

News Notes

Edited by Helen Yoxall

Adelaide City Archives

Correspondents: Di Osborne and Robert Thornton

More than 1300 reference enquiries were received by the City Archives during 1996, of which approximately two-thirds came from the public, and one-third from within the Corporation. Of these enquiries, requests for plans of building works carried out within the City and North Adelaide were by far the most numerous.

As part of the Archives' publication program a new brochure has been produced summarising the Archives' services and holdings. Other brochures being prepared include a guide to the records of the Town Clerk's Department, and a guide to the records of the City Engineer's Department.

In December 1996, the new book by Dr Peter Morton, *After Light: a History of Adelaide and its Council 1878-1928* (Wakefield Press, Adelaide, 1996) was launched by the Lord Mayor. This was the result of two years work by Dr Morton during which he relied heavily on assistance of the Archives' staff in carrying out research on the Council's records.

Since the last report to "News Notes" (May 1995), the Archives has been able to use the *SA Local Government General Disposal Schedule* to destroy a significant volume of time expired intermediate records, freeing up repository space. A short term contract archivist was employed to carry out the task.

The Archives has purchased a records management system to enhance the

productivity of the records retrieval tasks, however with mixed success. Wider automation of the archival function is due now to take place within the coming financial year, along with a new Records Management system.

Since January 1996, Dr Karen George (formerly Walter) has added three interviews to the Oral History project. Primary focus for 1996 has been placed on indexing, and the preparation of a guide to the 94 interviews now held in the Collection. The guide's projected publication date is mid-end 1997.

Archives Office of Tasmania

Correspondent: Ian Pearce

During the past few months a significant proportion of the Archives Office's resources have been directed towards the production of a number of publications. These have included a newsletter of the Records Services Branch, aimed primarily at government agencies; the first five parts of an on-going series of guidelines for the management of State records; the production of an index to all convicts sent to Tasmania, to be available on CD-ROM and the continuing development of the Office's Internet site. For those interested the site URL is <http://www.tased.edu.au/cultural/archives/archives.htm>

Development is also continuing on the Office's archives computerised control and information system, which it is hoped will be accessible via the Internet in the next year or so. This will enable remote users to search all available documentation of records context and holdings.

A particular feature of the Office's recent activities has been a strong focus on issues relating to aboriginal people, especially as a flow-on from the record keeping emphasis of the Enquiry into the Separation of Aboriginal Children, which highlighted a number of records management issues in government agencies and resulted in the transfer of a number of important series of records.

These transfers had placed some extra pressure on our storage facilities which has recently been eased somewhat by the installation of a further module of mobile shelving at the Berriedale Repository.

Australian War Memorial - Research Centre

Correspondent: Paul Mansfield

Information Services

The launch of the Memorial's Gallery Redevelopment Plan was held recently. An integral part of this major project will be the greatly enhanced public profile given to the Research Centre. It is envisaged that the Research Centre will be physically located within the Memorial's galleries giving all visitors to the Memorial the opportunity to access its collections. Planning is well under way.

Improvements in public awareness of, and access to, the Research Centre continue with the production of an information brochure on the Research Centre collections and services. Please contact us if you would like a copy (tel: (06) 2434315 E-mail: info@awm.gov.au). As part of the Memorial's holiday programs we have also mounted displays with associated talks in the galleries about the Research Centre. These were a great success. The first of hopefully many genealogical workshops will also be held in early February. E-mail enquiries for information about our collections continue to grow apace with the advent of the Memorial's Internet Home Page (<http://www.adfa.oz.au/~awm>).

Printed and Written Records

The Memorial has agreed to the inclusion of data documenting the Private Records collection in the Collection Management System (the Memorial's main Private Records automated finding aid) in the Register of Australian Archives and Manuscripts (RAAM), being sponsored and coordinated by the National Library.

Data relating to the approximately 7,000 Private Records collections has been transferred to the NLA for editing and uploading to the RAAM.

Private Records have acquired about one hundred new personal records collections, spanning all major conflicts, but concentrating around WW1 (over thirty) and WW2 (over fifty), with the South African (Boer), Korean, Vietnam and Somalian conflicts each represented by fewer than five new acquisitions. WW1 personal diaries continue to be offered for donation in numbers, fifteen being accessioned. (The AWM bid unsuccessfully in the Sotheby's auction of the diary of Albert Jacka VC). Records of prisoners of war, especially in the Asian sphere over 1942-45, also featured prominently in our accessioning program. Notable

individual accessions include the notebooks of Lieutenant Alexander Waddell concerning coast watching activities on Choiseul Island over 1942-45 (PR00715), a 1918 diary of Brigadier Harold Grimwade, a member of Monash's staff (PR00778), some fragmentary records of the Women's Land Army in Tasmania in 1942 (PR0765), and the diaries of Victor Allan of the 39th Battalion (PR00771) which offer particularly fine observations of Western Front battle situations and personal impressions. An appointment certificate of an officer in the NSW Volunteer Rifles of 1865 (PR00710) and a letter from a Scottish soldier in the Crimean War to his brother in Geelong (PR00757) have strengthened our modest Nineteenth Century holdings.

Official Records and Conservation staff, and a team of contract conservators have prepared Headquarters Class 1/- records of AWM 52 (2nd AIF and CMF unit war diaries, 1939-45) for microfilming. Contracts for actual filming will be let soon. Records in classes 2/-, 3/- and 4/- will be progressively prepared for microfilming over the next months to continue concentrated activity in this long term project.

Rehousing and listing of AWM 80 (Department of Information broadcast transcripts and press releases) has been completed, providing source material for the Second World War experiences of many Australians not engaged in operations overseas. Arrangement and description work is being continued on AWM 193 (Eastern Command G Branch records). Processing this series will contribute further to sources of 'home front' wartime activity.

Little progress has been made on plans to document and conserve Vietnam period records, despite our best efforts.

A full listing of AWM Official Records series is available at the AWM www home page.

Photographs, Sound and Film

The Memorial is currently engaged in a film preservation copying program, which commenced when the first film, *We of the AIF* (F187), was copied on 10 February 1986. In the ten years since then, one million feet of film, an average of 100,000 feet of film per year, has been copied and made available to the public in the Memorial's Research Centre. This represents approximately 1,000 hours of video image or 2421 titles covering WW1, WW2, Korea, Malaya, Vietnam and peacekeeping. The cost to preservation copy and make accessible this historic

footage has been \$5 million. One third of the present original collection still needs to be preservation copied.

1996 saw the Memorial begin the task of preservation copying the collection called 'The Vietnam Christmas Messages'. This collection is made up of 37 titles or 20 hours of video. This represents 43,000 feet of film. It covers the period 1967 to 1971 and is made up of short film segments consisting of an introductory message by the Commander followed by the soldiers' personal Christmas messages to their families. The messages were compiled on a state by state basis and copies distributed to the various state media outlets. The film was eventually deposited at the Memorial for preservation and copying.

When the Memorial commenced this task, it had to develop special archival methods to overcome a range of problems unique to this collection. Some of the problems were incomplete or out of sequence film segments, image and sound out of synchronisation, broken sprocket holes and splices and extensive scratches on the film.

The end of 1996 saw the completion of the preservation copying of the Christmas Messages at a cost of approximately \$250,000. The film is now available in the Memorial's Research Centre as a time coded VHS video. Future years will see the Memorial preservation copy the Military History and RAAF Films from WW2.

Barker College, Hornsby

Correspondent: Sarah O'Neill

As a young and enthusiastic, sometimes naive and unconventional, but most importantly, not yet disillusioned, archivist, I am making my debut as a contributor in "News Notes" on behalf of Barker College, Hornsby (est. 1890). It is ironic that I should be working for such an old and established institution that at times can be so staid. But I feel privileged and honoured to be the safe keeper of such a wonderfully rich collection of personal and administrative records that provide an explicit view into Australia's social and educational history in the last 107 years.

Barker College was first established in Kurrajong, NSW in 1890 and moved to its present location in Hornsby in 1895. Although the archives were not officially established until the 1970s, and the first archivist appointed in 1986, Barker is fortunate to have a collection of records which predate the establishment of the

school. For example, the oldest item amongst the photographs is a carte de visite of the school's namesake, Bishop Frederick Barker (Bishop of Sydney and Primate of Australia 1854-1882). The archive is presently located in the Middle School library. The library was once the school auditorium, built in 1938, and the archives occupies two areas within it. One area is the old projector room, accessible only by a narrow winding stair case, and the second is the old auditorium stage, which has been converted into an office with adjoining 'repository'. Fortunately the location of the archives is central to its function of servicing the school's administrative offices. The archivist reports directly to the Headmaster and receives an annual departmental budget, subject to approval and change by the school council. Apart from the archivist, whose position is full time throughout the year, the archives has one other staff member who works one day a week term time only.

One of the major roles of the archivist at Barker College is to construct historical photographic/memorabilia displays for school events. Most reunion, and some sporting dinners require historical displays to provide a focus or conversation piece. The work has to be meticulous and professional. It may be the only time the archivist is ever 'seen' in the school. For the sole archivist, however, these displays can be time consuming. Depending on the size and importance of the display, time spent preparing can be anywhere from two weeks to a month (if given enough notice!!!). It means all other work, including reference enquires have to be put on hold.

There is such a diverse collection of material in the archives at Barker College. The nature of our collection reflects the archives collection policy - that is, there isn't one. So over the years we have accepted all donations from old boys and ex staff members that may be of historical significance for the school. Such items include cigarette cards bearing the school's motto and crest; football honour caps from team members of the inaugural 1st XV team of 1905; sporting trophies from the first athletics meeting on the school oval in 1925; the 'swagger stick' of a cadet who was killed in action during WWII, donated years later by his surviving family; pennants and medals given as school prizes from the turn of the century; boaters, belt buckles and blazers; cricket balls, footballs and old school bags. These items have retained as much significance as the traditional administrative archival records, such as the Headmaster's correspondence, the student and staff files, and school council minutes. They have all been kept in the interest of preserving the essence of Barker College.

The archives at Barker College faces a bright future, however bleak the immediate

outlook from my desk may appear. Despite having exhausted our storage areas with no reasonable or appropriate alternate storage facility to be found on site; despite not having climate controlled storage environments and being over run with silverfish; and despite not having a database on computer, we now have an e-mail site (sarah_o'neill@barker.nsw.edu.au), with possible internet access to look forward to, in 1997.

BHP Archives

Correspondent: Carolyn Theodore

The BHP Archives collection has been consistently utilised in displays in recent months. A display on safety, produced in conjunction with Occupational Health and Safety, was been mounted in BHP's Head Office in Melbourne to acknowledge Victoria's Occupational Health and Safety Week. To coincide with the opening of the Company's new training facility, the Global Leadership Centre, two displays have been prepared. One represented BHP's major sites and the development of each major business group, the other depicts the themes of 'Leadership and Learning' through BHP's history. In addition, over two hundred photographs have been selected and reproduced for the Global Leadership Centre's residential complex. BHP Archives is also involved in the production of a key themes and events video which will depict a chronological history of BHP with emphasis on the business strategy and culture of the Company.

A new records management classification scheme has been developed, the Global Business Classification Scheme, to be used in conjunction with the Company's standard document management system. The updated classes of the Human Resources, Industrial Relations, Occupational Health and Safety Records Disposal Schedule have been released in draft for comment.

Notable documentation work includes that of Monash University and RMIT practicum students on approximately 500 items of unprocessed audiovisual material. BHP Archives has acquired the records of the John Lysaght Company which date from 1876 and is preparing a plan for their documentation. Documentation of the BHP organisation structure from the Company's beginning in 1885 is continuing. This work is sure to be a valuable research resource for Archives staff and other researchers.

Edith Cowan University Department of Library and Information Science, Archives Program

Correspondent: Mark Brogan

Research

In 1994-95, the Department ran a research program aimed at discovering trends in technology use in the WA public sector with implications for evidence and accountability. The study was an example of triangulation involving

- a data collection instrument used to measure trends at a macro level across the sample population of agencies; and
- case study method in which representatives of agencies with highly distributed information systems were invited to discuss issues in electronic recordkeeping.

Case study (focus group) outcomes arising from this investigation were reported by Vicky Wilson and others in the November 1995 edition of the *Informaa Quarterly*¹. The final report of this project detailing macro trends has been recently published in the December 1996 edition of the Canadian on-line journal *Provenance*². Together, these two reports comprise an important resource for students and practitioners interested in the challenge of electronic records and document management in the WA public sector.

Other developments

A perl based World-Wide-Web authoring system developed in the Department of Library and Information Science by Dr Arshad Omari is being used to significantly reduce production time in the creation of net deliverable curriculum materials. By the end of 1997, it is expected that most Graduate Diploma and Records Minor units will be available in on-line as well as conventional study mode. The Archives Home Page (re-designated Recordkeeping ECU) has been re-designed for 1997, but can still be accessed at the existing URL

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

Effective from semester one 1997, Program Coordinator Karen Anderson will be absent from the program enjoying some well earned study leave. During Karen's absence, course enquiries should be directed to Mark Brogan (tel: 370 6300

email: m.brogan@cowan.edu.au).

Endnotes

- 1 V. Wilson, et al. 'Investigating Electronic Recordkeeping in Western Australian Public Sector Agencies', *Informaa Quarterly*, November 1995.
- 2 M. Brogan, et al. 'Electronic Recordkeeping in Western Australian Public Sector Agencies: An Assessment', *Provenance: The Web Magazine*, vol.2, no 2, December 1996. (Available at URL <http://www.netpac.com/provenance/vol2/no1/features/ergprov.htm>)

Geelong Historical Records Centre

Correspondent: Norman Houghton

The year in review has been one of achievement and challenge. Patronage increased, systems and procedures kept pace with the work flow and more municipal records were secured from further afield.

On the administrative side the pace of organisational change slowed and some stability was experienced. Funding was reduced in certain areas as the City of Greater Geelong sought to position itself for Compulsory Competitive Tendering and make various financial adjustments.

Patronage for the year totalled 10,275, comprising 7,716 personal visits, 581 correspondence items and 1,978 telephone calls. This is a rise of 4% over the previous year and confirms the rising trend evident over the past three years. The ghost of the Pyramid Building Society collapse has been exorcised.

The main topics covered in research enquiries were family history, architecture, local history, the media, secondary industry and sport. The boom in house restoration continues and this accounts for the strong interest in architecture. The education sector continues to be a poor user of the Centre due to the structure of the curriculum, especially at the higher secondary level (where Australian History is virtually non-existent), time-table crowding out and costs for bus hire for group visits. Nevertheless there were many group visits at Year 6 and Year 9 levels.

Major projects given assistance were: Geelong Grammar School biographies, Newtown Conservation Study, Bellarine Peninsula Conservation Study, Geelong Victorian Football Association, Eastern Beach History, Barwon Water Black Rock

Exhibition, Geelong Koorie histories. Five books and three booklets were published during the year based on research carried out at the Centre.

There were 23 conducted tours and/or study sessions with primary and secondary school groups, community groups and other historical societies. A display on Immigration to the Bellarine Peninsula was prepared for the Drysdale Family History Expo in March.

A major acquisition was the Charles Bush mural from the Commonwealth Bank in Ryrie Street. When the branch closed in August the owners kindly donated the 10 metre by 2.6 metre mural to the Geelong community through the Records Centre. The mural is a significant art work and important piece of regional expression.

The influx of local government records abated during the year although intake volumes were reasonably high due to Colac Otway Shire material arriving. A special cataloguing effort was made to keep pace with intakes and this was achieved.

The rate books for Corio, Bellarine, Newtown and Geelong West municipalities were re-catalogued owing to the original finding aids supplied being incomprehensible to the lay person. Cataloguing in all other areas was kept up to date.

Much of the Centre's routine cataloguing, indexing, collating, data entry and house keeping is carried out by a group of volunteers, mostly provided by the Geelong Historical Society and the Geelong Family History Group. The volunteer input in cash and kind far exceeds the official budget and highlights the fact that without volunteer support the Centre would be severely pressed to offer anything but a bare basic service.

A 26 week job experience placement was conducted under the Commonwealth Government's Land Care Environment Action Program from April to October. Sixteen participants were involved in several projects including the creation of a Geelong Street names database and a Geelong Memorials database.

Indexing projects have included *Geelong Advertiser* news items 1898-1900, *Geelong Advertiser* birth, marriage and death notices 1939 - 1950, references to World War I servicemen in *Geelong Advertiser*, Christ Church baptisms, St Paul's marriages, Batesford and Sutherlands Creek cemeteries and the *Investigator* Index. These index entries total more than 30 000 line entries.

During the year the Winchelsea Heritage Centre became fully operational on a daily basis under the care of the Surf Coast Shire. Unfortunately, staff rationalisation in Winchelsea led to the cessation of this arrangement in September. The Winchelsea Historical Society then agreed to take over operational care of the Heritage Centre and currently manages it on a part-time basis. The Records Centre continues to participate in the management committee and in the supply of resources.

The person responsible for the idea of the Records Centre, Dr Philip Brown, died on 29 September aged 93. Philip conceived the notion of a local records centre following the demise of the old Geelong Free Library and Museum in 1954 and relentlessly pursued this concept until the Centre opened in 1979.

The funding submission for the relocation and development of the facility into a full fledged Heritage Centre was held back for much of the year in order to meet changing local and state guidelines, and the reality of a new federal political scene. The architects modified the proposal and a revised set of specifications and estimates was prepared towards the end of the year.

There were no real developments in Compulsory Competitive Tendering throughout the year. Discussions were held with the City about the appropriateness or otherwise of putting out to competitive pressure an organisation that is more than 50% dependent on volunteer labour and in kind contributions. No decision has been made either way at the time of this report.

Monash University Department of Librarianship, Archives and Records

Correspondent: Livia Iacovino

The first half of 1997 has seen the Bachelor of Information Management undergraduate program fully operational with the first intake of students entering their third and, for most, their final year of the program. The Department is currently reviewing and redeveloping all of its Graduate Diploma offerings concurrently with developing new subjects for the third and fourth year Honours of the Bachelor of Information Management. These developments will provide for professional qualifications in Librarianship, Teacher Librarianship and Recordkeeping within our undergraduate programs as well as at postgraduate level.

The relevant professional associations have been involved with reviewing the course documentation for the new subjects of the redeveloped courses to ensure that the changes meet professional accreditation/recognition standards. The new courses will provide for standardisation of the structure and subject offerings across all three diplomas, upgrading of the IT components, and provision of both on campus, distance and mixed delivery options. The distance education delivery option will be available from 1998 for the Graduate Diploma in Information Management (Librarianship) which is currently available only on campus. Teacher Librarianship which is currently a distance education program originally based at Gippsland will become available on campus also. The Graduate Diploma in Information Management (Recordkeeping) will be offered on campus and also in distance mode from 1999. The distance education option for the Master of Information Management (Archives and Records) is being introduced progressively from the second semester of this year and there has already been considerable interest in the course. For further information please contact the Secretary, Department of Librarianship, Archives and Records, Monash University, Clayton, VIC, 3168. Tel: 61 3 9905 2959, Fax: 61 3 9905 2952; e-mail: seclar@fcit.monash.edu.au.

Chris Hurley has moved on from his secondment to the Department and from the Public Record Office Victoria to be the General Manager, National Archives Business, National Archives of New Zealand. Chris has been instrumental in managing the initial aspects of the Masters distance education program. A number of new staff have joined the Department including Harry Singh and Hua Min Yee, lecturers from the Gippsland School Librarianship programs which have now been incorporated into our Department.

The Monash four day workshop Business Analysis and Recordkeeping: Building Partnerships provided case studies of the use of functional analysis for current and historical recordkeeping purposes, and explored the relevance to recordkeeping of the business analysis methodologies used by business management and IT experts. The program was sponsored by Australian Archives, the Australian Society of Archivists, Monash University, the Public Record Office Victoria, the Records Management Association of Australia, the University of Canberra and the University of NSW. It provided an opportunity to hear about the Netherlands Pivot project which is a study of how to appraise records using the whole of government as the boundary for functional analysis.

Somsuang Prudtikul successfully completed her Doctorate of Philosophy on 'the Records Management Systems of Thai Government Universities'. This is the first

Doctorate completed within the archives and records stream of our Department's courses.

Mortlock Library of South Australiana

Correspondent: Roger Andre

Opened by John Johanson only a week after he had completed his second solo circumnavigation of the globe in a home-built plane, an exhibition, *Wings in the South*, celebrated the achievements of South Australia's pioneering aviators.

The catalyst for the exhibition, brainchild of Archival Services Manager, Margaret Southcott, was the release of the Ross and Keith Smith papers which had been closed for ten years from the death of Lady (Anita) Smith in 1986. The exhibition resulted in further donations for our collections.

Other donations included diary extracts by Charles Frederick Pegler serving with the British Rifle Brigade during the siege of Ladysmith and slim albums, also from the South African War 1899-1902, assembled by Eric McLoughlin. Second World War letters by Lieutenant Henry Rischbieth aboard H.M.A.S. *Warramunga* included his perception of the Japanese surrender.

Valour on the football field was represented by a Magarey medal won by 'Bob' Snell as best and fairest player in the South Australian National Football League in 1929. Photographs accompanied the coveted medal of which the centenary occurs in 1998.

Of cricketing interest, a glass plate negative of the Adelaide Oval taken during the infamous bodyline series of 1933 and A.E. James' luncheon menu for the presentation of a replica of the fabulous Warwick vase to Donald Bradman in 1948 were acquired at auction. The antique silver replica itself has pride of place in the Mortlock Library's Bradman Collection.

Again charitable institutions were significant depositors, with the Royal Society for the Blind lodging records spanning 1884 to 1983. Fewer business record groups were received but those of the old farm machinery firm of Horwood Bagshaw should make for interesting research. Amongst out-of-the-ordinary donations were a 1930s photograph album kept by travelling shearer, Les Loud, and an 1882-1927 stud book from David Ramsay Dickson's Modbury property, *Beefacres*.

The Oral History Officer, Beth Robertson, continues to process the previously inaccessible sound recordings accumulated by the State Library in the 1960s. About 160 hours have been added to the J.D. Somerville Oral History Collection to date, including comprehensive recordings of the five Adelaide Festival of Arts Writers' Weeks held from 1962 to 1970. While a large proportion of this collection are recordings made by staff of public events concerning literature, education and libraries, there is also a diverse range of material produced by members of the public who were lent portable open reel tape recorders. Library staff's scant instructions on how to use this new technology often survive at the beginning of the recordings! They include some valuable experiments with oral history, such as interviews with prominent cricketers Victor and Arthur Richardson, and with Gordon Greenwood (1889-1979) whose family were pastoral and mining pioneers in the northern Flinders Ranges.

Parramatta City Council Archives

Correspondent: Tracy Bradford

Since my last contribution to "News Notes" in November 1995 quite a lot has happened in the Archives of PCC. The main achievement has been the completion and ratification by Council of the Archives Policy, which incorporates an Acquisition Policy and Access Policy into the main policy document. The policies were subjected to a lengthy consultation process, first being circulated as a discussion paper to all Directors and Managers before appearing on the agenda of no less than six committee meetings, as well as being placed on display for public comments before they could be approved. As a result of this exhaustive process, over a dozen comments were submitted by both staff and members of the public, which led to five changes being made to the documents. The overall feedback, received particularly from other local government archivists, was very favourable.

Several policies are still to be completed, these being a Community Archives Policy to cover archival material of a non-official nature (ie. not Council generated) and a Preservation Policy. In addition, I am working on a Counter Disaster Plan for Archives and Local Studies. Unfortunately a recent grant application for funds to establish a disaster recovery equipment store and two mobile disaster recovery bins was unsuccessful.

Since my last report, the Archives has moved but unfortunately not to the Heritage

Resource Centre. The temporary accommodation in the Library building proved very short lived, as Council signed a deal with Optus to establish a Local Vision television studio in the Library. The collection is now located in the Council Chambers building in very pokey accommodation. On the bright side, however, is the fact that the rooms are air conditioned, and there is a separate office area that can double as a 'reading room'. The future of the Heritage Resource Centre looks uncertain at best, with a recent change of Lord Mayor. The current Council's priority is not archives/records focused, and the mention of the word 'heritage' sends them into a collective fit of apoplexy. The anticipated sale of vacant land in the Parramatta CBD which was to generate the money to finance the fitout of the Centre has fallen through, leaving a shortfall in Council's anticipated revenue for the 1996-97 financial year.

Whilst Council has been less supportive than hoped, the NSW State Government has made a significant contribution towards the completion of the Centre. In July 1996 the Premier, Bob Carr, announced a \$350 000 grant towards Stage 1 of the Centre, which Council has agreed to match dollar for dollar. Stage 1 will see the installation of air conditioning and security systems and the establishment of an exhibition space. Whilst this does not have an immediate effect on the Archives, it is a step closer to the utilisation of the building for the purpose for which it was intended. If Council plays its cards right, there could be further State funding for the project.

Staffing levels did not increase as hoped during the 1995-96 year, and it is not anticipated that there will be any increase in the foreseeable future. There is quite a high level of interest amongst Library staff in receiving basic archives training, so to this end I am writing an Archives Training Module.

Other projects in hand include developing procedures for transfer of material from the Records Section to the Archives, the investigation of the possible introduction of fees and charges and the ongoing search for the perfect archives database. Usage levels have increased over the past twelve months, despite an absence of any advertising of services on our part.

I am always interested in hearing from other local government archivists about their trials, tribulations and triumphs. As Secretary of the Local Government SIG I would also like to hear from people who would like to either meet on a regular basis to discuss items of mutual interest and/or contribute material to a SIG newsletter. I can be contacted on (02) 9806 5183 during business hours. My fax number is (02) 9806 5919 and my postal address is PO Box 32 Parramatta 2124.

Public Record Office of Victoria

Correspondent: Ian MacFarlane

The Public Record Office's city operations in Melbourne have moved. Administration is currently on Level 2, Casselden Place, 2 Lonsdale Street, Melbourne, Victoria, 3000. PRO's contact numbers are (03) 9285 7930; fax (03) 9285 7953 and E-mail: vicpro@vicnet.net.au.

The Public Record Office's City Search Room also has moved. It is now part of a joint facility shared with Australian Archives, Victorian Regional Office, on the 2nd floor of Casselden Place, 2 Lonsdale Street. Reference staff from both organisations will be available to provide an advisory service about the holdings. The institutions will continue to offer their full range of reference services. While the search room advisory service will be a shared operation, each institution will remain a separate entity governed by its own legislation and existing differences in certain procedures and fees will continue.

The new opening hours for the shared search room facility are 9.00 am - 4.30 pm weekdays, except for Wednesday and Thursday when the hours are 9.00 am - 6.00 pm.

Search Room visitors, between July and December 1996, totalled nearly fifteen thousand. More than 40 thousand photocopies for researchers were produced. Reference Services has introduced an electronic database to further improve access to probate records. The Talks Program continues, with five sessions scheduled for 1997.

A General Disposal Schedule for common administrative records was launched in December by Mrs Lorraine Elliot, MLA, Parliamentary Secretary for the Arts. The schedule was developed jointly with David Brown of Archival Systems and is available on the Internet (vicpro@vicnet.net.au) in the services to government section. Training sessions are being provided by Archival Systems and the PRO in the first half of 1997. A Local Government Schedule will be developed in the same way in 1997.

1,450 metres of archival records have been transferred to the PRO since July 1996. The largest transfer was 429 metres from the Land Titles Office. Over a thousand metres of time-expired records were authorised for destruction. Processing of education, State Electricity Commission and Law Printer records was undertaken.

The Issues Office handled 30 592 requests for records during the six months to December 1996. There was a 130 percent increase in requests from local government during this period. Overall, 29 826 issues resulted.

Several of the recommendations of the former Public Bodies Review Committee's inquiry into the PRO are being implemented, particularly those relating to the establishment of a new records centre, for which \$20 million has been allocated, and the development of a government-wide policy for the management of electronic records. The Office of Major Projects, Department of Infrastructure, has been formally appointed by the PRO to manage site acquisition, design and construction of the new State Archives Centre.

A strategy for the management of electronic records has been developed by the PRO in association with the IT division of Ernst and Young, the international firm of chartered accountants and management consultants.

The APROSS (Approved Public Record Office Storage Supplier) scheme, which enables departments and agencies to store unsentenced and sentenced temporary record with approved storage companies is now in operation.

The repository barcoding project has been trialed successfully, and will be introduced shortly.

A joint exhibition between the Public Record Office and three regional art galleries opened at the Ballarat Fine Art Gallery on 17 January. The exhibition, *Victoria: Buildings and Builders - the Goldfields* focuses on buildings and structures of the Goldfields region. Original Public Works Department plans held by the PRO are being displayed, together with artworks and other visual material. Subsequent exhibitions will take place at Geelong and Sale, featuring local buildings. A CD-ROM allows visitors to explore four of the featured buildings and structures in more detail. A range of posters, catalogues and postcards will be available for sale at each venue.

Another PRO exhibition *My Heart is Breaking* opened on 7 February. A joint project with the Koorie Heritage Trust in association with Australian Archives and the Lake Tyers Aboriginal Trust, the exhibition traces parts of the story of Victoria's Aboriginal people through the official records. Although some of the material presented is grim (early massacres and stories of mass-poisoning are included), the exhibition ends on an upbeat note by telling the modern success story of the Lake Tyers Aboriginal Trust in East Gippsland. A video and sound modules add

further dimensions to the activities of the Trust which presently include industry-standard surfboard making! The exhibition will tour in four States and Territories during 1997 and 1998. Catalogues will be available at each venue.

In October, the Public Record Office took part in a huge multimedia expo, Interact 96. The PRO was part of the Arts 21 stand and demonstrated the potential of the Internet to bring records and the stories they tell to the wider community. The centrepiece of the Office's homepage was *Bigamy, Theft and Murder: the Extraordinary Tale of Frederick Bailey Deeming*, transformed from a static display to an intriguing interactive experience. There was extensive media interest in the PRO's contribution to the Internet, particularly in *The Age* newspaper's computer pages.

Public Records Office of Western Australia

Correspondent: Tom Reynolds

During 1995 the Commission on Government (aka COG) investigated and reported on the 1992 recommendations of the Royal Commission into WA Inc. Recommendation No. 20 of that Royal Commission identified the need for a separate archives authority operating under its own legislation. These issues were examined by COG in its Discussion Paper No. 5, *An Independent Archives Authority* and in Chapter 7 of its Final Report released in December 1995. The twenty five recommendations discussed in Chapter 7 included (inter alia), support for the State Government's intention to enact new public records legislation, and advocacy of an independent Public Records Authority with direct reporting responsibilities to Parliament. The State Government has yet to formally respond to COG's final recommendations. However all of these were endorsed by the State Parliamentary Joint Standing Committee on The Commission on Government in the latter's Eleventh Report, October 1996. Also that month the Office of the Auditor General, in a report on its Performance Examination of the state of public sector records management in WA, commented on the inadequacies of the current legislation ie. the Library Board Act, and noted that, although new legislation was signalled by Government in July 1994, a draft bill has yet to be tabled in Parliament.

In early 1996 the Public Records Office, along with other Directorates within LISWA, was reorganised to conform with the principles of team based management. Two teams, Public Records Access and Record Keeping Services, are now responsible for those subprograms that were formerly the responsibility of the

Archives Branch, and the Records Management Office. As of 1 January 1997 the Team Leaders are Isabel Smith (Record Keeping Services) and Jen Ford (Public Records Access). Both report directly to Chris Coggin, Director, Public Records Office.

In the November 1995 issue of this journal we reported on the transfer of responsibility for the Private Archives Collection to the Battye Library, subsequent to Battye becoming a separate Directorate within LISWA in July that year. Owing to the restructure mentioned above, Public Records Office staff continued to manage the Collection until July 1996. The Collection, although maintained by Battye staff, is still located on the fourth floor of the Alexander Library Building, where it can be accessed by the public via the PRO Search Room.

The administrative restructure in early 1996 inevitably precipitated a number of staff changes within the PRO. Unforeseen however was the departure of Kandy-Jane Henderson in October to take up the position of Archivist at the John Curtin Prime Ministerial Library at Curtin University. Prior to her appointment in February 1996 as Team Leader, Record Keeping Services, Kandy had worked for seven years as Manager Archives, and for fifteen years prior to then with LISWA (primarily with Battye and the State Archives). Her expertise and enthusiasm will be sorely missed by all her former workmates.

Queen Victoria Museum and Art Gallery, Launceston

Correspondent: Lorraine Macknight

Since closing its exhibition spaces in the historic Johnstone and Wilmot building in November 1995, QVMAG's Community History staff have been able to concentrate on improving control and documentation of their collections in preparation for the much publicised move to the Inveresk Railyards. A small advance party of other staff have already moved there, and the Conservation Department is expected to do so later this year.

In the meantime, back at Community History, some 30 000 of about 150 000 photographic images (dating from the 1850s) are now accessible through a redesigned database. The oral history catalogue lists holdings of nearly 400 taped interviews or reminiscences, of which about half have transcripts or synopses. This collection has only been developing since 1988, and already covers a wide range of subjects, including industry, medical services, ethnic groups, and local institutions in the Launceston area, and a special series relating to Antarctica.

More guides to other formed collections have been added to those reported previously in *Archives & Manuscripts* (May 1996). Two important ones document the history of butter and cheese-making co-operatives in Northern Tasmania (1892-1994). The larger of the two comes from United Milk Tasmania (UMT) Ltd, and includes records from most of the earlier co-operatives - from Table Cape, Yolla, Smithton (Duck River) and Ulverstone in the North West of the state to Scottsdale and Ringarooma in the North East. The smaller collection is that of the St Mary's Co-operative Dairy Society which remained independent of the larger co-operatives throughout its relatively short period of activity (1948-1969). Representing another important Tasmanian industry is a rather miscellaneous collection from the Kauri Timber Company, one of the first public companies to be listed on the Melbourne Stock Exchange. In 1949, the Company bought Circular Head Amalgamated Timbers Pty Ltd whose records include some relating to Dunkley Brothers' Zeehan Tramway Company assets early this century, and other timber interests in the North West (mainly 1940-1969).

Fourteen items from the Tasmanian Flood Relief Fund (1929-1930) relate to the administration of certain funds subscribed towards the disastrous floods in Northern Tasmania in April 1929. Records from the Northern Club (1894-1996) and the Royal Society of St George (Launceston Branch) (mainly 1960-1995) provide an insight into business, professional and social networking in the City of Launceston. An important item in the latter collection is the original minute book (1900-1912) from the Society's Scottsdale Branch - the first to be formed in Australia.

Reference to two large football collections conclude this note. They came from the late Jack Donnelly, a former sports editor of *The Examiner*, and the Northern Tasmanian Football Association (1886-1996). The first is amazing evidence of one man's love of the game, and includes no fewer than 116 scrapbooks and other sources for the history of Australian Rules in Tasmania. The NFTA records (mainly dating from 1940-1986) clearly reflect the bureaucracy behind a regional (and national) icon.

Queensland State Archives

Correspondent: Tim Godfrey

The Queensland State Archives automation project is now set to proceed to the next stage, with funding confirmed for the Archival Records Management System.

Data elements have been identified for appraisal, arrangement and description and transfers functions and new procedures in arrangement and description and technical services areas have been introduced. Changes include the adoption of a manual series registration system for identification and processing of new transfers and the development of a system for registering disposal decisions. Trials for both systems have been carried out successfully and all series and agency descriptions are now completed using the new procedures, with agency, series and consignment documentation to be made available in the Public Search Room in the near future.

Significant records to be arranged and described include Police Department staff files, Education Department teacher staff cards, Brisbane Exposition and South Bank Redevelopment Authority Board minutes and Treasury Department batch files. Work is continuing in the Technical Services section on development of a general disposal schedule for administrative records. Disposal schedules were authorised for Health Department clinical records, the records of the Department of Premier and Cabinet, Queensland University of Technology and Redcliffe City Council.

Recent seminars held by the Public Access section include a session and display



Marie Reed (second from right) from the Emerald Shire Historical Association, and Nola Fulwood (second from left) from Queensland State Archives with participants at the Emerald Seminar.

on the records of the Colonial Secretary, frequently used by family historians and other researchers. Shauna Hicks, Colin Sheehan and Nola Fulwood presented talks about the records and 54 people attended. A field trip to regional Queensland was held in September/October. Seminars were given in Emerald, Mackay and Rockhampton in cooperation with the State Library of Queensland. The opportunity was taken to make a formal presentation to the Emerald Shire Historical Association, one of the two recipients of an Australian Council of Archives Support Program grant. The other successful applicant for grants was the Cairns Historical Society.

Dr Anne MacKinnon has been appointed to a permanent position in the Arrangement and Description section and temporary positions in Public Access and Arrangement and Description have been filled by Janet Butcher, Ingrid Witting and Joanne Anthony. Lynda Barraclough has joined the John Oxley Library for two years on secondment from State Archives. Work on the extension of repository space in the Runcorn repository is currently underway.

Reserve Bank

Correspondent: Virginia MacDonald

Stephen Bedford, who joined the Bank in January 1996 as Archivist, moved in September to Records Systems to take up the position of Records Systems Officer, replacing Kathy Swan when she left on maternity leave. In October Virginia MacDonald left the cooler climes of Melbourne and travelled to Sydney where she is now settling in to the Archivist position, and is getting used to the many and varied research enquiries received by Archives. Interesting projects which she will be working on include accessioning the papers of former Governor Bernie Fraser.

Refurbishment of the office area during 1996 saw the creation of a glassed-in research room. Researchers who come to the Archives can now sit in comfort, surrounded by plenty of bench space, while researching their given topic.

The updating of the Bank's computerised records management system, known as the Records Information Database, or RID, continues. A major enhancement has been the introduction of a life cycle which automates the scheduling of all records in the database. In addition to the update, training courses for records

staff and supervisors were run by Records Management and the NSW State Government's Records Management Office in August and September, 1996 at the Bank's training college in Sydney.

During 1996 Records Management revised a number of in-house publications, including our RID Quick Reference Guide for records listed in the artworks/ photographs/ museum/ audiovisual/ conservation datafile of RID and the Counter Disaster Plan for Records.

Allan Seymour and Trevor de Groen have been working on the Bank's Electronic Records Project since its beginnings in 1994 and are now nearing their objective, which is to run a pilot electronic document management system (EDMS) in Records Management and one other Head Office department during 1997. The Bank has recently issued a proposal for an EDMS to selected vendors and the pilot should be nearing completion by the time you read this. Trevor's work on the EDMS has enabled him to share some of the knowledge and experience he has gained in the area of electronic records. In the past year he has presented papers to students in the Masters in Information Management course at the University of New South Wales and to a group of Thai visitors to the Bank.

Records Management was involved in a number of public exhibitions during the year. Sally Kneebone, our Conservator, compiled condition reports and undertook conservation of items, where necessary, for the National Trust's Hidden Treasures II exhibition and for the displays of photographs and bark paintings in the Visitors' Centre.

University Archives and Central Records, University of Western Australia

Correspondent: Christine Bapty

1996 was a busy year for Archives and Central Records. Following a review of the section in 1995 a grant of \$50 000 was made to implement various recommendations. A successful pilot project involving scanned student records ran throughout the year. Evaluation and further pilots on electronic records will run throughout 1997.

Considerable progress was made with disposal scheduling for the University's administrative records, an area which has been of considerable concern for many

years. The provision of funding for extra staffing has eased the situation considerably.

The provision of a half time Assistant Archivist has resulted in a reduction of the backlog of processing. Progress has also been made on new finding aids which will make the archives much more accessible to users.

The University Archivist was also designated the FOI Decision Maker for the University from the beginning of 1996. This has proved to be an arduous role and looks set to continue in the same mode in 1997.