

News Notes

Edited by Helen Yoxall

Adelaide City Archives

Correspondent: Robert Thornton

A major remodelling of the Adelaide City Archives was completed at the end of June 1997, as part of the Adelaide City Council's upgrading of Topham Mall. The Archives reopened to the public on 1st July, after having closed its public access service for five weeks to enable the building alterations to proceed.

The Archives' location has not changed, the entrance still being in the same place as before in Topham Mall. Inside, the staff and public working areas have been extensively redesigned. While the public Search Room is smaller than before, there is still adequate space for researchers to work in, with improved access to the Reference and Guide Room and microfilm reading area. In addition, the Reference Services Archivist is now more directly accessible to help researchers with their enquiries. This has been achieved by relocating the Archivist closer to the front counter, enabling not only quicker responses to counter enquiries, but also allowing more immediate assistance to researchers working in the Search Room and Reference and Guide Room.

To further improve services and avoid unnecessary delays in obtaining access to material, the Archives is placing greater emphasis on researchers making personal appointments to view records. It is hoped that this will

provide better control over public access and help streamline services by ensuring records that researchers want to see are available at the time they want to see them. So far our users have responded favourably to both this initiative and the new layout of the Archives' public facilities.

Archives Authority of New South Wales

Correspondent: Martyn Killion

1901 Census

At the end of 1996, we published on microfiche the *Collectors' Books* for the 1901 Census. The microfiche copies of the whole 1901 Census are available for \$215. Alternatively, specific districts may be purchased for \$7 per fiche. Further details are available from our Publications Officer on (02) 9237 0137 or e-mail: puboff@records.nsw.gov.au

Accelerated release of Opera House material

On 29 March, we released, for public scrutiny, records which confirm and recreate the drama surrounding the construction of the Sydney Opera House.

The records created by the Department of Public Works reveal the bitterness, divisions and labour which went on behind the scenes in the construction of the Opera House, described by many as one of the great buildings of this century. Dating from the period 1967 to 1974, they reveal the disarray which the architectural partnership of Hall, Todd and Littlemore inherited from Jorn Utzon in April 1966.

The records, which are held at Kingswood, were released to the media in a launch at the City Office on Thursday 27 March and we gained significant media coverage as a result. No doubt some ASA members would have seen segments on the ABC and Channel 7 television news as well as articles over the Easter period in the *Sydney Morning Herald*, *The Daily Telegraph* and *Weekend Australian*.

We intend this release of material to be an annual event which will take place on 26 January each year from 1998.

Aboriginal guide

By the time of publication of this issue of *Archives and Manuscripts*, we will have published our guide to State archives relating to Aboriginal people. The guide is the culmination of a long process of drafting and consultation with the historical research and Aboriginal communities. We trust that the guide will be of great assistance to researchers of what is an increasingly important area of research for both legal and historical purposes.

My Heart is Breaking

Between 6 and 20 June, the Authority hosted the exhibition, *My Heart is Breaking*. We were the only archival institution to host the exhibition and the only organisation within New South Wales.

As many ASA members would know the exhibition portrays the moving story of the Aboriginal people of Victoria, as told from that State's official records. It is a joint initiative of the Public Record Office of Victoria and the Koorie Heritage Trust.

Archives Authority/ Australian Archives joint tour

In May we conducted the second of five joint publicity and community awareness tours with the Australian Archives NSW State Office. The joint team presented talks in five locations throughout the mid north coast and the northern tablelands. In all, approximately 270 people attended these talks with 27 separate regional communities and 22 different family or local history societies being represented.

Our talks were well received by the audiences as indicated by the number of questions we were inundated with after the sessions. We also took with us exhibition material which illustrated records of local interest held by each organisation. This also generated quite a degree of interest.

Apart from 'spreading the word' about our records to these audiences,

the tour generated significant media attention. We conducted several radio and television interviews and the tour also generated quite a deal of interest by the local print media.

Steering into the Future

In May of this year, we published *Steering into the Future: Electronic Recordkeeping in New South Wales*. This booklet aims to highlight the concepts and strategies that were announced in July 1995 as part of the whole of government approach to electronic recordkeeping in our publication, *Documenting the Future: Policy and Strategies for Electronic Recordkeeping in the New South Wales Public Sector*. The booklet has received favourable attention both here and overseas and will be an invaluable tool for acquainting the novice with the challenges and issues surrounding electronic recordkeeping.

Working Meeting on Electronic Records

The Working Meeting on Electronic Records was held in Pittsburgh between 29 and 31 May 1997. It was sponsored by the University of Pittsburgh's Center for Electronic Recordkeeping and Archival Research and organised by Archives and Museum Informatics.

Luisa Moscato, Senior Project Officer, Electronic Recordkeeping, attended the meeting and presented a paper on unresolved issues related to the session topic, 'Developing Policy Frameworks'. These issues included: skills and experience, multidisciplinary approaches to recordkeeping and the qualitative and quantitative benefits of implementing electronic recordkeeping.

New South Wales Government Records Management Survey 1996

In December 1996 we distributed a survey questionnaire to major New South Wales Government agencies. The primary purpose of this survey was to acquire empirical data about records management programs and practices in the New South Wales Government. The results provide a baseline against which we will be able to measure our success or otherwise in achieving one of our key policy objectives – to improve the quality and keeping of official records so that they facilitate the transaction, monitoring and auditing of

official business.

The survey, which we are intending to issue annually, was also aimed at identifying trends in aspects of records management across Government and providing valuable intelligence for planning the development of guidance, training, and other products and services. Another beneficial effect of the exercise was to raise records management issues in a number of agencies and act as a catalyst for reviews of the effectiveness of current arrangements.

The results of the 1996 survey have been published in a report, which was distributed to agencies in April 1997 and widely publicised across government. If anyone wishes to obtain a copy of this report, please contact Janet Knight, telephone (02) 9237 0123 or e-mail: pork1@records.nsw.gov.au

Australian War Memorial - Research Centre

Correspondent: Paul Mansfield

Research Centre redevelopment

The Australian War Memorial has embarked on a program of renewal of its galleries and facilities over the next decade. As part of this process, the Memorial's Research Centre will undergo refurbishment. One aim of the redevelopment is to enable visitors to enter the Research Centre from the galleries, as a way of encouraging more to discover for themselves the riches of the Memorial's research collections. The Research Centre's reading room services will be enhanced for regular researchers. The aim of the refurbishment will be an improved, more readily accessible Research Centre offering a higher standard of service.

In order to complete the necessary work, the current Research Centre reading room will be closed from February 1998 for a number of months. Some of the services currently offered by the Research Centre will continue in some form during that time. Further information can be obtained from Ms Margaret Thomson, Gallery Development Section, or Ms Elizabeth Dracoulis, Manager, Research Centre, Australian War Memorial, GPO Box

345 Canberra, ACT 2601. Comments and questions can also be e-mailed to the Memorial on info@awm.gov.au

Staff have been involved in background research on and the selection of archival and special collection items for inclusion in the Memorial's new 1942-45 gallery, part of the gallery redevelopment project, currently scheduled for completion in 1998. The priority has been to avoid the use of original material as exhibits wherever possible. Personal records items are particularly relevant as the focus of the new gallery will be the individual experiences of Australian service people.

Collection Management System

The Memorial is currently looking to upgrade its current collection management system. The current system covers all the museum relics, photographs, films, sound, private records, manuscript and some ephemeral collections. Books and serials are listed in another database and official records are listed in Australian Archives databases. The aim of the system upgrade is to upgrade and integrate the databases to provide better public access including links to the World Wide Web.

Official and Private Records

Preparation of the Official Records series AWM52 (WW2 unit diaries) for microfilming is continuing, with the filming itself to proceed in due course. A finding aid for all existing AWM microfilm holdings has been produced. Arrangement and description work has been completed or is underway on AWM270 (32 Small Ships Squadron), AWM81 (Department of Home Security Circulars and Bulletins), AWM61 and 193 (Eastern Command records), and a large unserialised group of RAAF records. Access examination of AWM93 (AWM registry files) is continuing (10,000 items have been examined and opened already), and listing on ANGAM of AWM15, comprising 45,000 WW1 administrative files, has started. A major project aiming to enhance the physical and intellectual control of all the AWM-held Vietnam War records is currently being planned.

Private Records have accessioned approximately eighty new personal records collections, mainly from World War 1 (about 50) and World War 2

(about 25). Some of the WW2 material was donated in response to appeals for materials documenting parts of the 1942-45 gallery. It includes three collections relating to the *Sydney-Kormoran* encounter (PR00811, PR00813, PR00835), the diaries of William Perkins (2/13 Battalion), awarded a Military Medal at El Alamein (PR00809), and the papers of Lawrence Saywell, an Australian soldier who fought with the Czech resistance in 1944-45 and was killed on the last day of the war (PR00815). Prisoner-of-war and internment records were again well represented. The WW1 acquisitions include the purchase of the diary of artilleryman N.H. Garden (PR00836), whose descriptions of his front line experiences in France are unusually perceptive and compelling. Unusual acquisitions include a handwritten gunnery manual dated 1858 (PR00781) and papers relating to the inter-war activities of the Legion of Frontiersmen (PR00789).

Printed Records and Special Collections

We recently completed the cataloguing on ABN of a collection of more than 900 serials produced on board troop ships and in prisoner-of-war and internment camps during WW1 and WW2. Enhanced subject headings have been included to improve access to these rare items. Currently we are completing a project relating to our map collection. The scope of this project includes a survey of the collection, rehousing, identification of duplicates, listing, creating finding aids and the consideration of on-line documentation options. Our aim is to describe the collection better and make it more accessible to staff and visitors. We are also planning for efficient and appropriate storage after our redevelopment.

City of Sydney Archives

Correspondent: Mark Stevens

This report covers the year ending 30 June 1997. The main developments during this year were the loss of a further staff member (taking our complement from four to three), the adoption of the Tabularium electronic archives management package, completion of some major disposal projects, and further movement in the tortuous process of reviewing the future and

functions of the Archives. The table below shows the levels of demand to which we responded during the year.

Item	1995	1996	1997
Lending transactions	8,159	7,882	8,749
Records accessioned or destroyed (metres)	802	387	1,078
Documentation projects completed	382	422	431
Responses to research enquiries	510	817	894
Research visits	294	283	326
Items produced for visiting researchers	2,660	5,065	2,980
Records in custody at end of the year (metres)	8,098	8,371	8,654

As foreshadowed in our last News Notes report, we have adopted the Tabularium electronic archives management system developed by David Roberts. By mid 1997 most of our arrangement and description data had been transferred from the word-processing files into Tabularium, leaving only some series entity data unconverted. During 1997-98 (other tasks permitting) we will complete the data transfer and be in a position to make a public access version available to researchers. Another option which could be implemented in the next year is to make the public version available on the City Council's computer network, to Council officers and to Library users.

From October 1996 Souphaphone Sounthorn, who had served as clerical assistant at the Archives since 1986, was transferred to work in the current records section of the Document Management Unit. This reduced our numbers at the Archives to only three (down from six in 1991), and meant that we had to cut back public access to one day per week. The cutback resulted in the Council receiving numerous letters of complaint from our users and from interested organisations. From March 1997 we have been providing public access on two days per week, but limiting the numbers that can visit each day. We have also persuaded the Council to purchase a second microfilm reader-printer (a major purchase, as they cost the same as a family car!), as having only one elderly and cranky machine had been

another impediment to public access. From 1 July 1997 access charges have been increased and we will be charging for responding to letters and faxes too.

Disposal of the current records series of correspondence and subject files was completed, mainly by Angela McGing, making use of the disposal schedule drawn up last year. From 1 July 1997 this records series will itself be superseded by a new records system for paper files, implemented to fit in with the new integrated electronic system for financial, land-use and human resources business purchased by the Council. The new system was selected because it rated the best for these purposes, which were considered more important than the quality of the records management aspects.

We also continued the processing of Building Application plans, taking up where the major conservation and microfilming project left off in 1990-

On 4 July 1996 we held a celebration to mark the 20th anniversary of the appointment of Ken Smith as the first Archivist at Sydney City Council. Former staff members and friends gathered to share memories and toast past and future success. This photo shows the archivists who have headed the Council's Archives: from left to right - Sigrid McCausland (1988-91), Mark Stevens (1991+), Ken Smith (1976-80), Janet Howse (1980-88).

91, but focussing this time on disposal and reboxing so as to improve access. We have carried the work forward to 1950 so far (193 metres) and expect to carry forward to 1968 (30 years before present, another 346 metres) in 1997-98.

In February we launched the new historical publication *Red Tape Gold Scissors, a History of Sydney's Chinese* by Dr Shirley Fitzgerald, the City Historian. From April to July 1997 our exhibition *The Sparrow Starvers, Block Boys 1890-1930* was mounted at the Town Hall and attracted favourable attention (it is reviewed elsewhere in the issue). For the first time we promoted the exhibition with newspaper advertisements, and also produced a more sophisticated brochure than for previous exhibitions.

The saga of reviewing the Archives to determine how archival services should be delivered (and indeed what those services should be and how

In August 1996 Renato Perdon visited The Philippines on holiday. While there he found himself the featured speaker at a seminar on the Sydney City Archives System organised by the Philippines National Committee on Archives. The photo shows Renato (seated, with pen) and the archivists and staff members from the National Commissions on Heritage, and on Culture and the Arts, who attended the seminar.

few staff will be required) continued during the year, with progress glacial both as to speed and inevitability. The key element is whether the Council should continue to be in the business of storing archival records (and if so upgrade to decent repository accommodation) or contract out such storage, and perhaps provision of related archives services. The key report and recommendations are now scheduled for completion by the end of August 1997 with a view to reaching a decision by early 1998.

Edith Cowan University Archives

Correspondent: Ronald Hermann

Edith Cowan University (ECU), established on the 1 January 1991, honours Australia's first woman legislator and a dedicated educational reformer, who worked for equality of access to tertiary education for women. ECU's origins date back to 1902 when Claremont Teachers' College was established. The College was a small institution by contemporary standards, the student intake comprising in its first year of operation some 41 students.

The Archives was established in 1983 as part of the institution's library. Today the Archives, along with the Central Records Office, forms part of the University Records Service which falls within the functional area of Secretariat, Pro Vice-Chancellor. The Archives aims to support the statutory functions, mission statement and aims of the University and to ensure that the archival records of the University are preserved and available for access. As such, the Archives in conjunction with the Records Manager, is responsible for the following areas: policy advice, disposal of records, documentation of records management policies, procedures and standards, access, research, and the promotion of the Archives. In December 1996, Ronald Hermann began as the University Archivist and in April the new Records Manager was appointed.

Some of the work this year included establishing a new storage site at the Herdsman Business Centre, due to the near full capacity of the other two repositories. In cooperation with the Public Records Office work will begin on the huge job of sentencing student files currently held in storage. Work

also commenced on the establishment of finding aids for the photographic collection, newspapers and student guild papers. A disaster plan for the University Archives originally started by the former archivist has been completed. The number of visits and records issued has also increased as University staff now are more aware of the services the Archives has to offer.

The University Archives is also on the Internet and can be accessed through the ECUInfo Home Page. The Archives can be accessed through the following URL:

<http://www.cowan.edu.au/archives>

The Archives will continue to increase its role and function as many new items are being added to the collection. The University Archives will continue to develop and increase its profile within the University and with closer ties with the University library.

Geelong Historical Records Centre

Correspondent: Norman Houghton

Patronage has been steady over recent months although inconsistent weather patterns have contributed to violent swings in daily attendances.

The *My Heart is Breaking* touring exhibition on Aboriginal records held in government archives was hosted for two weeks in July. The exhibition proved very popular amongst all sectors of the community. Numerous local Koorie visited the exhibition and reminisced about their experiences in segregated communities on reservations.

Following the takeover of the Geelong Cement Works by the Adelaide Brighton Company a vast clean-out of records yielded truckloads of papers to the Centre. The records comprised board minutes, managers' reports and wages books. The records were sorted, culled, catalogued and boxed using a huge volunteer effort under professional guidance.

The Centre survived the annual local government budget scrutiny and has sufficient resources to manage its operations and progress this financial year. The City Council has decided not to put the Centre's operations to tender as no savings could be made by doing so and such a process would alienate community support. In fact costs would have risen as the Management Committee resolved to cost fully and attribute to the operating budget every function and service currently performed by volunteer labour received as an in-kind service.

James Cook University of North Queensland Archives

Correspondent: June Edwards

The tropical sojourn is over.

I arrived in Townsville at the end of the dry season in 1991 and spent the first few months wondering what on earth I had done.

The University Archives initially was in the library and the University Librarian gave a lot of support in the way of knowledge of the hierarchy and history of the institution. As I was employed to establish the Archives the first task was a survey of all the units, divisions and departments. I asked for a copy of the organisational chart and was met with pitying looks. I resorted to the phone book.

During the survey I found most people knew nothing about archives. Some made terrible archival jokes. Some were surprised that a person from Administration would come and visit. It was reassuring that metres of records existed throughout the University and with the help and advice of Lee McGregor, the Queensland State Archivist, disposal authorities were prepared and approved.

An Archives Advisory Committee was established with the Pro-Vice-Chancellor (Administration), the Professors of History and Material Culture, the University Librarian and the University Archivist. The Committee provided good support but it was disconcerting to be treated as

an expert on *all* things archival and the preservation of records.

Policies were written with a lot of help from my friends. The oral historian, from History, began a program of interviewing people associated with the history of the University. Records began to be transferred.

In 1993 the University Library contracted the Archives to list the Nelly Bay Archive which is an environmental collection. Julie Walkden who donated the archives was employed to help sort, list, index and produce a guide to the collection. She was invaluable as a source of information and we were able to sort the records into logical series. Julie had taken most of the people in Townsville to court over the proposed development in Nelly Bay so the Library was not popular for accepting the archive or employing her. It created certain tensions. Julie was converted to the wonders of the archives world and set about organising the deposit of environmental records relating to the wet tropics campaigns. We organised and listed this material and deposited it in the Cairns Campus library.

1994 was the year of the Archives and Oral History conferences. Neither had been held in north Queensland before so they created a lot of local interest. It was probably a mad thing to take on but within the University there exist wonderfully skilled people so no matter what needed to be done someone was there to help. The conferences reinforced the idea that regional locations could be successful, that the location influences the focus of a conference, and this can take it into new territory.

In 1994 the Archives became responsible for the Records Section, FOI and the Mail Room. Philosophically I agree with FOI but the reality is that you have to deal with aggrieved people which can be a burden. The Mail Room staff were fun to work with and we worked towards establishing a positive identity for the section. Records was a worry. The system had not changed since the 1970s, the classification system was based on the Dewey numbering system and the in-house database only did searches on the file numbers! It took eighteen months to write a specification, assess records management packages, select RecFind and implement the new system. A Records Management Plan was written for the University but the people supporting it left within weeks of each other so the momentum died.

In 1995 Rosemary Sempell came to work in the Archives part-time. It was wonderful to have an enthusiastic archivist who could concentrate on organising and listing the mass of photographs and put up two exhibitions.

In the last twelve months the University has lost many staff including two Vice-Chancellors. Budgets have been slashed and there is little money for support staff or projects. However a new archives database developed by the Australian Science Archives Project has been installed in the University Archives. Lisa Cianci came up to provide two days excellent training. The old data was transferred to the new system by the Computer Centre and it has proved to be versatile and heaven in comparison to the in-house system the Archives started with.

The Computer Centre staff helped develop an archives web page so we are now in cyberspace.

When you have worked in Townsville you realise how regional areas are deprived in lots of ways. When the population is small the number of skilled people in particular fields is small. The University Archives has become a resource for both the University and the community. Barbara Erskine and I have put on five oral history/archives workshops in the past four years and we are constantly surprised that each time they are run a greater number of people attend.

The ASA is invaluable, especially, when archivists have few professional colleagues. The Archives mafia becomes valued support. Initially the phone and fax ran hot but when e-mail arrived I thought it came from heaven.

The experience has taught me archivists from small archives should be proud of their skills and should make themselves heard more often. I have found the University environment stimulating and annoying. So much depends on individuals rather than the organisational structure. People can be convinced of the need to pursue certain goals but, if they leave, the negotiating has to begin all over again.

I will miss the tropics, especially the dramatic 'wet' seasons. I will miss

being able to snorkel and dive on the reef, swim in magnificent streams and enjoy the exotic country. I will miss my work as it has been really something to establish an archives, to see it grow and develop and become useful to people.

John Curtin Prime Ministerial Library, Curtin University of Technology

Correspondent: Lesley Carman-Brown

A new purpose-built archive and library building has just been completed to house Australia's first prime ministerial library, the John Curtin Prime Ministerial Library (JCPML). The JCPML is being established as part of the John Curtin Centre in the grounds of the Curtin University in Perth, Western Australia. The fit out for the new building has now been completed and arrangements are underway to prepare for its public opening in early 1998. This will include the installation of *John Curtin: A Man of Peace, a Time of War*, an exhibition originally developed in conjunction with the Australian Archives, and designed to highlight Curtin's life and times, especially the years of his wartime prime ministership.

Active development of the JCPML has been underway since 1994 under the auspices of Curtin University Librarian, Vicki Williamson, who is also the JCPML Director. She was given the opportunity to tour several Presidential Libraries in the US in order to develop a working model and is keen to establish the JCPML within the Australian cultural context and to develop beneficial partnerships with other Australian institutions.

In October 1996, Kandy-Jane Henderson was appointed Archivist to manage the day-to-day activities of the JCPML and for the last six months has been responsible for reviewing and establishing policies and procedures for collection development, reading room services and public programs. A strategic plan and a program statement have also been finalised, giving the JCPML direction over the next three years.

Two new staff members joined the JCPML in July this year – Lesley Carman-

Brown as part-time Public Programs Coordinator and David Wylie as Archives Technician.

One of the aims of the JCPML is to build a physical collection which focuses on aspects of Australia's politics and history connected with the life and work of John Curtin. An oral history program has been established and contributors include John Curtin's daughter, Mrs Elsie Macleod, and former work colleagues.

A further aim for the JCPML is to explore new technologies, and focus on copying, facilitating and enhancing access to John Curtin and related material held by other institutions. This will provide opportunities to build industry partnerships and provide a means of demonstrating that distance is not a barrier to access.

A number of pilot projects focusing on the electronic archive concept are currently being developed or have been completed by the JCPML during 1997. They include:

- *John Curtin: A Prime Minister and his People*

This is a joint venture with the Australian Archives whereby a selection of letters to and from the Prime Minister during 1941-45 were chosen from the files held in the AA's Canberra office and have been digitised to make them globally accessible.

- John Curtin Memorial Lectures

As the official repository for the physical collection, the JCPML has the responsibility for maintaining and preserving these lectures. To enhance access to this material, the JCPML has converted the lectures to digital form so that they can be electronically accessed.

- Interactive CD

The JCPML has developed this interactive digital project, which gives a brief overview of John Curtin's life and the JCPML, as part of its permanent exhibition on John Curtin. The CD features a range of media including photographs, oral history excerpts, video, newspaper and documentary items.

Marrickville Council's Archival Research Centre

Correspondent: Cheri Lutz

Marrickville Council's Archival Reference Centre came into being in 1988 thanks to the foresight of a number of Council employees and a Bicentennial grant. Since this is our first contribution to News Notes I will try to fill you in on what has happened over the last nine years.

The Council Chambers in Petersham Town Hall were chosen as the site for the archives and adapted to become their home. Being on the first floor, and expected to hold the weight of a significant quantity of records, the floor had to be strengthened before the shelves were fitted. Protective film was put on the windows to cut down ultra violet light and special blinds were installed. When everything was ready the records were moved in – these included the records of Marrickville, St Peters and Petersham Councils which amalgamated on 1 January 1949.

Over the following years much work was done arranging and describing the collection, providing a research service for Council staff and the public and presenting talks and tours. When I took over the position of Council Archivist in September 1995 a lot of the basic organising work had already been done but there was still much left to do before the collection was fully documented. After I had settled in I found that in order to consolidate previous partial accessioning and a variety of projects done by students it would be necessary to re-accession the entire collection! Now this may sound extreme, and I assure you that I am not normally a glutton for punishment, but after much soul searching it proved to be a very wise decision.

While it has taken me some time to achieve (and I am still not quite finished almost two years later) I now have checked the existing collection against the work done previously, culled records that were not created by the various Councils, identified many anomalies and corrected a variety of errors in misidentifying series (this included the amazing discovery of some missing Marrickville Council Minute Books).

In between re-accessioning the collection I have also been busy presenting talks to various groups, providing a file retrieval and research service to Council staff (building and development applications are stored in archives) and answering countless research inquiries from the public. I have also had a conservation survey done by Conservation Access at the State Library which identified a number of problems with storage which, I hope, will be remedied in the near future.

In 1998 Marrickville Council's Archival Reference Centre will be ten years old. Looking back, while at times my progress seemed slow, I feel that I have achieved a lot in a fairly short time. By the Archive's tenth birthday I hope to have the collection fully documented and ready to apply series registration.

Monash University

Department of Librarianship, Archives and Records

Correspondent: Livia Iacovino

Following the appointment of Professor John Rosenberg, as the new Dean of the Faculty of Computing and Information Technology, our Department is undergoing reorganisation as part of a Faculty re-structure in order to achieve larger and stronger departments, to operate on more than one campus, to allow for more flexible delivery, and to expand studies in publishing, multimedia and software engineering.

The Department is set to merge with the Department of Information Systems to form a new School of Information Management and Systems. Our professional education and research programs in recordkeeping and librarianship will continue to be a priority and the placement of the programs within a broader parent department will enable us to work further on developing new perspectives on information management and handling, particularly those relating to electronic systems.

Semester 2 has seen the successful launch of the distance education program for the Masters in Information Management, Part II (MIM).

Students can elect to specialise in recordkeeping or librarianship. The MIM is part of a comprehensive redevelopment of the Department, which also includes a four year Bachelor of Information Management (BIM) Honours, and the restructure of the graduate courses referred to in the last News Notes. For further information on all courses 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: secalr@fcit.monash.edu.au. For more details you may also wish to visit the Department's website at <http://dlar.fcit.monash.edu.au>

The 1996 motto 'Managing the Information Continuum' used in publicity materials has been providing the integrated vision for all courses in the Department. Student numbers and interest in the Bachelor of Information Management have increased; the double degree with Arts since 1996 has contributed to a diverse student population. Although it is a generalist information management degree, increasingly students will be able to select subjects to satisfy professional bodies in computing, librarianship, recordkeeping and publishing within BIM and the BIM honours year.

Another coup for the Department has been the appointment of Associate Professor Greg Tucker as an Honorary Associate of the Department. He has been Head of the Syme Department of Banking and Finance, and is now in the new Department of Tax and Business Regulation, at Monash University. Professor Tucker is a recognised expert in privacy and data security law, and has a broad interest in legal informatics. His expertise will be of great value to a number of programs in the Department.

The Department continues to develop its network of cooperative activity and relationships with other recordkeeping institutions, programs and initiatives. Barbara Reed's recent visit to North America, Canada and the United Kingdom strengthened bonds with many recordkeeping educators in those countries. That trip also included attendance at an ad hoc meeting of the International Standards Organisation to discuss the AS 4390, Australian Standard on Records Management. Development of the Australian document as an international standard has cross partisan support and the Department is committed to the process of development of this work.

Monash University Records and Archives Services

Correspondent: Ann M. Mitchell

The period since last report has been dominated by change in patterns of activity accelerated by restructuring from within and without. The objectives of the *R&AS Management Plan 1995-1998*, reported in these pages in November 1996, accorded well with university planning that shifted in response to an externally imposed financial crisis and internal preparations for the assumption of office of a new Vice-Chancellor and President. The principles expressed in the *Management Plan* have proved a reliable indicator not only of branch planning performance but also of the capacity of all staff to work together to meet the numerous, stringent special project deadlines which underpin *Plan* substance. The *Plan* was to have run its course through to December 1998 but a new corporate requirement will ensure that a revised *Plan* taking us to and beyond the year 2000 will be completed by September 1997.

Highlights have included:

- Development of the archives database utilising the RDBMS *Access* which has seen the replacement of hardcopy control systems by a unified electronic system in the space of a single year. All new records accessions and series registrations are now entered directly into the database and considerable progress has been made with retrospective registration of previously identified/documentated series.
- Preparation and successful submission of the R&AS Corporate Recordkeeping System Proposal, approved February 1997. This will complete branch conversion to the standard PC environment allowing all branch staff ready access to corporate systems and enabling conversion of records management software from a character-based to a Windows application. Existing users will interact directly with the records management system and will be encouraged, over time, to assume direct responsibility for their own recordkeeping systems in accordance with branch policy and recommendations. It is anticipated that the new RKS will go live early September 1997. Soon afterwards, one faculty and one large service centre will pioneer

the new system at the local level, tailored to their own needs.

- Further consolidation of the establishment from 13 persons in 12.898 e.f.t. positions to 11 persons in 11 positions, allowing appropriate levels of delegation to function for the first time in decades. The post of Registry Supervisor was abolished after the retirement of the highly esteemed Elaine Byrne in December. The position of Records Officer Clayton was then re-created and has been filled since January 1997 by Lyn Maloney – one of this year's graduates from the Department of Librarianship, Archives and Records, who has been a member of the staff since 1984-85. A second officer was re-located to the new position of Records Officer Gippisland.
- Approval for a complete refit of the former Registry located at the heart of the main administration building on Clayton Campus. This has been restyled Records Management Office as befits a service busy reinventing itself as systems consultant instead of hands-on service provider. [Which is not yet to state that the central records system is dead!] The project is nearing completion at time of writing and has the whole building abuzz. It includes a training room, a new enquiry/service area, and improved accommodation for all staff. Hardcopy file storage 'on the floor' is now invisible to the casual observer and restricted to not more than 4-5 years' worth.
- Approval for the University Archives takeover of the entire space originally designed for it in 1994, including enhancement of shelving provision by approximately one-third and improved processing and service areas.
- Greatly increased cooperation/dialogue with our IT colleagues. Computing professionals were brought in initially to assist with hardware/maintenance issues associated with the Corporate Recordkeeping System Project. They have since invited our assistance with landmark projects of their own on e-mail and Workflow, and Hierarchical Storage Management (HSM).

Activity levels in the Archives continue to rise. The number of items retrieved for reference more than doubled during 1995 and this higher level was sustained during 1996, showing an increase of 24% or a total of 1242 items identified/retrieved, averaging 103 items per month (cf. 1000

items @ 83 per mo. in 1995). Up to 1994 experience had shown that approximately 79% of all items retrieved were required for administrative/evidentiary purposes. In 1996 however, that proportion fell to 57% reflecting a significant increase in the use of university records for 'pure' research. The factor contributing most to this turnaround during the past two years has been the research activity of historians. But administrative use has not declined. The 57% represents 708 items which far exceeds the total of all archives items pulled in 1994 (452). The other 43% suggests that evidentiary requirements show signs of soon being matched if not overtaken by scholarly research use. This community value that we have long placed on the in-house archives function features in Objective 3 of the *R&AS Management Plan*. It is very pleasing to see our faith justified by the figures.

There were 46 accessions during 1996, which is about average, coming from: Administrative sources, 26; Faculties and Academic Departments, 16; Other, 4. In terms of size and content the most significant were:

- Gippsland Institute of Advanced Education: Correspondence and committee papers, 1970-90; approx. 50 linear metres
- Faculty of Education, School of Graduate Studies: Correspondence, committee files and personal papers, 1960-95; approx. 20 l.m
- Staff Files: Internal transfer from RMO to Archives of retired staff files, c.1978-94; over 80 l.m.

Looking ahead, we have obtained approval at long last to kick-start the dream of a 'Pix Database', ie an imaging project intended to capture, document and make accessible key images depicting all aspects of university life since foundation. Photographs are amongst the most popular of archives requests and our attention to them rarely has been satisfactory through want of resources. We have the promise of sufficient funds this year to purchase the necessary hardware/software and perhaps appoint a part-time project officer to get the project started.

It is anticipated that we will be preoccupied during 1997-98 with critical corporate policy issues associated with electronic recordkeeping and, again in association with our IT colleagues, the preparation of a major new hardware proposal for a server to cope with our growing electronic requirements.

Mortlock Library of South Australiana

Correspondent: Roger André

Sir Donald Bradman's personal cricketing memorabilia now has a site on the Internet with the release of the *Bradman the Legend* website. It uses original photographs, historic film footage of highlights from his career, testimonials from other Australian identities, high quality images of the many previous items in the State Library of South Australia's Bradman Collection, extracts from the fifty two volumes of Bradman Scrapbooks, and stories, quizzes and other interactive ways to enjoy this marvellous collection. The Internet website is located at <http://www.bradman.sa.com.au>

The South Australian government has contributed half a million dollars for the development of the Bradman Cricketing Memorabilia exhibition. A public appeal has been launched to raise further funds for the rehousing of the exhibition in the Institute building adjacent to the State Library.

As usual the public has been forthcoming with donations in kind, those of sporting interest being represented by records of the Ethelton Amateur Swimming Club, 1924-1997, which include excellent photographs. Records of the Stonyfell Olive Company, run by one of Adelaide's business oriented Unitarian families from 1873 to 1991, encompass a complete run of minutes, registers and photographs of picking and pressing. Significant amongst personal papers have been papers relating to Poonindie Mission, including those of Port Lincoln pioneer Captain John Bishop, 1803-1875, while the 1888 diary of Central Australian prospector John Thomas Le Sauvage contains sketches of his routes and features of the landscape like Chamber's Pillar and Ruby Gap. Further sketches by ubiquitous colonial artist W.A. Cawthorne have augmented the Cawthorne papers.

The way in which oral history can lead to the discovery of valuable documentary material was highlighted recently when the Oral History Officer, Beth Robertson, recorded an interview with Grace Warlimont and Kathleen Grimmett about their work at Vaughan House Training School for Girls from the late 1950s until the early 1970s. Girls were remanded to Vaughan House after coming before the courts for various forms of

uncontrollable behaviour. In addition to the interview, the Mortlock Library has received the women's personal scrapbook and a further two hundred photographs depicting day-to-day life at the institution. Miss Warlimont, who was deputy superintendent, and Miss Grimmett, the first teacher, have donated the material in the name of the late Beth McMenemy, who was superintendent of Vaughan House during the same era. The scrapbook and most of the photographs will be restricted for ten years, but the interview and a range of photographs which do not clearly show girls' faces will be available to the public.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

Throughout 1996/97 much work and thought went into the development of the on-line *Register of Australian Archives and Manuscripts* (RAAM). The Library was fortunate to secure a grant for the project, but it meant that we had to move quickly. Back in the 1960s there were years of discussion and argument before the first instalment of the *Guide to Collections of Manuscripts Relating to Australia* finally appeared. In contrast, RAAM was planned, created and made accessible to the public in less than twelve months. Whereas the *Guide* ended up with 6000 entries and a name index, RAAM starts off with over 20,000 entries, which can be searched in a number of ways. The level of detail varies considerably, but even the minimal entries achieve the essential and simple aim of indicating to a researcher where a particular manuscript or group of records is located. The Library is grateful to the archives and libraries that have contributed both ideas and data and, above all, to Patrick O'Neill who did the bulk of the work.

Meanwhile, the normal work of the Section has continued. Among the older acquisitions were several nineteenth century shipboard diaries, letters from Lillian Neustatter to her sister Henry Handel Richardson, and papers of Christine Macpherson relating to the music of 'Waltzing Matilda'. Notable acquisitions of modern records have included the papers of Lady Casey, the politicians Sir Thomas White and John Langmore, the trade

unionist Edgar Ross, the lawyer Ian Temby, the legal academic Geoffrey Sawyer, the historian John La Nauze, the playwright Alan Seymour, the children's writers Robin Klein, Mem Fox and Robert Ingpen, the biographer Hazel Rowley, the marine biologist Isobel Bennett, the gallery director Gisella Sheinberg and the librarian Harrison Bryan. Further papers have been received from Lindy Chamberlain, H.C. Coombs, Geoffrey Dutton, Robyn Archer, Roger McDonald, Tim Winton and Humphrey McQueen.

Editorial work has been completed on the third and final edition of Part 8 of the *Australian Joint Copying Project Handbook* and publication is planned in the next six months. It describes the 3105 reels of Miscellaneous Series microfilm, comprising non-official records held in libraries, museums, county record offices, learned societies, religious archives and other repositories in Britain and Ireland.

Noel Butlin Archives Centre, Australian National University

Correspondent: Emma Jolley

In past months the Centre has had a traumatic time. In August this year the Centre was presented by the Research School of Social Sciences with a proposal to close the Centre as of the 24th of December 1997. A reprieve of sorts has now been given. The Centre is not to close and will remain open for the foreseeable future. Details of the package presented by the University include:

- the transfer of the Archives to the University Library for the time being,
- the appointment of an archivist and transfer of the collection to more accessible and efficient storage ...

Eventually, the Noel Butlin collection will be housed together with a proposed University Archives (Press Release, available from ANU, Public Affairs Division).

While the threat of closure has been removed there are still some significant issues to be addressed. These include: the level of staffing in the interim three year period (at present there is only one definite position with only the possibility of others), the parameters of NBAC's future collecting activities, the re-appraisal of its current holdings and continued access for researchers .

An independent group called the Friends of the Noel Butlin Archives Centre has now been established. The group is separate from the Centre and can be contacted via the following e-mail addresses: R.Webb@unsw.edu.au (Rosemary Webb) or c/o NTEU, ANU Branch at nteu@anu.edu.au. The group is interested in hearing from any sympathetic individuals or organisations.

In our last News Notes (May 1996) Michael Saclier advised that the Centre was to be reviewed. Unfortunately while the review process is now completed and a draft report was formulated, an official report was not presented to Council . The director of the Research School of Social Sciences however acted independently to implement specific changes to the Archives. These changes were overtaken by subsequent events with the Centre's threatened closure, and have now been abandoned.

A significant milestone in the history of the Noel Butlin Archives Centre and the profession in general was reached on 27 March 1997 when Michael John Saclier retired as Archives Officer after twenty five years of dedicated and distinguished service to the Centre. During his tenure as Archives Officer, Michael oversaw the growth of the Centre's holdings from 2000 shelf metres to approximately 13 000 shelf metres and established the NBAC as one of the largest collecting archives in the country.

The staff will miss his professionalism and good humour but will endeavour to carry on the 'good fight' in his name. We wish Michael well in his retirement and trust that it will not be the end of his association with either the Centre or the archival profession. Although officially retired Michael will be with the Archives for a further year in the capacity of an Honorary Visiting Fellow.

The staff establishment of the Centre has now been decimated. At the present moment there are only two permanent members of staff. One of these, however, is due to be redeployed elsewhere within the University, leaving the Centre with only one permanent staff member. The staffing component agreed to at the beginning of the year was three archivists and two administrative staff which we argued was the minimum requirement.

An exciting new development, facilitated by Michael, was the creation of the Centre's Web page at < <http://www.anu.edu.au/nbac/>> . This page includes news about the Centre, details of acquisitions and newly processed collections, information about access, accommodation, facilities and, alas, charges. Like the outdated Ablative (our newsletter) it will, from time to time, include articles illuminating aspects of the Centre's holdings. There is also a downloadable version of the former List of Holdings which will be updated at various times during the year. It is extensively indexed.

The Centre's new collecting strands (conservation and HIV/AIDS) continue to be popular with users. While research use remained low (in contrast to past years) it is pleasing to note that an upward trend was evident compared to 1995. The Centre has recently attracted a large number of PhD students with long term plans to use the Archives.

Overseas use continues at a high level with major work being done on health patterns among Australian Friendly Society members; industrial work practices and technology; the history of the AIDS epidemic in Australia; and Chinese involvement in Australian business

Recent or pending publications based wholly or in part on records housed by the Centre include histories of the Waterside Workers Federation; the Australian accounting profession; the Victorian Labor Party; Australian perceptions of China 1930-1990; the Queensland Teachers Union; Burns Philp; the Communist Party of Australia; women and their involvement in education; and a biography of Ted Roach (to name but a few).

It is hoped that in the not too distant future the Centre can settle down to a prolonged period of stability which will foster increased processing of the collections and a stable user base.

Parramatta City Council Archives

Correspondent: Tracy Bradford

It seems there is never a dull moment here at Parramatta. Those of you who have been following the saga of the proposed Heritage Resource Centre (HRC) at Parramatta will remember from my last contribution that the future looked bleak, with Council showing very little support for the project despite State Government funding having been secured for Stage 1 of the building's fit-out. In February and March of this year, the issue of the fit-out became the centre of some very heated debates in Council, and at one stage it looked very much like the grant funding would be returned to the State Government and the whole project abandoned. In a dramatic turn around, however, the Council voted at its meeting on 17 March to continue with the project and to seek a loan of \$1.25 million to enable the complete fit-out to be carried out. The vote was 8-7 in favour, with the Lord Mayor being the 8th vote for the project. In an unprecedented move the Lord Mayor also insisted that a recision motion lodged that night be dealt with immediately, rather than at the following Council meeting, which ensured the project's future was secured. The loan was subsequently approved by the bank, and it is, as they say, all systems go.

Council is currently preparing for the introduction of a new structure based on a purchaser-provider split. This will not impact significantly on the Archives as it will remain part of the Library Services Division, which will become part of the new External Services Directorate. The HRC is, and will continue to be, a separate cost centre under the umbrella of the Library Services Division. To date, the positioning of Archives in the Library structure has been a very satisfactory arrangement, with good support being given to the Archivist by the Manager, Library Services and the Special Services Librarian, to whom the Archivist reports directly. Both are committed to bringing the HRC to fruition and ensuring its ongoing success, and together with the Archivist, Local Studies Librarian and Heritage Development Planner, are heavily involved in the planning for the Centre. It is anticipated work on the fit-out will begin in September, and barring any major problems, we hope to be moving in early in 1998.

Heritage in Parramatta is very much a topic high on the agenda of

organisations such as the National Trust and the Heritage Council at the moment. With such high profile players involved in the debate, it seems that Council's approach to heritage may be mellowing a little. The success of the official history of Parramatta, *Parramatta: A Past Revealed*, which was commissioned by Council in 1991 and published in 1996, in taking out first prize in the Print Media category of the 1997 National Trust's Heritage Awards has been a great boost to the cause of heritage in Parramatta, particularly at the Council level. By virtue of the fact that the authors made such extensive use of the Archives when researching the book, and the involvement of the Archivist in nominating the book for the award, the Archives has enjoyed some very good publicity as a result of the book's success, and its profile within the organisation has increased.

On the more mundane level of day to day tasks, the ongoing work of accessioning, arranging and describing the collection continues. The Community Archives Policy, which I alluded to in my last report, has been completed and was well received both within the organisation and by the public. Microfilming of the Rate Books, 1900-48, has commenced thanks to the unexpected discovery of an account with \$10,000 set aside for Archives support. This has also enabled the purchase of much needed equipment and supplies. Disaster recovery bins are now being fitted out for both Archives and Local Studies, and a Counter Disaster Plan is still in the pipeline.

The recent Bankstown Council fire has sparked (bad pun, sorry) renewed interest within Council in matters relating to disaster prevention and recovery. The Archivist has been liaising with the Records Section to ensure that microform copies of the minute books and the rate books are being appropriately stored; to date they have been housed in the same building as the original records, so alternative off-site storage is being arranged. The Bankstown fire has also prompted our Building Services people to look at fire detection and fighting systems in Parramatta City Council buildings, which has highlighted the lack of such systems in the building which houses both the Archives and the Records Section.

All in all life has taken some very positive turns at PCC Archives in the last six months or so, and the future looks rosy.

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, also on the 2nd floor of Casselden Place. 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 to 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 15,000. More than 40 000 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.

1450 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 1.000 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 the buildings' features 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.

Queensland State Archives

Correspondent: Timothy Godfrey

The series registration system at Queensland State Archives is now operating, with a large number of consignments already processed. Series and agency registers are available in manual form in the Public Search Room along with an explanatory leaflet outlining the system and its predecessors. The automation project is due to commence on 4 August along with completion of a functions thesaurus and a review of new work procedures in the Arrangement and Description and Technical Services units.

Arrangement and description projects to be completed during the half year include the processing of records received from the Queensland Police

Museum, records of the Laidley Shire Council and a second consignment of photographs from Goprint. Other projects include the ongoing microfilming of Lands Department Land Selection files (LAN/AG series) and arrangement and description of Justice Department inquest files and Lands Department triplicate deeds of grant. Finding aids for Aboriginal and Torres Strait Islander records under the control of the Department of Families, Youth and Community Care are being updated for new access conditions determined by the Department.

John Oxley Library, Australian Archives and Queensland State Archives held a joint seminar on immigration records in March to coincide with the publication of QSA's *Pathways - Immigration* book. Nola Fulwood from State Archives and Stephanie Ryan of the State Library gave talks at Roma, Springsure, Winton and Mount Isa at the end of April, generating a lot of regional interest in records at QSA. Seminars were given by Janet Butcher and Nola Fulwood on records relating to occupations and by the Technical Services section to records staff of the Corrective Services Commission.

Records disposal schedules have been completed for the Police Service, University of Southern Queensland, Department of Families, Youth and Community Care and the Natural Resources Department. Large transfers have been received from the Mines and Energy Department and Queensland Police Service. As part of the restructuring process, the management of new consignments has been transferred from Technical Services to the Arrangement and Description section to streamline consignment processes.

The *General Disposal and Retention Schedule for Administrative Records* was endorsed by the Library Board in June and has been distributed to Queensland Government agencies. This follows the recent publication and distribution of the *Guidelines for the Retention of Records Related to Native Title Claims* to state and local government agencies. At the Runcorn repository, building work on two new repositories is nearing completion and a bus turning circle has been constructed on the Archives' entrance road to enable better access for Council and tour buses.

Temporary positions in Public Access and Arrangement and Description

have been taken up by Holly Brown, Jackie Bettington and Vicki Wotherspoon. Susan Till in the Arrangement and Description area has left to pursue further studies next year and we wish her all the best in her future career.

Reserve Bank of Australia

Correspondent: Virginia MacDonald

The year to date has been a busy one for Records Management. Our Electronic Document Management System (EDMS) project has been progressing steadily. A pilot has commenced in two areas of the Bank: Bank Supervision (BS) and Records Management (RM). In conjunction, a functional keyword thesaurus focussed on prudential supervision has been compiled by Kerry Gordon of Provenance Consulting Services.

The year has also brought changes to the Bank's structure. The closure of Darwin Branch and the restructuring of various departments in Head Office has enabled RM staff to provide expert advice and direction on everything from classifying and numbering changes to the best methods of transporting records from one location to another. It has also resulted in large amounts of coarse tuning (fine tuning will come later) for the Bank's current record system. An updated administrative history, reflecting name and functional changes, is currently being compiled. Amendments reflecting these changes have also been made to our FileMaster database.

The Bank's Conservator, Sally Kneebone and Archivist, Virginia MacDonald, spent a week in Victoria at Note Printing Australia, a division of the Bank. Their main task was to appraise and list artwork and associated material relating to Australian notes, pre-decimal and decimal. Included amongst the items was material on alternative designs for notes, including designs for the Royal (the original name chosen for Australia's decimal currency) and for the polymer \$5 (Ayers Rock designs) and also design work for the Bicentennial \$10.

Archives continues to provide information for the Bank's in house staff

magazine and for the public display area on the ground floor of Martin Place. Material to date has included a letter written on behalf of the Queen, approving the design concepts on the new polymer \$5 note of 1988, and correspondence concerning the naming of Australia's decimal currency.

Royal Agricultural Society of New South Wales Heritage Centre

Correspondent: Joanne Birkl

One of the most heavily used resources of the Heritage Centre is the extensive photographic collection. The retrieving and copying of images have been very demanding on the time of the Heritage Centre staff. Therefore we are very excited by the implementation of a new project to record the photographic collection on CD-ROM. The collections will then be retrieved using a software system called 'Perfect Pictures' running on a Windows interface. The pilot project will cover the photographs and illustrations from the RAS *Annuals* which date from 1906 to 1924 and it is anticipated the entire collection will be entered, phased over several years.

Already the first CD has been received and delighted us with the ease and speed of retrieval and the ability to search and compare images and print reference copies. The images have been entered with the captions from the *Annuals* and the system allows full text searching. It is anticipated that additional indexing terms will need to be added but the system allows the flexibility to add or edit captions and indexing terms. We are anticipating that when the Heritage Centre moves to the new Showgrounds at Homebush in 1998 we will have most of the collection available on CD-ROM and that a separate dedicated terminal will be available for reference.

University of New England

Correspondent: Christopher C. Buckley

The big news from U.N.E. is the recent acceptance of a records disposal

schedule for student records. University Council has passed the schedule for University use in a serious attempt to manage records better and release much needed storage space. The schedule was somewhat of a swan song in that the Records Management Office and Archives are now in different programs. The R.M.O. has been attached to central management while the Archives is under the control of the Dixson Library.

With the increased care shown to information management generally, the R.M.O. manager and the Archivist have been providing input to the Information Systems Administration Committee. It has been very pleasing to gain acceptance for records, both current and non-current, to be included as part of the information management process along with on-line student admission, examination etc., data. The task of presenting a draft paper for information management has been delegated to the Archivist, and this is in progress.

As U.N.E. moves through a number of significant changes, including a newly appointed Vice-Chancellor, some vital projects are in train. One program of note is being managed by the Change Implementation Team. The team's work is planned to facilitate change through identifying opportunities and easing the process of change. A specialised segment of the C.I.T. program involves a second level Project Change Team which will conduct the study of alternative funding for the Heritage Centre and the Archives. A call for nominations for P.C.T. membership has been made and the Archivist may well have been the first nomination. P.C.T. members are expected to commit themselves for 25% of their time for several months in what may be a very busy job. A vested interest may of course combine with the demands of time anticipated commitment.

The *Armidale Express* newspaper, which has been going non-stop since 1856, now has a fortnightly half to full page entitled, 'As it Happened'. This feature draws upon articles of local interest from earlier editions of the *Express*. Feedback indicates the feature causes a fair amount of interest and even controversy. There is no explaining to some readers that the humble archivist presents material but cannot be responsible for incorrect dates when these appear in the media.

Westpac Historical Services

Correspondents: Julie Gleaves and Rose Docker

As most archivists would be aware, Westpac Archives has had a chequered history over the past few years, with its staff turnover being a focus for great concern. This has now stabilised, and the professional core group in Historical Services is as follows.

Kerriane George, Manager, Historical Services, who spent thirteen years at the Reserve Bank Archives and Records Management, and three years as an auditor;

Matthew Lyons, Senior Archivist, was previously Records Manager at Mosman Council and Archivist at the Archives Office of NSW and the National Maritime Museum, London;

Rose Docker, Archivist, Special Collections, has had short-term archives contracts working at Film Australia, Macquarie University and the NSW Fire Brigade Union;

Julie Gleaves, Archivist, Reference and Public Relations, was previously Assistant Archivist at the Australian Museum and Archivist at the National Trust of Australia (NSW);

Andrew Littley, Records Coordinator, is currently undertaking the Diploma in Records Management at North Sydney College of TAFE; and

Carol Seeto, Publications Officer, has a BA majoring in history.

At the present time there are also three project archivists working on short-term contracts, performing such duties as routine accessioning and appraisal, and all three are currently masters candidates in Archives at the University of NSW.

The recent name change to Historical Services reflects the Bank's desire to utilise and promote its long and interesting history as the nation's oldest financial institution. It encompasses archives, records management and the Westpac Museum. As managers of the Bank's unique collection of archives, photos, plans, film and other banking memorabilia dating back to

1817, the Historical Services unit is now in the exciting position of being able to promote this wonderful collection both within and outside the Bank.

Yet whilst the title 'Historical Services' has recently been adopted, there has been no diminution in our activities relating to the Bank's semi-current records. Our unit remains fully committed to its involvement in the management of the Bank's records, from creation to disposal, thus ensuring that those records of enduring value are captured and preserved.

One of our major projects to 2000 is our involvement in the Olympic Games. With Westpac being a Partner in these Games, our own role is to highlight and link our banking history with that of sport. Our physical location at Homebush Bay places us in the centre of the Olympic World, and the Westpac Museum in the Rocks will be home to banking and sporting memorabilia.