

News Notes

Edited by Helen Yoxall

Adelaide City Archives

Correspondent: Robert Thornton

Further processing of the City Archives' large collection of records known as the Earliest Corporation Records is being undertaken in order to make it more accessible using a commercial computerised records management programme. These records are from the period 1840 to 1870 and include annual bundles of correspondence received by the Corporation as well as early tenders and contracts for civic works, memorials and agreements, employment applications, and reports of early Corporation officers including the Inspector of Weights and Measures, the Inspector of Nuisances and the Conservator of the River Torrens. The aims are to identify and register record series created during this period, to list individual documents belonging to each series and to register all creators of records.

Context Unit Registrations, which form a vital part of the City Archives' documentation in that they provide information about the administrative context in which records were created and used within the Corporation, have recently been prepared for the Civic and Executive Services Division, the Corporate Services Division, and John Chappel (a former Member of Council and well-known Adelaide architect). Registrations currently being worked on include those for the Urban Services Division and the now defunct Rundle Mall Management Office.

The City Archives has also begun producing a range of Source Sheets to help researchers quickly identify records relevant to their projects. To date twenty four Source Sheets have been prepared for subjects about which the Archives commonly receives enquiries from the public. Each Sheet consists of an easy reference double-

sided A4 page comprising a brief introduction to the subject followed by a list of archival sources relating to it, including photographs, as well as information about access and any appropriate finding aids.

Some of the subjects for which Source Sheets now exist include the Park Lands, Victoria Square, the Central Markets, the City Baths, former Corporation Employees, Adelaide Hotel, the River Torrens, Royal visits, Rundle Mall, North Adelaide and Adelaide Town Hall. Sheets have also been prepared to assist researchers with Building Plans, Site Histories and Family History. Further titles to be added in the future include the City's Statues, Public Health and Licensing.

In addition to these subject-based Source Sheets, a number of others have been prepared dealing with archival issues in general, and the role of the City Archives in particular. These are intended to provide researchers with a better understanding of what archives are and how to go about obtaining access to them. Information about finding aids, record series and presentation of archival citations are among some of the issues covered.

The Corporation is about to commence a project to replace the existing general correspondence computer based records management systems with an integrated system which will include archives documentation. The project will be managed as part of the Corporation's Information Technology Strategic Plan, known locally as INFO21. A prerequisite to this project has been the preparation of a Corporate Records Management Policy which is currently going through the consultation phase.

Australian Archives

Correspondent: Malcolm Wood

What do our readers think?

In August we made available a readers' survey form in all reading rooms. Readers are provided with feedback in two ways. Results are summarised at two monthly intervals and made available in all reading rooms on a sheet titled *Here's what you*

thought. Respondents seeking individual replies, or those raising concerns receive individual responses. The results have been very pleasing in terms of:

- the success rate and level of enjoyment reported;
- the appreciation of staff skills and attitude;
- and the suggestions we have received about improving services and facilities and augmenting the range of Fact Sheets and guides.

Making the World War I dossiers more accessible

Late in 1996 the Archives sought tenders from commercial firms to assist in the repackaging and listing of the WWI dossiers. These dossiers are the single most heavily used series in our collection. Information about each repackaged dossier is then entered on the Archives item level database thereby making the dossiers accessible to the public. To date some 98 000 dossiers of the estimated 420 000 have been repackaged and entered on the database.

Release of 1967 Cabinet records

On 3 December members of the media were briefed on the 1967 records of Cabinet and provided with embargoed access (until 1 January 1998) to them. The briefing was provided by Ian Hancock, who spoke about the national and international context in 1967, and Peter Bailey, who spoke about working with Harold Holt. Participants were provided with a media kit, photocopies of selected Cabinet documents, photocopies of the official contents of Harold Holt's briefcase at the time of his death and lists of the titles of the 1967 Cabinet documents.

Bringing them home: funding for indexing and preserving records

In December 1997 Senator Herron announced the Commonwealth's package of initiatives in response to *Bringing them home*. The package includes two million dollars allocated to Australian Archives spread equally over four years beginning in 1998-99. The funding will allow the Archives to do three significant things:

- create name indexes to files in our collection relating to indigenous people - particularly those we hold in Darwin;

- publish guides to our collection to help indigenous people tracing their families - this will complement the substantial work already done in this area;
- and copy and preserve records of importance to indigenous people separated from their families.

Review of the Archives Act

The Australian Law Reform Commission has released its Draft Recommendations Paper on the *Archives Act*. The report supports and praises initiatives the Australian Archives has taken to improve its performance to the public generally, to its research and readership clients and to government agencies and endorses the many new approaches the Archives has taken in all these areas. The report recommends that the Australian Archives be established as a statutory authority and renamed the National Archives of Australia. Both of these recommendations had been made to the Commission by the Archives.

Importantly the report also picks up many of the proposals the Archives made to the Commission on recordkeeping. The principal one is for a much greater role for the Archives in establishing and setting standards of recordkeeping in government. On the access side the report comments in detail on how well the existing provisions have worked and makes recommendations for further improvements. It says the Act should clearly enshrine the general right of public access. This report is a draft, for discussion and comment and the Commission will release its final report at the end of April 1998.

Inquiries, Inquiries, Inquiries!

The Archives has participated in a number of Parliamentary and other inquiries recently. These include:

- Inquiry into the Treatment of Census Forms - the House of Representatives Standing Committee on Legal and Constitutional Affairs
- Inquiry into Contracting out of Government Services - Senate Finance and Public Administration References Committee

- the Review of the *Archives Act 1983* - Australian Law Reform Commission
- Heritage Access Inquiry - Senate Environment, Recreation, Communications and the Arts References Committee

Professional development of staff

A continuing programme of professional development of Access and Information Services staff commenced in June 1997 to improve skills in the key areas of assisting researchers, improving knowledge of the collection, and increasing awareness of issues and trends in the reference environment. In addition, in a major initiative, the Archives is commencing a training program to provide staff with the capacity to understand and apply best practice in the creation, management and disposal of modern records. The training will equip staff with the technical and professional skills necessary to deliver the Archives' services to its clients in a changing environment. The Archives will contract with Monash University to train staff working at ASO 5 and above, and with other consultants to train other staff. Relevant staff will be expected from February 1998 to devote a significant proportion of their working time to the training throughout 1998. Links between the training programme and the Archives' policy and procedures for selection, other development and performance management will be developed in consultation with staff.

Appointments to the Advisory Council

Senator Alston, Minister responsible for the Archives, has made a number of new appointments to the Advisory Council on the Australian Archives. The Council advises the Minister and the Director-General on matters relating to the Archives, and has been influential in areas such as the Archives' search for a national building and the current Commonwealth inquiry into the treatment of census forms. The new appointments: are Chairman, the Hon Jim Carlton; Mr Martin Bonsey; Mr Ian Hancock; Dr Helen Irving; and Professor James Walter. The Minister also appointed current member Ms Susan Pascoe as Deputy Chair.

Australian Council of Archives

Correspondent: Judith Ellis

The ACA is a national consultative body, representing and promoting the interests of Australian archival organisations. Membership is open to any organisation which collects, manages and preserves archival materials in accordance with accepted standards of archival practice.

There are currently around seventy institutional members of the ACA, including the major national and state archives, the National Library of Australia and most of the state libraries, major business archives, university archives and a number of smaller specialist archives.

Benefits of membership include:

- opportunities for meeting and discussing matters of mutual concern;
- representation of members' views in various local, national and industry matters;
- organisation of projects and activities for members;
- availability of publications, policy statements, standards and similar resources.

Contact the ACA Executive Officer for more information:

Suite 4, 12 Ellingworth Parade, Box Hill, Vic 3128

phone (03) 9890 3530 fax (03) 9890 3150

email: acarchiv@ozemail.com.au

Australian War Memorial Research Centre

Correspondent: Paul Mansfield

Research Centre Redevelopment

As noted in the last issue, 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 is undergoing refurbishment. The result 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 was closed on 25 March. It will reopen at the end of October 1998. While the Reading Room is closed there is no access to collections, except that requests for Commonwealth Records will be met according to the requirements of the *Archives Act 1983*. The Memorial's telephone, fax, letter and email reference services and the commercial sound, film and photograph service are continuing to operate. The information supplied may be limited and response times longer than identified in the current service standards. Information available on the Memorial's homepage <www.adfa.oz.au/~awm> enables visitors to plan their visit when the Research Centre reopens.

Starting in January 1998, certain parts of the Research Centre collections have been moved offsite to commercial storage in Canberra. These include the book and special collections (excluding maps) and some unprocessed, low use and medium use parts of the Official Records (comprising largely Commonwealth Records) collection. The more heavily accessed Official Records and the Private Records collection have remained at the Memorial and continue to be available in the Research Centre until it is closed in late March. These records have been temporarily housed at the Memorial.

Any queries regarding the availability of records during the closure of the Research Centre should be directed to Ms Elizabeth Dracoulis, Manager, Research Centre, phone (02) 6243 4250 or email: elizabeth.dracoulis@awm.gov.au. Further information on the Research Centre project is available from Ms Margaret

Thomson, Gallery Development Section, phone (02) 6243 4556 or email margaret.thomson@awm.gov.au.

Collection Development

Much of Official Records staff time was spent on the physical preparation for the move of parts of the collection offsite, including relocating (more than once), listing, sealing, barcoding and sending offsite approximately 5,000 boxes. Work on the collection has nevertheless continued, notably with an assessment of the Memorial's extensive holding of Vietnam War records preparatory for description, housing and listing, and access examination of all Vietnam War Commander's Diaries (the main record of unit activities) in line with the Australian Archives' 30 year release programme. Official Records staff prepared the Memorial's submission to the Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into the circumstances of the loss of the HMAS Sydney in 1941. Work has recently been completed on the arrangement and rehousing of a large collection of captured Second World War Japanese documents, both official and private (AWM 82). With the assistance of a senior member of the Japanese National Defence Academy, a detailed listing of the collection was compiled and will be entered on a database set up by the Australia-Japan Research Project and made available via the Internet.

Additions to the Private Records collection continue with extra impetus as the Memorial's Gallery Development team seeks additional personal records for use in the new exhibitions. The Memorial's extensive collection of records relating to prisoners of war has been supplemented by a number of new acquisitions, including medical records kept by Dr Leslie Poidevin (PR00826), notes written on armaments wrapping paper by Corporal Athol Pledger (PR00871) and on recycled Changi Prison pay records by Sergeant John L. Lennon (PR00875). Of interest in view of the Joint Standing Committee investigations are several collections (PR00811, PR00813, PR00861) relating to the Sydney. The last, deposited by Wilson Evans, consists of a collection of papers and relics said to belong to members of the ship's crew prior to its sinking in November 1941 and subsequently found on a beach off Western Australia. Of special interest to family historians and social history researchers is a large collection of photographs, letters and diaries kept by Mr Tom Rose of Melbourne during the Second World War (PR00887). Mr Rose and his wife entertained hundreds of visiting sailors on an almost daily basis, took photographs of the visitors and kept meticulous notes of the occasions and the

people involved to document the photographs. Diaries kept by soldiers during the First World War continue to be a strength of the collection with a notable addition being a collection of over twenty diaries kept by Lieutenant Athol Lewis who employed his pre-war legal training in Army courts martial held in France in 1918 (PR00897).

Information Services

Information Services has been facilitating access for researchers to material being moved offsite as part of the redevelopment of the Research Centre and implemented revised procedures and communication strategies to ensure continued effective services to clients.

A new integrated business management system being implemented at the Memorial, called the Software Application Package (SAP), will mean a significant enhancement of our image sales service to both internal and external clients. Information Services staff have been contributing to the enhancement of the Memorial's Web page, scheduled to be launched at the end of March 1998.

BHP Archives

Correspondent: Emma Harrold

The launch of the BHP Archives web site onto the BHP Intranet was a significant project in 1997. The site includes general information about the role and functions of BHP Archives, an abridged version of the history of BHP and most importantly the company-wide BHP Records Disposal Manual. By publishing the manual on the BHP Intranet, we have provided increased accessibility to records retention advice throughout the company. Further developments to the site are currently in progress.

A vast array of research enquiries have been received by BHP Archives from genealogists, historical societies, the media, students, architects and heritage consultants etc. In addition to the external enquiries, we were kept busy responding to many internal requests for historical information and photographs. With the

retirement of the BHP Chairman, Mr Brian Loton AC, in May 1997, the archival collection was researched closely for anecdotal material to be used in the many tributes to his 43 years with the company. The sourced material was used in Australian and overseas presentations.

Processing of the John Lysaght (Australia) Ltd Archival collection, sent to BHP Archives from the Port Kembla Steelworks, was completed in January 1998. The collection documents the history of the John Lysaght Company and its subsidiaries, back to its origins in England in the late 1800s. The records include correspondence, publications, product literature, reports, photographs and museum items, and are a most valuable addition to our collection. A large number of Newcastle Steelworks photographs were processed onto our audiovisual database and we are currently reviewing and improving the arrangement and description of the Newcastle photographic collection.

Some procedural changes have been made at BHP Archives. We have implemented a new range of forms which formalise the provision of access to the BHP Archives collection. These forms will ensure that authorisations are obtained for access, copying and publishing of all material sourced from BHP Archives. We have also amended some aspects of our secondary storage records transfer procedures. The changes included clarification of the disposal codes used to classify records at the time of transfer (temporary, review etc.) and will result in the disposal review process becoming easier to conduct.

The oral history programme was revived in late 1997 with the interview of two former employees at the Port Kembla Steelworks. Both gentlemen had been employed at the Steelworks for over forty years and provided honest and often amusing accounts of their experiences from the early 1930s.

A number of presentations were conducted for both BHP employees and the general public. As part of the BHP Global Leadership Training Programs, an overview of the history of BHP was presented and externally, the veterans at the Anzac Day Hostel Centre in Brighton were entertained with a similar presentation.

Charles Sturt University Regional Archives

Correspondent: James Logan

Archives staff have begun and continue to make steady progress on a number of projects which will facilitate intellectual control over our holdings. Two important functions of the Archives, accessioning and retrievals, are now being managed electronically. Archives staff are also preparing for a major reappraisal project of our Regional Records (RW) holdings, which will serve as the basis for trialling David Robert's *Tabularium* (an ACCESS-dependent relational database which will allow for series and functional control). Record groups from agencies will be critically analysed and properly arranged, bearing in mind both structural and functional provenance. University records will also be managed on *Tabularium*.

Work on our *Concise Guide to State Archives from the Riverina and Murray Regions* is now complete. The guide should be made available in the Search Room and on-line (on our web site) early this year. After taking approximately two years to finalise, the *Concise Guide to State Archives from the Riverina and Murray Regions* was prepared to serve as an initial or complementary guide to our shelf lists to State Archives held at CSU Regional Archives in Wagga Wagga.

The *Concise Guide to State Archives from the Riverina and Murray Regions* offers an aggregated overview of the record group of an agency and sets out the series, date range, corresponding accession and item numbers, as well as the quantities held. The electronic version of this document will be updated on a more regular basis pending the processing of subsequent series of records from agencies. A consolidated version of the *Concise Guide to State Archives from the Riverina and Murray Regions* which links up those series still housed with the Archives Authority of New South Wales is forthcoming.

An updated version of our *Regional Records Concise List* is also being worked on in association with our reappraisal project. Currently the *Regional Records Concise List* is available (in draft) in the Search Room and on-line. The Archives has also commenced work on the management of photographs and negatives from various agencies, both government and non-government. The Archives has recently purchased preservation material and anticipates "properly" housing the photograph and negative collection during the year.

More information about the Regional Archives is available online at <<http://www.csu.edu.au/division/library/archives/index.htm>>.

Edith Cowan University

Correspondent: Karen Anderson

Forthcoming Publications

We welcome two new authors to the team of study package writers for the Edith Cowan University Archives and Records programme in semester one, 1998.

Ann Pederson's *Documenting Society* will be offered as one of the introductory units in the Graduate Diploma of Science (Archives and Records) and will also be available for sale in CD-ROM format. Ann is Senior Lecturer at the School of Information, Library and Archive Studies at the University of New South Wales.

The cooperative project with Ann Pederson of the University of New South Wales to produce a new CD-ROM multimedia introductory course on recordkeeping has been brought to fruition. *Documenting Society* will be introduced into the ECU teaching program beginning in Semester One, 1998. A training package edition will also be available for purchase (Apple/IBM formats). Contact Kay Noble of the Faculty Business Office for purchase details. (tel: 08 93706344)

David Roberts, Manager of the Records Management Office of New South Wales, has written *The Records Environment* using AS4390 as the textbook for the unit. This too is an introductory unit in the Graduate Diploma. *The Records Environment* will be for sale in CD-ROM format later in 1998. Both these units can be studied without enrolling for the whole course.

These two publications are part of a comprehensive course revision programme to the Graduate Diploma of Science (Archives and Records) to ensure that students are provided with up to date materials. Course content in the University Certificate of Public Sector Records Management has also been completely revised to take account of the Australian Standard for Records Management (AS4390). If you

are interested in more information about either of these courses, please call either Karen Anderson on (08) 9370 6296 or Kay Noble in the Faculty Business Office on (08) 9370 6344.

Study leave

Mark Brogan will be on leave for Semester One 1998 to pursue his own studies and we wish him every success.

Geelong Historical Records Centre

Correspondent: Norman Houghton

Although it is three years since municipal amalgamation, records still continue to drift in from hitherto undiscovered sheds, basements and former Shire Secretary's desk drawers. Missing ratebooks and minutes have appeared from three administrations. The liquidation of experienced and knowledgeable staff and replacement with out-of-town whiz kids has caused this generational loss of where records might be found.

Patronage received a boost with the release of a new batch of birth, marriage and death indexes from Victoria and Queensland. This was welcome, as numbers had suffered a decline following savage increases in parking meter fees and rigorous policing by the City Council.

Of greater concern than parking is the erosion in senior secondary and university level of Australia history studies. The days of large numbers and long term projects seem to be over. Short term outlooks and tight time frames now demand slick and quick approaches by patrons and this in turn requires the staff to have a similar response. The shallowness of research, even at university level, is a constant source of wonder to the staff. The Centre is responding by giving patrons what they want, however facile, and instantly, otherwise the patrons walk out and do not return. It is hard to compete with the Internet.

Hurstville Municipal Council

Correspondent: Gaye Pracy

The following is a book review of Bernard Sargeant's *The History of Hurstville Council Elections 1887 - 1995*, reviewed by the correspondent.

In August 1997, Mr Ernie Page, the Minister for Local Government in NSW, launched a book titled *The History of Hurstville Council Elections 1887 - 1995*. The book, which was researched and written by Mr Bernard Sargeant, details the complete composition of Council from its first election in 1887 through to the most recent in 1995.

In researching the book, extensive use was made of Council's Minute Books, local newspapers and the *Sydney Morning Herald*. These last two resources were invaluable for 'filling in the gaps' as Volumes 1 and 3 of the Minute Books are missing. The newspapers also gave an insight into the personalities of the people involved.

In the forward of the book Dr Peter Orlovich, Senior Lecturer in Archives Administration at the University of New South Wales congratulated Mr. Sargeant for having 'successfully accomplished his dual objectives of 'providing a comprehensive record of council elections' and of facilitating 'easy access to the resources used' and he 'commends this book to the attention of all who have an interest in the history of Hurstville, and as a model for other local government councils which seek to know more about their own history'.

The appendices provide the reader with a variety of information such as legislation governing local government in NSW, franchise legislation and the nature of elections and election procedures and they include tables detailing the composition of every Council between 1887 and 1995, every election and by-election and every Mayor, Deputy Mayor and Treasurer of Hurstville Council.

To obtain a copy of the book contact either Margaret Murphy, Local Studies Librarian, or Gaye Pracy, Archivist, on (02) 9580 2160 or (02) 9330 6126. The cost of the book is \$20.00.

John Curtin Prime Ministerial Library Curtin University of Technology

Correspondent: Lesley Carman-Brown

The most significant event of 1997 was the Foundation Stone Laying Ceremony for The John Curtin Centre which was held on November 27 and was attended by more than 400 people, including a number of JCPML supporters and donors who came from as far afield as Canberra. Staff took the opportunity to offer informal tours of the JCPML to all interested visitors.

The JCPML Reading Room and Exhibition opened its doors to the public for the first time on February 20 1998. An official launch of the exhibition and public services has been planned for April 1998. During October 1997 Archivist Kandy-Jane Henderson had the opportunity to visit a number of US Presidential Libraries and digital archive sites. She was able to start identifying collections which hold significant material relating to John Curtin and which have research potential for JCPML researchers. Work has also commenced on locating archival material at the Churchill Archive in the UK.

Donations continue to be accessioned, especially to the JCPML photograph and oral history collections. Considerable progress has been made to facilitate digital access to information about the JCPML accessions at a collection level.

An Educational Program for Year 12 students will be trialled during 1998 and the program has already received encouraging feedback from the History Teachers Association of WA (HTAWA). The Association held their Professional Development Seminar at the Centre in March and the JCPML took the opportunity to promote its educational activities.

The JCPML has now published its Collection Development Policy, Program Statement and Strategic and Information Overview for 1997 to 2000 and these are publicly available.

Marrickville Council's Archival Reference Centre

Correspondent: Cheri Lutz

So far it seems to be shaping up as a big year for Marrickville Council's Archival Reference Centre. Very soon the first series of records will be sent off to be digitised. These are Marrickville Council's *Valuation books* 1908-25. While they are still in fairly good condition they are used heavily by researchers in the Search Room. This, coupled with the fact that they are awkward, heavy volumes to carry, made them an ideal choice as first cab off the rank for digitising.

The decision to digitise rather than microfilm was a difficult one for all involved. The archives has only a limited conservation budget and this needed to be shared between actual conservation work and a programme of copying the records onto another format. While I was set on microfilming as the preferred option the desire to employ 'new technology' was seen by Council as a high priority. So, with a lot of searching around for the right company at the right price, we managed to reach a compromise. The records will still be microfilmed and a copy of this film will be purchased by the Council. This microfilm will then be converted to digital images. Indexing will be done at a high level so as to make searching easy. While we may not be able to copy as much as if we used microfilm alone we will have set a precedent for future projects of this nature.

Meanwhile the retrospective accessioning of the collection is virtually complete with almost the whole collection now listed and boxed. We now have a good list of all accessions which makes locating records much easier. Series registration will begin soon with information being entered into *Tabularium*.

I hope to have a brochure explaining the services available at the Archival Reference Centre ready soon. I am also hoping to run some free talks for members of the public on what records are available for research in the archives and how to use them. The go ahead has been given to begin a small scale volunteers program so we should be able to begin attacking a number of indexing projects which will be of enormous benefit to researchers.

Monash University School of Information Management and Systems

Correspondent: Livia Iacovino

Under the direction of the new Dean of the Faculty of Computing and Information Technology, Professor John Rosenberg, the Faculty has been restructured into five schools and renamed the Faculty of Information Technology. The changes took effect from 1 January 1998. Our Department has merged with the Department of Information Systems to form the new School of Information Management and Systems.

From 1998 our Graduate Diploma in Archives and Records Management has been restructured as the Graduate Diploma in Information Management (Recordkeeping)/ Master of Information Management (Archives and Records) Part 1. The new course has provision for both on campus and distance delivery options. The distance education delivery option for the Graduate Diploma will start from 1999.

The distance education program for the Master of Information Management (Archives and Records), Part II has been introduced progressively since mid 1997. Electives from MIM, Part II are also available as continuing education units. These include *Managing the Records Continuum*, *Business Records Management*, and *Preserving the Memory*. This year we are introducing additional electives including *Electronic Recordkeeping*, *Recordkeeping and the Law* and *Recordkeeping and Accountability*. For more details on these courses you may wish to visit the School's website at <<http://www.sims.monash.edu.au>>.

Research has continued to have a high profile in the School's new structure through the establishment of the Information Continuum Research Group. In addition Monash University, the University of New South Wales and an Australian Archives-led industry coalition involving Queensland State Archives, the Archives Authority of NSW, the Records Management Association of Australia and the Australian Council of Archives have received a Strategic Partnership with Industry - Research and Training - (SPIRT) Grant from the Australian Research Council for 1998. The Grant will fund the development of 'Archival Metadata Standards

for Managing and Accessing Information Resources in Networked Environments Over Time for Government, Commerce, Social and Cultural Purposes'. The Chief Investigators for the research project are Sue McKemmish from the School of Information Management and Systems at Monash University, Ann Pederson from the School of Information, Library and Archives Studies at the University of NSW and Steve Stuckey of Australian Archives.

The School has also been developing innovative relationships with a number of workplaces to provide specialised recordkeeping education and training packages. We are also providing articulation for some workplace based training in recordkeeping into our degrees. Using flexible models of education delivery and recognising prior learning are also a part of the formal adoption of the competency standards into our teaching.

The recordkeeping and librarianship programs of the School have also had a particularly successful year for PhD scholarships with awards to Jan Murray, Carolyn McSwiney, and Stephen Herrin in the librarianship stream and Livia Iacovino in the recordkeeping stream.

It is pleasing to report on the following research work completed in the Department which entitles the authors to receive Master of Arts (Archives and Records) degrees. Our congratulations go to the following:

- Ross Harrison Snow 'The Development of the State Archives in Victoria 1910-1973';
- Trevor Hart 'Nineteenth Century Banking Records: A case study of the Bank of Australasia';
- Deborah Lasky Davidson 'An examination of the compliance of Australian proprietary electronic records management software with the functional requirements for evidence in recordkeeping.'

The Mortlock Library of South Australiana

Correspondent: Roger André

Two years' collaboration by Oral History Officer Beth Robertson with her colleague Francis Good of the Northern Territory Archives Service came to fruition in Alice Springs in September 1997 with *Crossing Borders*, the tenth biennial national oral history conference. The four day programme, described by an eminent participant as 'a wonderful benchmark for oral history in Australia', involved over sixty speakers and explored key issues in the practice of oral history today, including several contentious developments: Oral Traditions and Technologies, Oral Traditions and The Law (focusing on Native Title), Cross-Cultural and Ethical Implications, and Oral History and a Sense of Place. *Crossing Borders'* 254 registrations amounted to twice the number of participants at any previous oral history conference in Australia, one fifth of whom were Aboriginal people responding to the emphasis on indigenous issues in the conference programme.

Equipment abandoned by the Calvert Expedition to the Great Sandy Desert and adapted by Aboriginal people for their own use features in an exhibition *Riddles in the sand: the Calvert Exploring Expedition 1896-97*, chiefly the work of Royal Geographical Society of South Australia's Bruce Macdonald. The two youngest members of the expedition, Charles Wells and George Jones, perished when separated from the main party and the Mortlock Library's contribution included the map used by Wells and later recovered in the desert, along with Jones' harrowing farewell letter to his parents and field diary.

Amongst recent acquisitions have been nineteenth century philanthropist Sir Thomas Elder's childhood diary and a missing segment of first Colonial Secretary Robert Gouger's diary of events. The gap has been filled by an evidently faithful transcription in the uniformly neat hand of Sarah Gouger, including *Memoranda of a residence at Holdfast Bay* (1836). Another exciting acquisition, financed largely by the Friends of the State Library of South Australia, has been the journal of a voyage to the Indian Ocean, 1832-1835, by the whaling barque *Reliance*. Young ship's surgeon, Richard Francis Burton, later a prominent colonist, wrote up this fair copy and illustrated it with whale-tail silhouettes, poignantly indicative of the size of the catch, vignettes of 'ships spoke with during the voyage' and exquisite charts.

To round up, donations have seen the pictorial collection enhanced by three attractive watercolours, two of floral subjects by Adelaide artist Ruth Tuck, the other a watercolour of Victor Harbor by the late Mervyn Smith.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

During the past six months further work has been done on the Register of Australian Archives and Manuscripts (RAAM). The Register has now been available on the Internet for a while and has been given some publicity through the press. It is pleasing to find that a growing number of both academic and freelance researchers have made use of it and feedback has generally been complimentary. There are now nearly 29,000 entries. Although the coverage of repositories is very uneven, it is far wider than the old *Guide to collections of manuscripts relating to Australia*.

The Library's collection of manuscripts relating to the voyage of HMS Endeavour has been strengthened by the purchase of a notebook of Thomas Pennant. Pennant was a gentleman scientist and a Fellow of the Royal Society and was for some years a close friend of Joseph Banks. Probably written in 1772, the notebook lists the zoological discoveries made by Banks and Solander on the voyage and it seems to have been used by Pennant as a source for his later publications. It is therefore an important document in the dissemination of information about the Pacific to the wider European scientific community.

Among other recent acquisitions have been a commonplace book of John Lawrie describing visits to Pitcairn Island and the Torres Strait in the 1820s and two letters of the Duke of York, written during his visit to Australia in 1901. Modern records received have included the papers of the writers Ernest Moll and Marian Eldridge, the scientist Neville Whiffen, the political activist Denis Freney, the Antarctic expeditioner R.O. Summers, the librarian Dietrich Borchardt, and the university administrator Ross Hohnen. The records of the Holdsworth Galleries have also been acquired. Additional papers have been received from the politicians Clyde Cameron and Neville Bonner, the writers Alex Buzo and Alan Gould, and the musician Rex Hobcroft.

The Library has decided not to proceed for the time being with the digitisation of any of its manuscript collections. The decision was based on the high cost and the fact that much larger archives overseas are still just beginning to experiment with the digitisation of extensive groups of records, as distinct from individual 'treasures' or pictorial works. Preservation filming is continuing and the Deakin Papers are currently being microfilmed.

Public Record Office of Western Australia

Correspondent: Tom Reynolds

Three directorate projects that commenced in 1997 should be finalised this year:

- A Government Records Bill has been drafted and hopefully will be tabled in the Autumn session of State Parliament. The legislation will supersede the archival provisions of the *Library Board of WA Act 1951-83* and will establish a new regulatory authority, the Government Records Commission. This body will oversee (*inter alia*) the work of the existing archives authority, the Public Records Office (PRO).
- Staff of the PRO have been planning for the relocation of offices and public search room to the ground floor of the Alexander Library building. The move is expected to provide the PRO with a larger public reference area and a more visible public profile.
- The Library and Information Service of WA (LISWA) is developing a new Internet website. A mock site, representing input from each directorate of LISWA, has been built and is currently being tested. The PRO web page guides users to the full range of services, publications and legislative requirements relating to public records. The site is expected to be online by mid 1998 at <www.liswa.wa.gov.au>.

Since March 1996 the PRO has operated as two teams under the overall control of the Director, Chris Coggin. The Recordkeeping Services Team (managed by Isabel Smith) now has a full complement of staff, following the appointments of Julie Bright as Recordkeeping Consultant and Martin Fordham and Michael Price as Records Advisory Officers.

The Public Records Access Team has also undergone significant changes during the year. David Wylie (Archives Officer) left in July after twelve years with LISWA to work for the John Curtin Prime Ministerial Library. Jen Ford resigned as Team Leader in August to join the WA Regional Office of the Australian Archives. Tom Reynolds (formerly a Records Advisory Officer with the Recordkeeping Services Team) was appointed in December as the new Team Leader.

During 1997 the PRO has:

- delivered the first on-site training course to a State government agency;
- established a Keyword AAA user forum for WA licence holders;
- revised the *Records Disposal Handbook*;
- undertaken a complete review of the current disposal authority for local government records;
- produced brochures relating to services offered including Aboriginal family history services; and
- introduced charges for the storage of intermediate records.

Public Record Office Victoria

Correspondent: Ian MacFarlane

New Archives Building

Public Record Office Victoria (PROV) will be moving into a new \$24 million purpose built archives in mid-1999. The new archives building on a 3.4 hectare site in North Melbourne is only three kilometres from the Melbourne CAD.

The 70 shelf kilometre of record holdings of PROV, now valued at almost \$100 million, will be relocated in stages to allow continued access to the records during the move.

Victorian Electronic Records Investigation

Work on the Victorian Electronic Records Strategy (VERS) is due to commence in March. The prototype system to be developed with the assistance of CSIRO and Ernst & Young Consulting at the Department of Infrastructure aims to provide a solution to the long-term management of electronic records, including their creation and archiving.

Records Management Standards Pack

Last year PROV undertook a review of all standards with the aim of bringing them up to date and making them more user friendly. Part of the push for this was a recommendation made by the Parliamentary Public Accounts and Estimates Committee in its review of the PROV in 1997 that the PROV should take a more regulatory role in managing agencies records and leave the hands on work to archival service providers (contractors). Hence PROV needed to formalise its procedures and set standards.

The outcome is the new Records Management Standards Pack. The pack consists of four standards covering the creation and maintenance, the destruction and transfer of public records. These Standards are broad policy statements concerning the recordkeeping responsibilities of government agencies.

The Standards are supported by specifications which are a practical guide to implementing standards. The specifications provide step by step procedures for destroying or transferring records and provide sample PROV forms where necessary.

The pack also included records management guides (originating from advice given to agencies), a list of PROV endorsed standards and copies of frequently used forms. The Standards have been posted on the PROV website at <<http://www.vicnet.net.au/~provic>>.

Successful Disposal Schedule

The most recently established PROV Disposal Standard (Records of vehicle registration and driver licensing transactions for VicRoads) is important for three reasons: firstly, the Standard adopts and implements 'functional' appraisal; secondly, the Standard is already delivering significant savings in agency records storage costs and, thirdly, PROV preparation of the Standard was done in full partnership with, and was directly funded by, the Agency involved (VicRoads).

Public Programmes

The successful volunteer indexing programme will release another index (for immigrants arriving from British Ports, 1852-1859) in March. The indexing programme is being increasingly recognised as a significant contributor to easy public access to government shipping records. When new indexes are available, they are posted on the PROV's website <<http://www.vicnet.net.au/~provic>>.

Search Room visitors between July and December totalled 12 781. During this period a total of more than 25 000 enquiries (including telephone enquiries) were handled by reference staff. The seminar programme continues in 1998, with six seminars scheduled for the half-year to June.

The joint PROV-Ballarat Fine Art Gallery touring exhibition, *Eureka: the First Australian Republic?* has completed its national touring schedule. A smaller, facsimile display entitled *Eureka: the Events* will visit Canberra early in 1998.

The *Victoria: Buildings and Builders* travelling exhibition will complete its tour at Gippsland Art Gallery, Sale, between 11 April and 24 May 1998. At each of the venues, local plans and histories have been included to celebrate historic and unusual buildings in each locality.

My Heart is Breaking, a joint initiative of the PROV and the Koori Heritage Trust, has now toured twelve venues in three States, and the Australian Capital Territory. So far, the exhibition has been seen by more than 140 000 people. A large proportion of that number saw *My Heart is Breaking* while it was at Parliament House, Canberra as the Wik debate was heating up in December 1997. Aboriginal

Curator and Education Officer, Larry Walsh, himself a member of the 'Stolen Generations' accompanied the exhibition to most venues.

PROV again provided a stand at the Interact Asia Pacific Multimedia Festival held at the Melbourne Exhibition Centre (30 October-2 November 1997). Thousands of visitors to the festival were able to view our CD-ROM, *Victoria: Buildings and Builders*, and to explore our website.

Queensland State Archives

Correspondent: Timothy Godfrey

The Queensland State Archives automation project is well under way with logical design completed for agency, appraisal and accession, public search and ancillary functions. Programming for the modules has commenced and strategies for the conversion of existing data are being developed. The project is due for completion on 30 June and should be available for use in the Public Search Room in July. Interest in the new system has already been expressed by a number of state and territory archives.

Disposal schedules were completed for a number of electricity corporations operating in Queensland, the Hervey Bay City Council, Building Services Authority, Department of Training and Industrial Relations and Canegrowers. In the Conservation area, in-house training was provided to administrative staff on the care and handling of records and a publication, *Guidelines for the Storage of Government Documents* was produced.

In the arrangement and description section, consignments being processed include the Thursday Island Magistrates Court, the State Electricity Commission of Queensland and a second consignment of records from the Queensland Police Service Museum. Processing of large series of Goprint photographic material and Queensland Police administration files has been completed. A large consignment of rate books from the Mulgrave/Cairns City Council is proposed for the near future.

As part of the *Pathways series* of publications, a guide to mining records is now available for sale to the public. A number of seminars were held on site over July and August to introduce records relating to local history, occupations and immigration to the public. On the weekend of 6 September Nola Fulwood gave talks to historical societies in Cairns and Townsville, which were followed by a steady stream of enquiries and some visits to the Public Search Room from the far north. Ross Harrison Snow delivered a seminar to the Records Management Association North Queensland branch on the role of State Archives and the appraisal of government records.

Information on Queensland State Archives is now available on the Internet, with the official launching of the State Archives website at Customs House on 28 July and again in the Archives building on 29 July. The website includes basic information about State Archives functions, activities and services and in the month of August after its launch recorded 24,000 hits from enquirers. Those wishing to access the Queensland State Archives website can find it on <<http://www.archives.qld.gov.au>>.

Staff members during the half year undertook training in the new operating system on the Archives' local area network and attended conferences of the ASA and Records Management Association of Australia. Permanent positions were taken up by Janet Butcher and Jackie Bettington, with a further temporary position taken by Ingrid Witting.

Reserve Bank of Australia

Correspondents: Trevor de Groen and Virginia MacDonald

1997 proved another hectic year for Records Management Section. Work on the electronic records project continued to keep all involved very busy. A Request for Proposals was prepared and issued and responses received and evaluated, with a final decision on a package being made in September 1997. The DocsOpen suite of products, marketed by Educom, was selected and installed on a test network in Records Management in November. Trevor de Groen and Rachel Border worked full time on the project, putting the Docs software through its hoops. A pilot system for thirty-five users was set up in two areas of the Bank in February.

The co-ordination of the electronic records project has been extensive, with client and vendor working and steering committees established to tackle customer requirements and also the technical aspects of the project. Demonstrations of DocsOpen to selected areas of the Bank has resulted in countless questions to Allan Seymour, Trevor and Rachel, some easily answered, others put on notice to Educom.

As an essential part of the implementation of electronic document management in the Bank, Kerry Gordon of Provenance Records Management was engaged to create a thesaurus of functional terms for the pilot groups. This thesaurus was further developed by Stephen Bedford and Chris Wilkie of Records Management and will eventually provide the basic pattern for development of a keyword thesaurus for all Bank records.

FileMaster, the Bank's existing records management database, had several modifications made to it throughout the year. Most of these were in response to findings from a customer survey sent to all our users. In addition to this, a remote maintenance system was developed which enables the system to carry out data repairs and periodic maintenance.

Accessions came in large numbers during 1997. Most were departmental records, although we did receive the files, ledgers, registers and architectural drawings of the Bank's Darwin Branch, which closed its doors in October for the last time. This accession even included the metal letters from the sign on the external wall, identifying the building as a branch of the Reserve Bank! As a result of a visit Virginia MacDonald and Sally Kneebone made to Note Printing Australia, the Bank's note printing works in Melbourne, artwork and related files for Australian notes and stamps, designed and printed at NPA, were transferred to the Archives in September. This material has been of particular interest to the many note and stamp enthusiasts who regularly visit the Archives.

The year saw us visited by a number of fellow archivists and records managers including the archivist of the Bank of Thailand who was in Australia on a fact finding mission. Her day in Records Management was, she informed us, the most enjoyable she had spent while in Australia (and no, it was not her first day in Australia!).

Records Management was involved in providing material for a number of displays in the Bank's Visitors' Centre. Sadly one such display was to honour the life and work of a great Australian and former governor of the Commonwealth and Reserve Banks, Dr 'Nugget' Coombs, who died in November. On a related note, our conservator, Sally Kneebone, provided advice on displaying the Bank's collection of bark paintings, some of which were acquired during Dr Coombs' governorship and reinforce the close relationship he had with the Aboriginal people of Australia.

State Library of Victoria

Correspondent: Shona Dewar

The State Library of Victoria is undergoing change both physically and administratively. The Trescowthick Information Centre opened early in 1997, providing general reference services in an attractive modern setting with more space for use of both electronic resources and traditional reference tools. The La Trobe (Australiana) Information Centre has moved to the glass roofed north west courtyard and it too has more space for its holdings than before. The forecourt has been given a facelift, the statues cleaned, paving replaced, and new trees planted. The Museum of Victoria, which shared the Swanston Street site with the Library for 141 years, closed its doors on 13 July 1997. It will reopen in a new purpose built home next to the Exhibition Building in the year 2000.

The Library has undergone a staffing restructure which has had an impact on all levels of the organisation. The State Librarian, Helen Tait, left in June 1997 and was replaced in September by Frances Awcock, formerly State Librarian of South Australia. Fran was the State Library of Victoria's Director of Technical Services from 1983 to 1988. The institution was corporatised in March 1997 with the Library Board of Victoria as its governing body. The staff of the Australian Manuscripts Collection, like everyone else, participated in the restructuring process, resulting in one significant personnel change. Our senior technician, Marg Burnett, took the opportunity to retire in July. Marg worked in the Collection for twelve years and is sorely missed.

Perceptive users of the Collection in 1996-1997 may have spotted the distinguished antiquarian book dealer Kenneth Hince at a desk in the staff area. At the direction of the Victorian Government, the state's cultural assets have been valued. Valuers with appropriate expertise examined the collections of the Museum of Victoria, the National Gallery, the State Film Centre, and the State Library. A team under the leadership of Barbara Hince worked at the Library. Kenneth Hince conducted a survey of the Manuscripts Collection and proved a popular addition to our professional and social gatherings.

In May 1997, we launched the *La Trobe Library Journal*, no. 58. A special issue devoted to the Manuscripts Collection, it contains contributions by all staff of the section and by the La Trobe Librarian, Dianne Reilly. Professor Ros Pesman of the History department at the University of Sydney contributed an article on Australian women's accounts of overseas travel. Ros' book *Duty free: Australian women abroad* (Melbourne: Oxford U.P., 1996) is based partly on our material. The journal issue includes a select list of new acquisitions for the period 1992-1996 and a list of works published since 1990 which have made extensive use of the Collection's holdings.

Progress with automating the Manuscripts Collection catalogue received a boost with the announcement in June 1997 that part of a special Victorian Government grant would be used for a retrospective conversion of the card catalogue. I have been seconded half time to the project and am editing and upgrading card entries, beginning with those describing our World War I holdings. From this information, two experienced cataloguers, under the supervision of senior cataloguer Priscilla Warr, are creating entries for the Library's DYNIX system and for ABN.

In the summer of 1996-1997, and again this year, we employed a team of students from the Monash University Archives and Records management course to arrange, describe, and rehouse large collections kept offsite at our Abbotsford Store. Sandra Burt is creating entries for the computer catalogue based on the descriptive lists prepared by the team. Some of these collections have been transferred to the CARM Store at Bundoora, a cooperative venture between the State Library and Victorian university libraries, where they are housed in more appropriate environmental conditions. When not working with the team at Abbotsford, David Stanton is listing and rehousing a large collection of Stephen Murray-Smith papers held at our city repository.

In the last three years, Sandra Burt has put her knowledge of Australian literature to good use by preparing exhibitions which promote public awareness of the Library's rich collections of literary manuscripts. *Bushman and Bookworm: Joseph Furphy in the State Library of Victoria* opened in August 1995, followed in November 1996 by *Baker of Ours*, which examined the life and work of Furphy's great champion, Kate Baker. Finally, *Marcus Clarke: Literary Dynamo* gave us a fresh look at one of the Library's more celebrated former employees, the author of *For the Term of his Natural Life*.

We are also promoting ourselves on the Internet. One of our more spectacular acquisitions is an enormous petition presented to Governor La Trobe by Victorian gold miners in 1853. The 6000 names on the petition have been indexed by our volunteer, Ruth Trait, and interested genealogists can search the index and look at sample pages of the petition on the State Library website <http://www.slv.vic.gov.au/slv/exhibitions/goldfields/petition/p_intro.htm>.

About 160-200 new acquisitions are received each year. In the last couple of years they have included the papers of architect Robin Boyd, the journal of artist Edward Roper, 1852-1855, letters by early settlers Hanmer and Sarah Susanna Bunbury and the diaries of Joseph Jenkins, extracts from which have been published as the *Diary of a Welsh swagman, 1869-1894* (South Melbourne: Macmillan, 1975).