manuscripts created by a person other than the one whose name constitutes the provenance of the group, while a field for subject headings allows for significant references found concerning a person in a group or series.

By far the greater incidence of German language manuscripts occurs in Krichauff's correspondence as a land agent, much of it apparently in the

108

baffling Sütterlin script, devised by Ludwig Sütterlin, 1865–1917, and long defunct. The Library was fortunate to enlist the help of one Otto Kieslinger who had been born in Germany prior to the First World War and who proved well able to transcribe the script. A pitfall for the unwary, especially where both a transcriber and translator are involved, is a propensity to produce an easily readable text at the risk of obscuring the character or educational level of the writer. At first Kieslinger could not resist polishing the rough grammar of yeomen farmers. However, once transcribed to modern German, letters were able to be translated or at least summarised. Accordingly it was thought appropriate to describe the series of Krichauff's correspondence as a land agent to item level. A special list of the three hundred or so items is still in the making, indicating where originals are in German.

Although classed as business correspondence, as opposed to personal or family correspondence, occasionally the letters are harrowing in translation. 'I have to inform you that I have to sell', wrote H. Boschert from Lochiel in January 1891. 'Last year everything was ruined by red rust, and this year the locusts have wiped out what the rust left.' 16

By December 1891 things had gone from bad to worse. Forced off the land with his dependent family and unable to meet outstanding commitments, Boschert then wrote from Lobethal:

Because I have rheumatism in both my legs I can't work. So I wanted to ask you sincerely if you would be patient with me. I was in Broken Hill for three months and came down with fever there, since when I haven't earned anything. I am overcome with debt.¹⁷

Some prospered while others found themselves with land 'where not a blade of wheat can grow', 18 or waited for legacies which never materialised. There is evidence that the virtue of patience was exercised on occasion as when Mrs A. Kilian wrote from Palmerston in December 1890: 'I must inform you that our dear son aged 20 years and 8 months died on the 20th November last . . . of Territory Fever . . . nothing on earth could save our dear son; no expense was spared' 19 and asked that arrears in rent to be waived. February the following year found her writing to thank Mrs Krichauff (who evidently held the lease) very sincerely for allowing six months rent.

You will please understand that if I was possibly able to pay I would not ask favours, but times are so very hard it is impossible to make a living now. I would gladly leave the Territory tomorrow if I could half give away the stock...²⁰

If Dorothea Arwolina Sophia Krichauff could be indulgent to a fellow businesswoman in dire straits, she was not one to be walked over. In 1908, four years after her husband's death, she took an action in the Supreme Court to eject John Paterson for cutting down growing trees on land he rented from her at Macclesfield in the Adelaide Hills, the lease being for grazing only. The case is documented in the series of papers in the matter of Krichauff v. Paterson. Very possibly Dorothea was motivated by Friedrich Eduard Krichauff's early commitment to the establishment and replanting of forest reserves which had culminated in his Forestry Act of 1873.

Dorothea Krichauff cited the forest reserves 'due solely to his efforts' when she found herself on the other end of the legal stick in 1916, threatened with confiscation of her investments under War Precautions Regulations. Then in her eighty-second year, she submitted to the Attorney-General a spirited objection to being classed 'a naturalised person of enemy origin', pointing to the fact that her birthplace of Schleswig-Holsteinhad remained Danish for sixteen years after she had left in 1848 and cataloguing Friedrich Eduard Krichauff's contributions to the wellbeing of the state; his twenty-five years in parliament, securing the passage of the Real Property Act, chairmanship of the Central Agricultural Bureau and foundation of the South Australian Volunteer Force. 'We were always highly respected by all who knew us as good citizens and our loyalty undoubted. I may state that I have subscribed £500 to the Commonwealth War Fund' she concluded. Family tradition has it that an exemption was granted.

Given that many of Dorothea Krichauff's compatriots would have protested their loyalty and produced their credentials, the Attorney-General's files no doubt contain similar declarations of genealogical or biographical interest.

Notwithstanding Friedrich Eduard Krichauff's long and distinguished public service, the name of Krichauff was all but wiped off the map when German placenames were replaced in an unprecedented exercise of cultural vandalism under the Nomenclature Act of 1917. The township of Krichauff and Hundred of Krichauff became Beatty, but Krichauff Range in Central Australia survives.

Series relating to the Enemy Property Act and to the estate of Dorothea Krichauff, who died in 1917, round off the collection where the first generation of Krichauffs is concerned. Further series cover some business transactions of Alfred, Eduard and Sophus Krichauff. Accordingly, the papers, sixty-two series in all, span a neat century, 1848 to 1948.

A further cache of Krichauff papers has surprisingly come to light through another descendant and is in the custody of professional historian Dr Pauline Payne who has sought volunteers to arrange and translate them where necessary. This work is incomplete, and while the papers temporarily repose at the Barr Smith Library at the University of Adelaide, the day may come when they are united with the private record group in the Mortlock Library and their original order restored.

Case study 2: The Brenton Langbein Music Collection

The Brenton Langbein Music Collection comprises the private papers, music scores, recordings and books amassed by South Australian-born violinist and conductor the late Brenton Langbein during his musical career. Langbein's ancestor, Joachim Heinrich Gottfried Langbein, from Mecklenberg in Germany, came to South Australia in 1845; Joachim's grandson, James Archibald Langbein established a car dealership and garage business in Gawler, near Adelaide, and was also an accomplished pianist. James and his second wife Juanita Zadow, Brenton's parents, encouraged their son's musical talent which was evident just a few years after he was born in 1928.

The Brenton Langbein Music Collection, with the exception of some family photographs and concert programs, was entirely created or collected outside Australia by Langbein. After graduating with a Bachelor of Music degree from the University of Adelaide Langbein had been a violinist in the Sydney Symphony Orchestra before going to Switzerland in 1951 for further musical studies.

In 1960 he established his own music ensemble Die Kammermusiker Zurich and began a busy career as violin soloist, ensemble leader and conductor in Switzerland, making concert tours throughout Europe, North and South America, South East Asia, Australia and New Zealand. Both Langbein and the group he led enjoyed critical success in the music world. In 1986 Langbein was awarded the Order of Australia and in 1988 the Canton of Zurich conferred on him its highest honour for a musician, the Nageli Medal.

Brenton Langbein died of cancer on 6 June 1993 in Zurich. After his death his sister in South Australia and his colleague John Russell, Artistic Director of the International Barossa Music Festival, realised that Langbein's papers and music collection should be returned to South Australia. It was felt the relationship Langbein himself had established with this State, which he had visited regularly and where he had helped create a successful music festival

should be perpetuated in a collection of his private papers and music which would be accessible to the public. Twenty-seven large cartons of material were packed up from Langbein's flat in Zurich and airfreighted back to Adelaide in 1994.

Initially a home for the collection was envisaged somewhere in the Barossa Valley. This region, home for many of the early German emigrants, had been chosen by Brenton Langbein and John Russell as the venue in 1990 for a musical festival of international reputation. A suitable venue to house the collection was not easy to find there, however. Accordingly, it was decided that the Mortlock Library, as the State's archival repository for the papers of South Australian individuals and families, was the appropriate institution to hold the Brenton Langbein Music Collection.

The Music Collection was donated to the Mortlock Library with one proviso: that its various components—archival documents and original music, printed playing scores, miniature study scores, music reference books, recordings and other items—not be separated from each other but remain as one collection. While satisfying the archival principle that a collection not be split, the incorporation of a large quantity of printed material, gramophone recordings and other non-standard items into the collection makes this record group unusual. Printed material and the like was not catalogued in the conventional library manner. The decision was made by the archivist to designate all the different components of the group as individual series of records, with many of them being described at item level. This involved a group of records totalling over sixteen metres in shelf space.

With the Mortlock archivist supervising, two librarians from the Department of Administrative Services, and later a Jobskills trainee, sorted hundreds of music scores, other printed books, and music recordings. Of these three people, only one had any musical background. The archivist has a music degree and was therefore familiar with terminology and specialist musical knowledge. An Excel spreadsheet was devised to input different aspects of the printed material and recordings (including composers, works for solo violin, ensemble or full orchestra) which could later be sorted according to the categories required by researchers. Here, an order had to be imposed on these series by the archivist.

The series with the greatest archival interest is the 140 subject files. These had been organised into individual folders and labelled by Langbein but were scattered amongst the contents of the cartons. As the archivist worked on the group and became familiar with the material it was possible to discern the

112

different aspects of the files Langbein had kept. The subject files have been arranged by topic and date range. They are very comprehensive, covering nearly fifty years of his career, and reveal he must have thrown very little away. All his music engagements in Europe and overseas, his appointments as a member of staff at the Music Academy, conductor of student orchestras—even his personal timetables to take music classes and lecture notes for his music courses—have survived. A file about his lessons with Maestro Pablo Casals in 1952 and 1955, which is supported in the photograph series of the Collection by pictures of Langbein with Casals, reveals something about the young Australian musician just arrived in Europe. The files also contain Langbein's initial ideas about a music festival in the Barossa Valley in 1989.

Langbein's musical personality and his maturity as a conductor are revealed in the performance indications annotated in his conducting scores and solo violin music, which run to five metres of shelf space. The small series of realia includes the medal and insignia of his Order of Australia and the prestigious Nageli Medal. Something of the artist's private personality comes through in the series of letters he received from family and friends around the world. His autograph book has entries from his teachers at the Elder Conservatorium from 1946, when he was eighteen; even then, it seems, his teachers realised that Brenton Langbein would make a name for himself in the world of music.

Conclusion

The record group system to which the Mortlock Library adheres accommodates private collections such as the Krichauff papers and the Brenton Langbein Collection effectively because the provenance in both cases is clearly established. Accommodating records of more complex organisations, such as religious denominations with their myriad parishes and circuits, schisms, amalgamations and changes in structure present more of a challenge, but such collections are the exception rather than the rule.

It is perhaps more exceptional for collections to have retained an original order for several generations as is the case with the Krichauff papers, and if further papers come into Library custody it should be possible to restore their original order. More often than not the archivist has to impose the order, as has been the case with most elements of the Langbein Collection.

The Langbein Collection with its significant proportion of books, published music scores and recordings presented a challenge to traditional archival practice. While the music scores, most of which bear his annotations showing

his interpretation of the repertoire, would have undoubtedly been retained even without the conditions imposed by the donor, the situation with the recordings and books is less clear. Certainly these items add to the overall picture of the man and his interests, but in most cases this sort of material would not be retained (although a list of material such as this would be kept with the series list so that the information inherent in their association with the other records is not lost).

With both the Langbein Collection and the Krichauff papers the application of specialist skills, musical and linguistic, was essential to ensuring accessibility of the collections.

Given the Library's emphasis on the research value of the collection, subject indexing is being accorded a higher priority than has hitherto been the case. Subject indexing, while giving a researcher direct access to a particular item or group of items, does not enable the relationships between material from the same provenance to be established, a function that is seen as essential from a professional perspective. For this reason subject indexing is seen as supplementing the more traditional finding aids rather than replacing them, with the series list continuing to be the basic finding aid.

Thus, extensive subject indexing of the Langbein Collection will allow researchers to find individuals and organisations associated with Langbein during his career, while the series list will ensure that the links between the various series are maintained. With the Krichauff papers subject indexing will be more selective given the multitude of clients with whom F. E. H. W. Krichauff corresponded or for whom he held documents such as wills. Selective indexing will be undertaken however, depending on the significance of the writer, as with von Mueller, or on the volume of papers in the group relating to a particular person. However, more general subject terms should enable the conscientious researcher to find the material regardless.

Management of electronic records has been identified as one of the major areas of concern to archivists in the future. While it is not yet a major problem for the Mortlock Library, with only four groups out of over 8 000 including records in electronic form, it is recognised that we need to be addressing the problem now. Most of this will happen within the wider library context, where the preservation of digital publications and maps (which are maintained on a central database and only printed on request) is already a matter for concern. At the recent Victorian Association for Library Automation conference held in Melbourne in February this year, keynote speaker Professor Klaus-Dieter Lehmann, head of the German National Library, put forward a case for

libraries to be given legislative powers to ensure the preservation of digital information. He acknowledged, however, that the original form is unlikely to survive, since migration²² is perceived to be the most appropriate way to manage digital records. Of particular concern to archivists is that there are at present no standards or safeguards to ensure the integrity of the information thus migrated. It is obviously an area that will require continued monitoring and input on the part of the archival community.

Endnotes

- 1. Peter Crush, 'Archives and Manuscripts', Australian Society of Archivists 7th Biennial Conference Proceedings, ASA, Hobart, 1989, pp. 82–87.
- 2. Following P. J. Scott's original articles, support for the concept was put forward by Colin Smith in 'A Case for Abandonment of "Respect", Archives and Manuscripts, vol. 14, no. 2, November 1986, pp. 154–68; and 'A Case for Abandonment of "Respect" Part II', Archives and Manuscripts, vol. 15, no. 1, May 1987, pp. 20–28 and later by Cheryl Simes, 'The Record Group is Dead—Long Live the Record Group', Archives and Manuscripts, vol. 20, no. 1, May 1992, pp. 19–24.
- 3. Graeme Powell, 'Archival Principles and the Treatment of Personal Papers', *Archives and Manuscripts*, vol. 6, no. 7, August 1976, pp. 259–68; 'answered' by Chris Hurley, 'Personal Papers and the Treatment of Archival Principles', *Archives and Manuscripts*, vol. 6, no. 8, February 1977, pp. 351–65.
- 4. Schellenberg wrote two articles on the arrangement and description of papers in Archives and Manuscripts, vol. 1, no. 4, August 1957, pp. 1–20 and vol. 1, no. 5, August 1958, pp. 1–19, which covered most aspects, including the treatment of ephemera. Gerald Fischer in 1961 described the problem and solutions used in the South Australian Archives: G. L. Fischer, 'Notes on Descriptive Listing of Historical Materials', Archives and Manuscripts, vol. 2, no. 1, pp. 15–29. More recently Michael Organ looked at the problem of ephemera in 'Ephemera in Archives: What to do?', Archives and Manuscripts, vol. 15, no. 2, November 1987, pp. 105–118.
- Apart from the more general articles such as Schellenberg's mentioned above, the
 question of providing subject access to records was discussed by J. M. Carroll in 'To
 catalogue or not to catalogue: the subject/form catalogue of the Queensland State
 Archives', Archives and Manuscripts, vol. 4, no. 1, November 1969, pp. 8–19.
- 6. A number of articles has appeared in recent times but Adrian Cunningham's 'The Archival Management of Personal Records in Electronic Form: Some Suggestions', Archives and Manuscripts, vol. 22, no. 1, May 1994, pp. 94–105 is probably the most relevant to this discussion.
- 7. Carl Bridge's article 'The Foundation of the South Australian Archives', Archives and Manuscripts, vol. 12, no. 1, May 1984, pp. 29–37, provides interesting background to not only the government records, now administered by State Records, but also the early beginnings of the Mortlock Library's archival collection.
- 8. T. R. Schellenberg, 'Arrangement of Private Papers', Archives and Manuscripts, vol. 1, no. 4, August 1957, p. 7.
- 9. Chris Hurley, 'Problems with Provenance', Archives and Manuscripts, vol. 23, no. 2, November 1995, pp. 234–59.

- 10. Graeme T. Powell, 'Archival Principles and the Treatment of Personal Papers', *Archives and Manuscripts*, vol. 6, no. 7, August 1957, pp. 259–68.
- 11. G. L. Fischer, 'Notes on Descriptive Listing of Historical Material', *Archives and Manuscripts*, vol. 2, no. 1, July 1961, pp. 15–29.
- 12. ibid., pp. 15-29.
- 13. Michael Organ, 'Ephemera in the Archives: What to do?', Archives and Manuscripts, vol. 15, no. 2, November 1987, pp. 105–118.
- 14. The automation of the Archival Services card catalogue and series lists has been a major preoccupation of the team for the last fifteen months. Work on stage one, which has seen the creation of a brief record for every record group, is nearing completion; stages two and three will involve the conversion of the map collection and the indexing and filling out of the existing brief records (not necessarily in that order). Amongst the many advantages offered by the system, the use of subject entries, attached to both provenance and series records, will be an important step in increasing access to the collection.
- 15. Letter, F. von Mueller to F. E. H. W. Krichauff, 15 April 1893. PRG 715/2.
- 16. Letter, H. Boschert to F. E. H. W. Krichauff, 12 January 1891. PRG 715/13/19.
- 17. Letter, H. Boschert to F. E. H. W. Krichauff, 26 December 1891. PRG 715/13/26.
- 18. Letter, K. H. Klinger to F. E. H. W. Krichauff, 24 March 1891. PRG 715/13/190.
- 19. Letter, A. Kilian to F. E. H. W. Krichauff, 1 December 1890. PRG 715/13/177.
- 20. Letter, A. Kilian to F. E. H. W. Krichauff, 10 December 1891. PRG 715/13/178.
- 21. Letter, D. A. S. Krichauff to the Attorney-General, 14 February 1916. PRG 715/42.
- 22. The term migration is the current buzz word for the transfer of information from a technology which is about to be superseded by a newer version. The concern is that while it may preserve the informational content of the record (although at this point in time the integrity of that information cannot be guaranteed) the original format and carrier may not survive. It would appear that the question of whether it is the information only, or also the original form, that constitutes an authentic archival record, and whether information in digital form can perhaps be viewed differently to more traditional information carriers, is a key component of the current debate on digital preservation.