

News Notes

Edited by Helen Yoxall

Archives Authority of New South Wales

Correspondent: Janet Knight

The Records Management Office launched its latest product in December 1995. *Keyword AAA (Accuracy, Accessibility and Accountability)* is the new records management thesaurus of general terms which replaces the *General Administrative Thesaurus (GADM)*. The product was developed in consultation with GADM users and conforms to the International Standard ISO 2788 *Documentation—Guidelines for the Establishment and Development of Monolingual Thesauri*. Interest in, and sales of, the thesaurus are extremely pleasing to date. Further enquiries concerning this product should be directed to the Records Management Office on (02) 237 0120 (e-mail: rmonsw@ozemail.com.au).

Australian Archives/Advisory Council on Australian Archives

Correspondent: Ted Ling

Launch of the Australian Archives Database on the Internet: As foreshadowed in the last issue of *Archives and Manuscripts*, the Australian Archives database on record holdings was launched on the Internet in January 1996. The Australian Archives is the first national archives to load descriptive information about its total holdings on the Net.

1965 Cabinet Records: The public release of 1965 Cabinet records was covered widely by newspapers and electronic media, following the embargoed release of the records to accredited journalists on 11 December. A media kit and a media briefing, which included a half hour briefing about the historical context of 1965, were well received by journalists.

Teachers Resource Book: The Australian Archives has produced a resource book for secondary school teachers on the theme of *Celebrations in our History*.

The kit includes facsimiles of records from the Australian Archives and is designed to encourage teachers and their students to use original records when they participate in the inaugural National History Challenge.

The program launched in November 1995 is a joint initiative of the Australian Broadcasting Corporation, the Australian Historical Teachers' Association, the Department of Employment, Education and Training and the national cultural institutions including the Australian Archives. It aims to foster renewed enthusiasm in school students for the learning of history. The theme for the 1996 challenge is *Celebrations*.

Inside the War Cabinet: Last December saw the publication of the book *Inside the War Cabinet* by Dr David Horner. The book is based on Australian Archives holdings and includes a guide to records of World War II held by the Archives. The project was a joint production between the Archives and publishers Allen and Unwin.

Exhibitions Program: The exhibition *Selling a Dream: Promoting Australia to Postwar Migrants* was opened at the Australian Archives Gallery in the Old Parliament House on 28 November 1995 by Annita Keating.

The exhibition *John Curtin, A Man of Peace, A Time of War* was opened by the Premier of New South Wales, Bob Carr, at the Newcastle Regional Museum on 28 November 1995. The graphic design for the exhibition's brochure and other associated material won second prize at the 1995 Museum Publication Design Award.

The partially refurbished *Custom House* in Hobart was reopened to the public in November 1995 under the auspices of the Tasmanian Museum and Art Gallery. It includes a permanent display of Australian Archives records relating to the building and to the customs function.

Records Management Standard: The Australian Archives has for some time been a member of Standards Australia Records Management committee IT21. As a result of the deliberations of this committee a Records Management standard (AS4390) was published in February 1996.

Advisory Council on Australian Archives: Two new members—Ron McLeod and Susan Pascoe—were appointed to the Council in November 1995. Ron McLeod is the Inspector-General of Intelligence and Security in Canberra and Susan Pascoe is the Coordinating Chairperson (Policy) of the Catholic Education Office in Melbourne.

At its meeting in November 1995, members were addressed by the Australian Statistician, Bill McLennan, and discussed a number of issues concerning the disposal of name related census returns. The meeting was also attended by the Director of the National Film and Sound Archive, Ron Brent, who reported on matters involving the preservation of audiovisual records.

Following the deliberations of its Freedom of Information subcommittee Council lodged a submission with the Law Reform Commission addressing matters raised in the Commission's Discussion Paper 59 on Freedom of Information.

Australian War Memorial — Research Centre

Correspondent: Carolyn Theodore

Printed and Written Records: Notable acquisitions in the Private Records collection include PR00646, the research papers of Group Captain G. Dick, OBE compiled during his writing of the unit history of 30 Squadron RAAF entitled 'Beaughtfighters over New Guinea: No. 30 Squadron, 1942-43' and MSS1601, David Horner's manuscript of 'The Gunners: A History of the Australian Artillery'. A guide to the papers of Major General Leslie Ellis Beavis, CB, CBE, DSO, PR91/009, has been produced recently.

The analysis of the special collections is progressing well. Special collections comprise post cards, aerial photographs, maps and charts, news clippings, philately, souvenirs, sheet music, cigarette and trade cards, Christmas cards, and architectural drawings. It is expected that the results of this survey will help in planning the documentation and management of these rich collections.

Official Records is currently preparing Headquarters Class 1/ records of AWM 52, 2nd AIF and CMF unit war diaries, 1939-45 War for microfilming as a New Policy Proposal. This involves conservation and curatorial work and the preparation of specifications for the microfilming process. Access examination has been completed on AWM 85 Australian Army unit war diaries, Korea. AWM 266, Australian Naval Force (ANF) Engagement and Service Records, 1903-1911, the most recently documented series, has been given 'open' access status. Work is progressing on the arrangement, description, and rehousing of AWM 80, Department of Information broadcast transcripts and press releases. The development of a documentation, access, and conservation plan for the collection housed at Treloar A at Mitchell is a

priority. These records are entering the open period and are increasingly requested for public access. In particular, records created during 1965 and in the years following, are expected to be requested by people interested in researching Australia's involvement in Vietnam.

Photographs, Sound and Film: A great achievement in early 1996 was the completion of the huge task of cleaning the Memorial's collection of photographs on glass. Over 90 000 items, comprising lantern slides, quarter, half and whole plate glass negatives and transparencies were cleaned, rehoused in archival standard enclosures and moved to a temperature and humidity controlled storage area. New cabinets with roll-out drawers were purchased to house lantern slides, which had previously been shelved on open steel shelving or in their original wooden boxes. The labour for this task was provided over two years under a Commonwealth Government initiative known as the LEAP scheme, providing training and employment opportunities for young people. Several of our 'LEAPers' have since gone on to further study, become permanent employees in the Commonwealth Public Service, or found jobs available to them because of the new skills they gained.

Work by Information Technology staff has resulted in the conversion of the 160 000 photographic images held in analog form to digital form, to be incorporated in a new OPAC available to the public in early 1996. Acquisition continues at the rate of about 2 000 new privately donated images per year. This program runs in tandem with a program to conserve and duplicate official Commonwealth records, mainly photographs taken in the Korean and Vietnam wars, as last year the duplication of Second World War images was completed.

Charles Sturt University Regional Archives

Correspondent: Don Boadle

Archives staff have continued to make significant progress in collection management and promotion of research use of the collection, though the development and implementation of a University-wide records management policy has proved more difficult than initially anticipated.

The newly created Assistant Archivist's position has been filled through the appointment of James Logan; whilst the DEET funded New Work Opportunities Scheme has provided us with five additional staff who

undertook our first full stocktake since 1973. It confirmed that approximately half our accessions are either unprocessed or inadequately processed.

We have now developed an electronic accessions register, and completed the arrangement and description of some of our largest unprocessed accessions, among them the records of the Finley engineering firm, J. T. Close & Co., the Hay solicitors, J. Macneill Simpson & Co., and the Barellan and Albury solicitors, Matthews & Dangar. Recent accessions include the records of the Letona Cooperative Society Ltd, Adelaide office records of the Murray Darling Association (formerly the Murray Valley Development League), and records from Cooinbil Station.

Special funding has allowed us to renew the Archive's telephone exchange, upgrade the air-conditioning control equipment, and install an integrated fire protection system based on Vesda air sampling detectors. With assistance from the Division of University Properties, we have funded major conservation work on a number of large panoramic landscape photographs of high regional significance.

Edith Cowan University — Department of Library and Information Science

Correspondent: Mark Brogan

Congratulations to Lynette Johnson of Alice Springs, who is the first graduand of the Graduate Diploma of Science (Archives Studies). Lyn did her practicum during Semester 2, 1995 in Darwin, supervised by Linda Bell of the Northern Territory Archives Service, who provided a challenging arrangement and description project which allowed Lyn to put into practice the theory and methodology she had studied. We would like to offer our thanks to Linda for undertaking the supervision of our first external student on practicum.

Commission on Government: In October, the Commission on Government held formal hearings and received written submissions in regard to Specified Matter 9 of its terms of reference which required it to enquire into 'the terms that would be appropriate for legislation to establish a separate and independent archives authority for the State'. Department members Vicky Wilson and Mark Brogan made submissions to the Commission. On 6 December the Commission released its Report No. 2 containing its findings in relation to Specified Matter No. 9. This report contains the most extensive and thorough investigation of the delivery of archives and records

management services to the Western Australian Government yet undertaken and is recommended reading. The Commission made twenty-five recommendations including that:

- a new Public Records Act be enacted providing for the management of public records at all stages for their evidentiary, historical and cultural attributes; and
- that a new Public Records Authority be established headed by a Commissioner for Public Records reporting to Parliament.

In December, an Archives and Records Home Page for ECU students became operational on World Wide Web. The Page brings together curriculum, Internet and other resources likely to be useful to students enrolled in archives and records management studies at ECU. If you have a web browser such as Mosaic or Netscape, enter the following URL to access this page:

<http://liswww.fste.ac.cowan.edu.au/archives/>

Concurrently, an Archival Educators Home Page also became operational. This page is an initiative taken at the Archival Educators' Forum at Canberra, July 26, 1995 and exists to:

- promote innovation in archival education;
- introduce the community of archivists to the work of educators and their students; and
- provide access to select curriculum materials and other resources likely to be of interest to the archival community.

This page can be accessed from Archives and Records or by entering the following URL:

<http://liswww.ftse.ac.cowan.edu.au/archives/arced/>

On 21 November Archives Studies received a Quality Assurance Grant to fund further conversion of Graduate Diploma students to CD-ROM/Internet delivery mode. The first of these new units will be available in Semester 2, 1996.

Proposal for a Masters program which will articulate with the GDSAS: We are working on developing a stream in the Department's external Master's

program for those interested in further study in archives and records management. The aim is to have the program available externally in 1997.

J. S. Battye Library of Western Australian History

Correspondent: Glenda Oakley

There have been many changes in the Battye Library since March 1995.

From 1 July the Battye Library is an administrative program in its own right. It is responsible for the delivery of the Western Australian Documentary Heritage Collections and Information Services Program of the Library and Information Service of Western Australia. The former Reference and Information Service program has been divided into the Battye Library and the State Reference Library. Infolink: Government and Community Information Service Branch has been integrated into the Battye Library, as the data collected by this Branch is all about Western Australia. Private Archives have also become the responsibility of the Battye Library, and the State Archives of Western Australia has been renamed the Public Records Office.

The reconstructed Battye Library Program is headed by a new Director, Lennie McCall who has been a strategic manager and policy developer for LISWA for more than thirteen years. Her appointment brings management experience with a background in senior positions from the corporate services areas and in delivering library and information services with local government authorities.

Ms McCall is an Associate of the Australian Library and Information Association and an Associate Fellow of the Australian Institute of Management. With a strong interest in the field of cultural heritage, Ms McCall is a Vice President and Councillor of the Royal Western Australian Historical Society and has served as a Councillor of the National Trust of Australia (WA) for a number of years.

The Private Archives functions are currently being serviced by the Public Records Office. These functions will be transferred to Battye Library during 1996. The Archivist in charge of the transfer is Jen Ford who may be contacted at the Battye Library.

Gerard Foley has taken up his appointment as State Film Archivist. Mr Foley has previously been Librarian in charge of the Serials Collection. He is

Convener of the Australian Society of Archivists (WA Branch) and the Society's representative on the Cultural Heritage Bodies Group.

Rhonda Jamieson, Coordinator of the Oral History Unit since January 1989, has been appointed Manager, Preservation Services Branch of LISWA. The post of Coordinator is currently not filled; enquiries should be directed to Heather Campbell who is Acting Coordinator at the Oral History Unit.

Patricia Allen has resigned after seven years as Manager, Batty Library and seventeen years with the Library and Information Service of Western Australia. Trish has always been fiercely devoted to the Batty Library as the collection of Westraliana and the provider of information relating to Western Australia. We are assured of her continued support in retirement.

Mitchell Library, State Library of New South Wales

Correspondent: Arthur Easton

The phones ran hot in the Manuscripts Section last Christmas after the *Sydney Morning Herald* ran a short item on its front page entreating their readers to donate their Christmas letters to the library. These are letters sent between friends and relatives which enable them to catch up on, and have a record of, the passing year's events; the longest run of letters covers thirty-one years.

Most collections, however, have been received in the usual ways over the last six months. Among the noteworthy are the papers of film maker Patricia Lovell (*Picnic at Hanging Rock, Gallipoli, Monkey Grip*), poet Martin Johnston, historian Sandy Yarwood, radio and television script writer Barbara Vernon (*Bellbird, Certain Women*), children's book author Nuri Mass, photographer David Moore, writer Suzanne Falkiner, and Alan Close, whose detective work resulted in his book *The Australian love letters of Raymond Chandler*.

Newly processed collections include the extensive papers of Frank Austin 'Paddy' Pallin, whose diaries of bush walks cover almost sixty years; correspondence of artist Lloyd Rees, with notes for his volumes of memoirs; research papers of church musicologist Gerry Almond; and papers of Fiona McGregor, including drafts of her stories and correspondence.

Significant additions to collections already processed have come with the papers of John Henry 'Jack' Fingleton, Australian cricketer 1932-38 and later political and sports journalist; letters to Jessica Anderson from her publishers; and correspondence and drafts of Gillian Mears' work.

Written under such pseudonyms as The Glowworm, Squatter, Sceptic, Brent of Bin Bin and Punica Granatum, as well as her own name, drafts of short stories, plays and novels of Miles Franklin have recently been acquired. These include *All that swagger* and *My career goes bung* and complement our large holdings of her papers bequeathed to the library in 1954.

The second Nancy Keesing fellowship, awarded to encourage the use of the library for original research into any aspect of Australian life and culture, has been won by architect Jennifer Hill. She has been working towards broadening access to our architectural archives and increasing familiarity among architects of its significance.

Monash University Department of Librarianship, Archives and Records

Correspondent: Livia Iacovino

The Department is pleased to announce two staff promotions. Sue McKemmish, currently acting Head of the Department has been promoted to Associate Professor, and Frank Upward has been promoted to Senior Lecturer. The position of Head of the Department has been advertised and we anticipate a new appointment in the middle of the year. Dr Brian McMullin, who is a Reader in the Department within the Librarianship program, was recently elected a Fellow of the Australian Academy of Humanities in recognition of his research achievements over a number of years.

The Department has continued to diversify its course offerings. From 1995, it introduced its multidisciplinary undergraduate degree in information management, and diversified its postgraduate offerings to include Masters by coursework, a mix of coursework and research, and research alone. This year a new double degree BA/BIM will be offered. The Department has continued offering its postgraduate diploma and PhD, as well as its continuing education programs in archives and records management. Single subjects may currently be taken from the Graduate Diploma or Masters by coursework options on a 'not for credit' basis, with the possibility of retrospective conversion at a later date to take out a degree. There are also plans for offering a Masters by coursework in archives and records management in 1997 via distance education.

The flexibility and range of course offerings in 1996 alone include two 5-day intensive management programs. *Managing the Records Continuum*, offered in June/July will be presented by David Bearman of Archives and Museum Informatics, and Sue McKemmish, Barbara Reed and Frank Upward

from the Department. *Preserving the Memory*, offered in September will be presented by Ross Harvey a former staff member and author of *Preservation in Libraries*, and Jeavons Baillie, of the State Library of Victoria. The programs will be available as modules in Monash's postgraduate diploma and masters program in archives and records management and librarianship, or as a continuing education option.

The success of the Department rests not only on its research and teaching achievements but also on producing vocationally prepared graduates. Our fieldwork program for the first year of the MA/Graduate Diploma in Archives and Records Management has provided excellent grounding in workplace opportunities in the recordkeeping profession. In addition we have been particularly gratified with the strong offers of employment Australia-wide for our graduate students. We have been in the happy position of having to tell prospective employers that all our recent graduates have been employed.

Marjory Holt's thesis 'Managing the Disposal of Victorian State Secondary School Records' was recently passed. Her research involved extensive liaison with the Directorate of Schools and the Public Record Office.

In October/November of last year Sue McKemmish toured North America to investigate the archival education scene there and to share with North American colleagues information about the Monash model of archives and records management education. Sue visited the University of British Columbia, the University of Manitoba and the Provincial Archives of Manitoba, the National Archives of Canada, the University of Toronto, the University of Massachusetts and MIT, the University of Maryland and the US National Archives, the University of Pittsburgh and the University of Michigan.

At the same time as Sue was representing the Department in North America, another overseas visitor had reached our shores from North America. Luciana Duranti, Professor of Archival Studies at the University of British Columbia, visited Sydney, Melbourne and Canberra by arrangement with the Australian Society of Archivists, the University of New South Wales and Monash University. While in Melbourne, she presented a seminar and a workshop in conjunction with Monash University and reported on a research project being undertaken at the University of British Columbia which is examining the preservation and integrity of electronic records.

Professor Duranti's workshop on Diplomats at Monash was an opportunity to hear from an expert in an area which provides an organised

body of knowledge about the characteristics of records and is considered an essential component of archival education for European archivists. Luciana Duranti also participated together with Glenda Acland, University Archivist and Coordinator, Records Management, University of Queensland and Frank Upward, in a seminar entitled 'Archives as Place', which provided a forum for the presentation of papers and discussion on the function and purpose of archives as a place where records remain uncorrupted, and their authenticity can be guaranteed. Acland and Upward considered how 'place' figures in the records continuum approach.

Mortlock Library of South Australiana

Correspondent: Roger Andre

Oral History Officer Beth Robertson is revisiting the 1960s as she begins processing a substantial sound archive accumulated by the State Library of South Australia's former Research Service from 1961 to 1972. The tape collection was an initiative of the Principal Librarian of the day, H. C. Brideson. It encompasses recordings produced by Library staff of public events, most notably the Writers' Week sessions of the six Adelaide Festivals of Arts between 1962 and 1972, as well as recordings made by researchers on equipment lent by the Library. Public use copies of the material are being produced to make this valuable collection generally accessible for the first time.

Also accessible following a great deal of sorting, is a mountain of photographs from Messenger Press, while Pictorial Curator Barbara Holbourn is now indexing the voluminous Searcy Collection c1890–1925, originally assembled with some emphasis on maritime photographs.

An incidence of survival rather than loss for once will gladden the hearts of those interested in aviation. Papers of Air Vice-Marshal A. E. ('Biffy') Borton, recorded by the Smith brothers' biographer Archibald Grenfell Price as having been destroyed, have in fact survived to be processed by archivist Neil Thomas. Including four historically valuable letters 1919–1920 by Ross Smith, the Borton papers surfaced at auction in London in 1994, having been consigned by a grandson of the family who had bought Borton's ancestral estate in Kent. In something of a coup for the Mortlock Library, Sara Joynes successfully bid at Phillips'.

More recent acquisitions have included a letterbook 1909–1910 of A. H. Landseer Limited, owners of river steamers, and a watercolour by one

of South Australia's finest contemporary artists, John Dowie. The scene is of Adelaide's 1886 Exhibition Building on the eve of demolition in the 1960s.

A small collection of records of the Save Our Sons Movement 1966–1972, comprehensive records of the South Australian Employers' Federation 1869–1889, the Independent Schools Board 1920–1993 and the ailing Victoria League for Commonwealth Friendship 1915–1979, have featured amongst donations. In addition, papers relating to the Ellis Cafes, which operated from 1910 to 1948 when a disastrous fire resulted in the deaths of five employees, document a vanished era of dining out customs.

Archival collections are benefiting from the volunteer recruitment program embarked upon by the State Library of South Australia à la State Library of New South Wales following clearance from staff and the Public Service Association. Compilation of administrative histories, listing of legal dockets 1839–1900 and translation of letters 1854–1915 from Mendrisio (Mantegani papers) are amongst volunteer projects underway.

Museum of Applied Arts and Sciences

Correspondent: Helen Yoxall

In December 1995 the Museum vacated the old Technological Museum building in Harris Street, Ultimo which it had occupied since 1893. The building, which has been used as offices for curatorial, design and conservation staff since the opening of the Powerhouse complex in the 1980s, was handed over to the Sydney Institute of Technology. The move kept Archives busy for some months with appraisal of records and with public relations activities surrounding the handover. Archives also initiated a photo documentation project of the building—its architecture, fittings, work areas and staff.

Peter Arfanis resigned as Assistant Archivist in July 1995 to take up a two year voluntary placement by Australia's Overseas Services Bureau at the National Archives of Cambodia. The Assistant's position was vacant for six months because of a staff freeze and has recently been filled by Sue Davidson. Conservator James Elwing has conducted a conservation needs survey of the archives and his appointment has been extended to begin work on some of the identified problems.

A significant private archives recently acquired by the Museum is that of F. T. Wimble & Co., the makers of the first printing ink in Australia (1866)

and major importers of printing machinery. Thirty printing and bookbinding machines (including the first ink mill) from the now disbanded Wembley Museum of printing, formerly at Rydalmere were also acquired.

The papers of dress designer Linda Jackson have been acquired including hundreds of original designs on paper and videos of the Flamingo Follies parades which were so much a part of the creative life of Sydney in the 1970s. A major exhibition on Linda Jackson and Jenny Kee's Flamingo Park collaboration is planned.

Recently processed collections include those of textile designer Gerard Herbst, graphic designer Douglas Annand, furniture designer Derek Wrigley, craft adviser Mary White, fashion photographer Henry Talbot, Automatic Totalisator Limited and Waddell's Ashfield Garage. Two collections of British origin—the Chinnery family papers (which include papers of the noted Italian violinist Giovanni Battista Viotti) and the records of Joseph Box, court shoemaker—have been processed and reported to the Royal Commission on Historical Manuscripts, London.

Recent museum exhibitions have drawn heavily on the archives. *Gordon Andrews: a designer's life* was a major retrospective of Andrew's achievement in all areas of design, including the work for which he is most famous—the design of the 1966 decimal currency notes. *Flying High Down Under* features the papers of aeronautical pioneer Lawrence Hargrave and aviators Lores Bonney and Arthur Butler.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

Among the more unusual acquisitions in the last six months was an affectionate letter written by Charles Dickens to his son Alfred Dickens in Australia in 1870. Dickens referred to Edward Dickens, who had also emigrated to Australia, and said that he realised that both brothers aspired to 'the first positions in the Colony'. It is a poignant letter, as within three weeks Charles Dickens was dead.

Modern collections acquired by the National Library have included the papers of Dame Pattie Menzies, the Labor politician Fred Daly, the legal authority Geoffrey Sawer, the conservationist John Sinclair, and the sculptor Guy Boyd. Harold Stewart, the poet who is perhaps best known as one of the perpetrators of the Ern Malley hoax, bequeathed his manuscripts and papers

to the Library. Another major acquisition was the papers of E. W. P. Chinnery, an anthropologist and official who had a long career in Papua New Guinea and also the Northern Territory. The writers Geoffrey Dutton and David Williamson and the politician Frederick Osborne have made substantial additions to their collections. Among organisational archives transferred were the records of the Australian National Playwrights Association and the Australian Council for Overseas Aid.

A major initiative in the National Library in the last year has been the creation and development of a server on the World Wide Web. So far 130 guides and finding aids to manuscript collections in the Library have been mounted on the server and another batch will be added in the near future. This is an exciting development, even though it will be a long time before many of the older finding aids are converted to machine-readable form. Up to now, the lists have only been available in the Manuscript Reading Room, while now they can be read by anyone who has access to the Internet. Moreover, they can be searched by any name or term in the descriptions, which should mean that they are more fully exploited by researchers than ever before.

The twentieth instalment of the *Guide to collections of manuscripts relating to Australia* was issued on microfiche in December 1995. It contains descriptions of 300 collections held in nineteen archives and libraries. This represents as wide a coverage as has ever been achieved and is a tribute to the work over many years of the former editor, Glenn Schwinghamer. It is likely that this instalment, which completes Series E of the Guide, will be the last to be produced on microfiche. Microfiche has never been a satisfactory format from the point of view of the researcher and some form of electronic database or publication should be a more effective medium for information about holdings of private archives and manuscripts. During 1996 the Library will be consulting contributors and user groups about the future of the *Guide*.

Noel Butlin Archives Centre, Australian National University

Correspondent: Michael Saclier

The last note from the Noel Butlin Archives Centre was written by Maureen Purtell and appeared in the May 1995 issue. Unfortunately, the next opportunity was missed by me. Because News Notes has become the place to mark the annals of the profession I would like to snatch a small space to remark upon two events of great significance to our history.

First, 1995 was our first year since 1975 without Maureen Purtell, who retired in October 1994. Her departure was deeply regretted by her colleagues and leaves a void in the Centre which will take a great deal of knowledge, enthusiasm, professionalism, charm and good humour to fill. We are working on it—some of us are more charming than others. On the plus side, of course Maureen is gardening to her heart's content at Burradoo where she has, at last, enough room to create the garden she wants. We wish her many years of happy gardening—and everything else.

Second, 1995 saw a review of the Centre. The Committee consisted of Dr D. W. Rawson (Chair), George Nichols (Director-General, Australian Archives), Warren Horton (Director-General, National Library of Australia), P. Selth (Pro-Vice-Chancellor (Policy and Planning) ANU), Charles Macdonald (representing Martin Ferguson, President, ACTU), Professor Paul Bourke (History Department, Research School of Social Sciences, ANU) and Dr Anthea Hyslop (History Department, Faculty of Arts, ANU).

The Committee met in March and produced a draft report in July, but for reasons which are not entirely clear, no final report had eventuated by the end of the year. In the absence of firm recommendations and decisions about its future, the Centre has been funded for 1996 at the same level as for 1995.

As soon as we hear anything we will let the rest of the archival community know too.

Northern Territory Archives Service

Correspondent: Barry Garside

As reported in the previous issue, the Northern Territory Archives Service (NTAS) is relocating for the third time in less than two years. We will be taking over Cavenagh Court, our former home in the heart of Darwin, in April. By this time a substantial upgrade of the building should have taken place, mainly involving the air-conditioning system. This is important as the building will be used to house archival records only (as well as staff, of course, a situation not possible since moving out of the McMinn Street repository in September 1994—two moves ago). Arrangements for the storage of secondary records are under consideration by the Northern Territory Government and it appears we will be taking the path leading to commercial storage options.

There are encouraging signs for the establishment of an archives office in Alice Springs in the near future. The proposal is receiving fairly widespread

support and investigations for an appropriate building are well underway. Momentum for this proposal has also been provided by a group of concerned residents in Alice led by Alderman Fran Erlich.

Still in Alice Springs, many members will (or should) be aware that the ASA Annual Conference is being held there on 23–25 May. Staff from the NTAS are organising and hosting proceedings. By the time of reading this article, though, the conference may well be over but we are anticipating a productive and very enjoyable few days in the Centre. Territory hospitality is like no other and a few mysteries are to be expected. Doubtless you will hear further in the next issue (about the conference, not the hospitality!).

Public Record Office of Victoria

Correspondent: Ian MacFarlane

The Public Record Office is currently under review by the Victorian Parliament's Public Bodies Review Committee. The Committee's report will be presented to Parliament on the first sitting day of the 1996 Autumn Parliamentary session.

It will report on what options are available to the Government and Public Record Office to meet their future archival and preservation responsibilities for the State's public records; how the government and PRO can re-engineer the records management process to meet their storage, preservation and access responsibilities for the State's electronic records; what strategies are available to the government and PRO to manage the increasing quantity of records being generated by government in Victoria; and how government and the PRO can better meet the increasing public demand for access to the State's archival records.

As part of its obligations under the *Parliamentary Committee Act 1968*, the Committee will also determine whether or not the Public Record Office should 'cease to exist'.

The APROSS scheme (Approved Public Record Office Storage Suppliers) has been approved by the Minister for the Arts. Five commercial storage companies have been inspected and can now store unsentenced and sentenced temporary records. The successful companies are Brambles Records Management, M.S.S. Records Management Services, Pickfords Records Management, Document Security and Advance Record Management.

Total holdings in November 1995 were 62.807 kilometres. Large archival transfers during the past six months have included Melbourne City Council (569 metres); the Rural Water Commission (279 metres); and Victoria Police (228.6 metres). Continuing transfers include an additional 180 metres from the former State Electricity Commission and Director of Public Prosecutions (340 metres). Another seven kilometres of shelving, which will fill the Laverton Base Repository, will be installed early in the New Year.

During closure of the Office for stocktaking and associated projects, between 4–15 December, 65 000 barcode labels were created and affixed to units in the holdings at the Laverton Base Repository. Computerisation of the Laverton Base Repository is at an advanced stage, and the stocktake period allowed for further problem solving and data amendment to take place. The Search Room at Laverton was extensively refurbished.

Processing of the records of the former Victorian Government Printing Office, now closed, to archival standard has begun. Temporary records are being culled during the three-month project.

The Office's *List of Holdings*, amongst other things, will soon be available on the Internet via VICNET, the Victorian Government information network. Various other guides are already available.

The *Eureka Stockade Travelling Display* has now travelled over a thousand kilometres around Victoria, and has gained extensive coverage for the Office in local and regional media. The associated book *Eureka: from the official records* has sold well, and was reprinted in August.

Reference Services has put together another travelling display, this one dealing with nineteenth century serial murderer Frederick Deeming. The display was launched at the Old Melbourne Gaol on 19 December by the Minister for the Arts, the Hon. Haddon Storey. Exhibited documents reveal Deeming's personal details, use of aliases and criminal record.

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



The Eureka Stockade Travelling Display at the Burke Museum in Beechworth, Victoria, during December 1995. The display is now well-travelled. It has covered over 1000 kilometres through country Victoria.

Queensland State Archives

Correspondent: Lynda Barraclough

Staff at the Queensland State Archives are currently involved in several projects. The Arrangement and Description Branch is continuing with its 'Backlog Project'. For the period 1 July to 31 December 1995 a total of 3079.61 metres of records was processed. Five archivists and six administrative support staff have been employed on a temporary basis to assist with this work.

The move to automate the Archives' finding aids and control systems took a major step forward during November with the receipt of the final report from the consultants, Coopers and Lybrand. The report came in two parts: a *Feasibility Study for Automated Archival Systems* and a *Preliminary Systems Design: Automated Archival Systems*. Consideration is now being given to the development of a working thesaurus, the introduction of functions as a new level of description and to the purchasing of compatible software and hardware.

1996 will see an extension built onto the existing building at Runcorn. Approval has been given for the undercroft area to be enclosed, thereby increasing the size of the repositories on that level. Added storage space will

allow the Archives to hold more records and offer a better service to clients. Not only will QSA be able to accept more records from departments, but those records most commonly used by the public can be moved to an area more easily accessible by the Public Access Branch.

The new Archives Bill was presented to Parliament late last year. 1996 should see the State Archives operating under its own legislation.

Approval has been granted for QSA to participate in the Australian Archives Technical Training Scheme, beginning in 1996. Shauna Hicks, Manager, Arrangement and Description, and Project Sponsor, conducted a seminar aimed at explaining the course and encouraging staff to participate.

During the latter part of 1995 the Archives welcomed three new permanent staff members, and farewelled another. Shiranthi Siyambalapatiya, Vivienne Larking and Lynda Barraclough began work as permanent archivists, within the Public Access Branch. Shiranthi comes to us from Townsville where she was Special Collections Librarian with the James Cook University. Vivienne most recently comes from Alice Springs where she was involved in a project administered by the Central Land Council with Aboriginal Organisations. Lynda has been working at QSA for twelve months in a temporary capacity, as part of the 'Backlog Project'. Margaret Reid left QSA to take up a position with the Department of Family and Community Services.

During October the Public Access Branch held its last seminar for 1995. The seminar focused on informing researchers of newly processed records now available for use. Four seminars are scheduled for 1996, to take place in March, June, August and October. The first seminar, to be held on 9 March, has taken 'Back to Basics' as its theme. Other seminars during the year will be on Maps and Plans, the Colonial Secretary and another 'What's New' seminar to finish the year.

Queen Victoria Museum and Art Gallery, Launceston, Tasmania

Correspondent: Lorraine Macknight

The QVMAG was founded in 1891 and is perhaps best known for its 'museum' collections in the fields of natural history, art, decorative art and history. However, its Community History collections cover a wide range of oral history, photographic, and archival sources (including local government records) relating particularly to northern Tasmania. Several guides to the archival material have been completed over the last eighteen months.

The largest collection comprises records of the Launceston City Council (mainly 1853–1955). The Council's records include correspondence, letterbooks, financial, licensing and other registers, scrapbooks, legal documents (leases, agreements etc.), printed material and ephemera. Other local government records held include minute books and letterbooks of the Trevallyn Town Board (1886–1908), and correspondence, reports, financial records and more miscellaneous items from the St Leonard's Municipal Council (1914–1984) and the Lilydale Municipal Council (1882–1987).

Records of the Launceston War Memorial Community Centre Association (1945–1977), Trevallyn Park and Improvement Association (1915–1993) and the North Launceston Rotaract Club (1971–1991) respectively reflect specific areas of community interest. These three collections each include minutes of meetings, annual reports, correspondence, financial records and some ephemera. Records of Tasdance (1981–1994), arguably Australia's first dance in education company, are well complemented by those of the Launceston Players Society (1926–1994), Australia's oldest continuously run amateur theatrical society. Both collections include minutes of meetings, correspondence, program and other printed material. The Tasdance collection also includes school residency files, photographs, videos and soundtracks.

Representing local business interests is a small collection of photographs and a scriptbook from Tiffany (Nu Steel) Furniture Company. Established in 1946, this family business was the original distributor of laminex and the first maker of steel furniture in Tasmania. It became the state's largest manufacturer of domestic and commercial furniture before going into receivership during the recession of the early 1990s.

Two significant collections of personal papers are those of Clifford Craig (1896–1986) and Ronald Calder Kershaw (1920–). Dr Craig, a Launceston doctor and hospital administrator, was well known as a collector of nineteenth century Tasmaniana (books, prints etc) and author of several related books and articles. His collection includes correspondence, drafts, typescripts and proofs of publications, printed sources, news cuttings, photographic and other illustrative material. The Kershaw collection has a strong natural history interest through the donor's research into mollusc species in south east Australia. It includes manuscripts, working notes and correspondence (1945–1994).

Reserve Bank of Australia

Correspondent: Stephen Bedford

In 1994 the Archives/Records Management Section of the Reserve Bank officially changed its name to Records Management. This change reflects the increasing importance of the unit's role as an 'internal consultant' and standards setting body to the Bank's many decentralised records sections. The Records Systems group of Records Management maintains the Bank's classification system and records management database, produces standards, and carries out a program of rolling reviews of records sections. The Archives group of Records Management is responsible for managing the Bank's semi-active repository, and has custody of permanent and long-term temporary records. The Reserve Bank has an exemption under Section 29 of the Commonwealth Archives Act, which allows it to maintain custody of records which are more than twenty-five years old.

The Bank commenced work on an Electronic Records Project in December 1994, with one senior officer of Records Management being assigned to this project on a full-time basis. The project had already resulted in the issuing of *Guidelines for Storage of Electronic Records*, a short internal publication which provides advice to the Bank's officers on directory structure and naming conventions for documents held on personal computers. Other achievements of the project so far include a survey of the use of microcomputers for creation of unstructured data (word processing documents, spreadsheets, etc.) in the Bank, guidelines for the use of electronic mail and draft functional specifications for an electronic document management system for the Bank.

1995 saw the completion of a counter disaster plan for records of the Corporate Services Group. In April and May disasters were staged. Records Management staff were given wet records in different formats (including film) to be salvaged. Experience gained in this exercise proved useful when a water leak above the Bank's research library damaged published material in October.

RMIT Department of Information Management and Library Studies

Correspondent: Bruce Smith

The 1996 academic year is now well under way and our new and returning students have settled into the archives and records program. The major initiative for this year will be the implementation of our new document

management subjects. All students in our Graduate Diploma programs are required to successfully complete two document management subjects. In the course of doing this students are exposed to software applications such as Lotus Notes and Docs Open, as well as Trim for Windows and standard business applications such as the Microsoft Office suite of applications.

To complement our entry into studies in the document management field the Department has entered into business partnerships with Lotus Development Pty Ltd and Educom Business Solutions Pty Ltd with other partnerships to be announced during the year. The business partnership with Lotus Development is ground breaking in that the Department is becoming a LEAPP [Lotus Education Academic Partner Programme] Centre. We are led to believe that this will be the first such centre in Australia.

In addition to the document management initiatives the Department now has a group of archives and records subjects in our Masters program. This means that students with the Graduate Diploma in Information Management (Archives and Records) or an equivalent will be able to articulate their studies into the Masters program.

University of New England

Correspondent: Christopher C. Buckley

When the UNE Archives came into recognised being in 1960, it was under the control of the Dixon Library at UNE. This year the wheel has turned full circle as we are part of Dixon once more. In 1994 we had a physical relocation and 1996 has brought an administrative relocation. A database for UNE Archives has been developed as a 1995 Christmas present and by the time you read this, the database should be fully operational. The database used data supplied by the 1984 catalogue which ran to 101 pages. The current paper catalogue has 165 pages and is still lacking in quality data as well the flexibility one expects of a good searching facility.

Budget blues of the local kind generate the inference that fewer staff will have to cope with more material which has to be contained in a rapidly diminishing storage space. The Archives Office of NSW has a collection within our collection and we receive quantities of material as it becomes ready for archiving. A survey has been undertaken by the AONSW to determine which agencies are in the district and what sort of service will be required.