

News Notes

Edited by Helen Yoxall

Archives Office of Tasmania

Correspondent: Ian Pearce

The second stage of the Office's integrated archives control and retrieval system has recently been completed after a variety of long delays and is likely to be available for public use in the search room in the not too distant future. The system combines information about record-creating agencies and the relationships between them, record series and the relationships between them, items, their physical locations, access status (up-dated automatically) in a readily navigable and searchable database. The next phase will incorporate a number of current databases which contain internal process management information as well as documentation about non-government records held by the Archives Office.

In common with most archival institutions there has been an increasing emphasis on making information available through the Internet. While all pages comprising the Archives Office web site receive a reasonably high number of hits, the Tasmanian Family Link genealogical database is especially heavily used with over 40,000 discrete visits and hundreds of thousands of hits into the database in its first six months since it went live in January 1998. This has, in turn, also generated more public enquiries seeking further information about the people and events in the database.

The Office has recently completed a trial of opening the public search

room on ten designated Saturdays during the year. This has proved to be very successful, with groups of researchers hiring buses from various parts of the State to enable them to spend the day in the Archives Office. The dates of the designated days were widely advertised at the beginning of the trial and, following its success, the trial process will now become part of the Office's formal opening times.

The Archives Office's programme of developing guidelines for the management of State records continues, the most recent being that dealing with Ministerial records, for which an associated records disposal schedule has also been produced. As with all such general documents which have been issued these are available on the Office's website.

Ashfield Municipal Council

Correspondent: Tony Sullivan

It is a rare treat these days for an organisation to call upon the Archives to produce something that uses the material in the collection (other than a display of the old bits and pieces) and allows for some creative treatment of that material. It happened at Ashfield Municipal Council this year. This 'News Note' is intended to outline the nature of the project, how it was approached and to illustrate how some of the issues involved in utilising a photograph collection for publication or display were treated. It also outlines instances of intellectual property considerations raised during the course of the project.

Project

The Archives was asked to select some photographs to illustrate a booklet celebrating the 125th anniversary of the Council. The original brief stipulated that a short written history should be produced, supported by about 24 photographs. The booklet was conceived with the idea of providing the residents of the area with an introduction to the history of the

Municipality. A quotation, outlining budgetary and technical aspects of the project, was also supplied with the brief.

The booklet was to be produced with the assistance of the Ashfield and District Historical Society (the Society), as Council's photographic collection is limited and significant expertise regarding the local area was available from the Society. Chris Pratten, Secretary to the Society, wrote a concise history of about 2000 words. How the publication was to look and the selection of photographs themselves, was left to Archives' staff at Council. Images were selected from Council's Archives and those held in the Society's collection. A final selection of 24 photographs was made and the layout defined.

Photographs

A photograph can be a powerful thing. Frequently, photographs are the first thing people turn to in a publication or ask for in an archive. They have a particular appeal in this context because they conjure up a sense of nostalgia for the past or a reminder of how a place used to look. Alternatively, they can be used as references to allow us to, subjectively or objectively, describe, record, respond to and measure an infinite variety of changes within a particular environment (Ashfield in this case). How they are used or selected for display, and how captions are employed add further layers of complexity. In this project the intentions of the photographer (where known) were also taken into consideration.

Other considerations also applied for the booklet. Emphasis was placed on incorporating images of all the suburbs within the Municipality (Ashfield, Summer Hill, Croydon and Haberfield), as well as an overall focus on the day to day rather than on particular significant events or people of note. It was considered that events and historically significant individuals had received adequate coverage in other formats. An attempt was also made to establish a linear progression through the visual history that paralleled the written history. Inevitably though, some eras are better documented than others.

A further consideration for selecting images for the booklet was their ability

to be reproduced and their fragility.

Intellectual property - copyright and permissions

In this type of exercise, especially using older photographs, the photographer who took the picture may be unknown. A number of images used in the booklet were taken by photographers whose identities were not known and the photographs had come into the Archives' possession from a number of sources. Also, commissions to take photographs on behalf of the Council had not always been documented and added to difficulties associated with attribution. Wherever possible the name of the photographer, studio or department that took the image has been recorded and a suitable citation made. In other cases the archive or the collection holding the image was acknowledged. An approximate date that each photograph had been taken was generally included within the caption.

One of the most valuable resources in the context of the project proved to be the Australian Copyright Council. The Copyright Council provides information sheets that highlight areas of the legislation (*Copyright Act 1968*) of relevance to a variety of circumstances. The Copyright Council's advice was especially useful in clarifying intellectual property rights where a photograph may have been given to someone, who gave it to someone else and so on. In similar instances, for an Archivist, establishing the provenance of an image can be fairly compared to negotiating a maze and it cannot be safely assumed that a donor holds copyright.

For example, even if a photograph was taken before 1 January 1948 and falls outside of copyright, there may still exist contractual conditions stipulated by a bequest or donor that restricts the reproduction of the image in particular circumstances. A specific case in this context involved borrowing images from the Society which had itself acquired the images from the Mitchell Library. In this instance separate permission to use the photographs in the booklet had to be obtained from the Mitchell Library, the Library being the holder of copyright.

Another example involved the NSW Department of Urban Affairs and Planning (Department of Environment and Planning at the time) which

had taken photographs for the Ashfield Planning Scheme in 1980 and subsequently donated certain images to Council. Each reproduction and subsequent display required permission from the Department. For the Archives then, the ownership of intellectual property can be ambiguous.

Citations

The final part of this 'News Note' refers to citation practice for photographs. The short answer is that there does not seem to be one. However, in some cases the organisation or person allowing the image to be reproduced may set out a preferred option. Where no permissions are required the citation may include information such as the photographer (if known), the date of the photograph and title or content.

Australian War Memorial – Research Centre

Correspondent: Paul Mansfield

Research Centre redevelopment

Staff from all areas of the Research Centre have been involved in projects associated with the refurbishment of the Research Centre, detailed in previous issues, which will provide researchers with enhanced facilities and access to our collections. These projects have required staff and collection relocations in line with an overall building timetable for the redevelopment of the Memorial as a whole. They have included packing up the entire collection, arranging for off-site storage for some parts of the collection and temporary storage on-site for others, and planning for the replacement of the collection in the new storage area to optimise shelf capacity and ease of access for retrieval. Part of the new repository was handed back to the Research Centre in July, with work on the new public areas commencing shortly after. The re-opening of the Reading Room is planned for the end of October 1998. The collection storage area that has been completed to date is a marked improvement, with easier physical access for retrieval and

shelving. We have also been selecting furnishings, designing introductory exhibitions and developing new, enhanced client service arrangements. Overall, the new Research Centre with its greater public face will present us with new challenges and opportunities for a superior level of client service. Enquiries regarding access to the collections until then should be directed to: telephone: (02) 6243 4315, fax: (02) 6243 4330, e-mail: info@awm.gov.au

New AWM website

The Memorial has now officially launched its new website. Arguably the jewels of the site are the collection and biographical databases. The collection databases include Photographs (180,000 records), Films (2,000), Books (60,000), Private Records (7,000), Sound Recordings (200), and Art (2,400). There is one biographical database available on the site: the Roll of Honour, which records the details of approximately 41,000 servicemen and women who died during the Second World War and later conflicts. Data for earlier conflicts is being added and should be available later in the year. There are plans for further biographical databases to be developed and made available. To search the databases and explore other features, visit the site at <http://www.awm.gov.au>

Information services

With the closure of the Research Centre and the collections in temporary storage, arrangements were made with the National Archives of Australia (NAA) for the Memorial to provide a reference service from their Canberra office. This has been operating smoothly since May, with a limited service being provided and clients being advised that retrievals may take up to a month. Over 200 client visits were made during the first two months. Researchers have had access only to the Official Records collection, with no access to our Private Records, books, serials, maps, etc. This has been working well and our staff have benefited from working with their ever cheerful and helpful NAA colleagues. We have also been able to maintain our telephone, letter and e-mail reference services though our responses have necessarily been limited by the reduced access to our collections.

At the beginning of July the Memorial introduced MIBIS, an online

integrated business management system. The major impact of this system has been on the sale of images from our photograph, film and art collections. All orders are now handled online from the time payment is received through to their processing in the darkroom and their eventual despatch. It is expected that the MIBIS system will provide significant efficiencies across the Memorial.

Collection management and development

In addition to the refurbishment of the Research Centre and the development of the new website, staff have undertaken major projects associated with the selection of a new library management system for printed materials and a new collection management system for archival and museum materials. These will be described in the next issue.

Official records

To take advantage of the opportunity provided by the closure of the Reading Room, collection processing priorities for Official Records were largely refocused on material relating to the Vietnam period, which is being rehoused to high standard with box listings corrected, updated and enhanced on ANGAM. Considerable progress has also been made on the preparation microfilming of the Second World War unit war diaries for microfilming. Full collection processing was completed on AWM82, Captured Japanese documents, to provide entries to the Australia-Japan Research Project database, available through our new website. These entries were then transliterated and translated to Japanese for a co-operative world wide web database.

Private records

Approximately 100 collections have been added to Private Records. Notable among these were the twenty-five metres of papers of Sir Edward 'Weary' Dunlop (PR00926). Other notable acquisitions were the diary of Sergeant John Marsh, describing a rescue mission to New Britain in April 1942 (PR00916), papers of Sergeant Len Siffleet (whose execution was the subject of a famous *Life* photograph) (PR00930), fifty boxes of Professor Ken Inglis's

research papers for his preparation of *Sacred Places: War Memorials in the Australian Landscape* (PR00944), a large collection of personal war stories generated by a Department of Veterans' Affairs competition (PR00970) and the records of the Vietnam Veterans' Family Support Link Line (PR01003). About seventy collections were arranged and described.

Photographs

At the request of the Greek Government, the Memorial undertook a project to supply the Crete Naval Museum with photographs of Australian men who died defending Crete in the Second World War. A database of 375 names was compiled, and with the help of the Army, Navy and Air Force, we now have photographs for 303 of the men (held at P02464, P02466 and P02551). This list includes men who were taken prisoner of war on Crete and subsequently died in prison camps. Biographical information on each man, along with a copy of each photograph we hold, have been sent to Crete. A second major project completed relates to the approximately 1800 men who died on the Sandakan death marches. We have compiled a database of 1796 names and now have photographs for 1782 of these men (held at P02467, P02468 and P0102/59/14).

BHP Archives

Correspondent: Emma Harrold

1998 has been a significant year of change for BHP and for BHP Archives. The first formal Business Plan for BHP Archives has been developed by all of the staff. By defining our strategic initiatives we anticipate implementing valuable system and procedural changes to further strengthen our value to the company. In addition, a vision and mission for BHP Archives have been created to provide the staff with a common, unified goal. Our vision is to support world's best practice by assisting BHP worldwide to recognise the competitive advantage of responsible recordkeeping. Our mission is to

synthesise past, present and future for reliable and authentic evidence of company activities.

With the impending closure of the Newcastle Steelworks in 1999, BHP Archives have undertaken a major arrangement and description project focusing on the Newcastle photographic collection. The collection consists of approximately 4000 photographs. BHP made the decision to enter iron and steelmaking in 1912 and the *Newcastle Iron and Steel Works Act* (NSW) was subsequently passed. The Newcastle Steelworks was officially opened in 1915. Some of the earliest images include the members of the Board and Company Executives visiting the construction site in 1913. The Archives' staff are concentrating resources on this valuable collection as we expect a dramatic increase in the use of collection. Already we have received a number of enquiries requesting images for documentaries and exhibitions.

Further progress of the BHP Archives Intranet site has taken place with the development of webpages to showcase five of our six key programs: Corporate Education, Strategic Information Services, Archival Collection Management, BHP Secondary Storage Facility & Recordkeeping Consultancy and Advice (the web page for our sixth key programme - Records Retention & Disposal was part of our original website development). BHP employees can now access a wide variety of information about BHP Archives and its programmes from the site.

Technological advancement has also been a focus in 1998. We have developed new databases and enhanced existing databases in order to continue the automation of our collection. An enquiry database has been designed to capture information about enquiries received by BHP Archives. This database will be a useful resource for responding to future enquiries.

The Records Retention and Disposal Program continued its advancement with the development of new disposal classes and the refinement of a number of existing disposal classes. Areas of development included Environmental Audit Records, Coal Lands and Legal Records and BHP Coated Steel Westernport Works Production Records. Through the development of these disposal classes we increase BHP business units' compliance with the Company's standard for disposal of records.

Edith Cowan University Archives

Correspondent: Ronald Hermann

Edith Cowan University (ECU) Archives has continued to expand over the year and now has in excess of 2000 shelf metres of records in three repositories. The University Archives is full to capacity and has recently placed an embargo on temporary records until the annual culling process has been completed.

The University has recently begun to review its records facility (which includes archives) with a view to concentrating its activities on those which are closest to the University's prime business. This process involves an examination of all the elements of record activities in the University. The object of the review however, is more to ensure that what the University is doing is what it should be doing. With the ever tightening funding situation one's focus does tend to narrow on what is core business. The Archives, along with the Central Records Office, still forms part of the University Records Service which falls within the functional area of Secretariat, Executive Directorate. The Archives continues to support the statutory functions, strategic plan and aims of the University and to ensure that the archival records of the University are preserved and available for access. The University Archives is still responsible for the following areas: policy advice, disposal of records, documentation of records management policies, procedures and standards, access, research and promotion.

In April 1998 a part time archival clerk commenced duties with the University Archivist for a period of six months. Some of the projects this year included purchasing additional shelving for the temporary records located at the Herdsman Business Centre, case binding of all the University Council Minutes and Agenda from 1991 to 1997, and almost completing the processing of all unaccessioned material. Ninety-five percent of archival holdings has now been appraised and accessioned. The number of visits and records issued has dramatically increased over the previous year as university staff become more aware of the archival services and facilities. Training and development sessions with staff will recommence shortly as the Archives continues to become more pro-active. The profile and use of

the Archives will continue to increase as more staff and students begin to use the collection.

The University Archives Home Page has continued to grow in the number of visits each day and has recently changed its URL to <http://www.cowan.edu.au/secretariat/archives/>.

John Curtin Prime Ministerial Library, Curtin University of Technology

Correspondent: Lesley Carman-Brown, Public Programs Coordinator

A number of major events and activities has kept the JCPML staff extremely busy since we opened our doors for the first time on February 20 this year.

First of all, our public lecture series kicked off on February 23 with an interesting and engaging lecture by our 1998 Visiting Scholar, Dr David Day, who used the JCPML collection to continue research for his John Curtin biography which will be published early next year.

Then, in the lead up to ANZAC Day, the JCPML held a formal opening of its permanent exhibition, *John Curtin: A Man of Peace, A Time of War*, by respected political commentator Michelle Grattan on 20 April. In its first week of opening the exhibition received more than 600 visitors, with the daily average now stabilised at 60-70. Comments about the exhibition have been very favourable overall with many people signing the visitors book and providing positive feedback.

To coincide with the formal opening, the JCPML launched its first publication, *For Australia and Labor: Prime Minister John Curtin* by Geoffrey Serle. Dr Serle's wife Jessie attended the launch on his behalf. This is the last book to be written by Dr Serle as he very sadly passed away the following week. Book orders have been very encouraging with nearly half the print run being sold already.

On 5 July, the JCPML held its inaugural anniversary event to commemorate the death of John Curtin and we were very pleased to have the Hon. Gough Whitlam deliver a lecture entitled 'John Curtin: party, parliament, people'.

Two very successful media conferences were held this year in conjunction with the JCPML exhibition opening and the Curtin anniversary lecture by Gough Whitlam. Coverage of both events was screened on various television stations and promoted via radio and local newspapers.

The pilot for the Year 12 educational programme was finalised and the programme was conducted during second term. Evaluations have been received from more than 100 students and teachers and the feedback has been overwhelmingly positive. In third term we will concentrate on developing a pilot educational programme for Years 9 and 10. A programme has also been developed for community group tours, especially targeting the senior citizens community groups, and was launched in June.

We have now installed the Archive Manager software which has allowed us to make considerable progress in documenting the collection to enable greater access to the material. Systematic processing of the collection continues to be a priority until we are up to date. There are over 3000 items documented in the system.

Copies of all photographs in the collection are now available in the reading room and preservation copying of the collection is now complete. Some photographs have already been digitised.

The JCPML commissioned a report on its oral history collection from the Centre for Western Australian History. The report is very comprehensive and contains a review and recommendations for the development of the collection. It also surveys the oral histories held by libraries in Australia. Transcribing and editing of the latest interviews is continuing and includes interviews with Sir Charles Court, Sir Lenox Hewitt, John Hughes, Adele Hodges, Hazel Craig and Gladys Joyce.

Significant material relating to John Curtin has been identified at the National Library of Australia and the National Archives of Australia. Some

early letters written by John Curtin to Jessie Gunn and Frank Anstey are of particular interest for the electronic research archive which is currently under development.

The JCPML has also established a Collections Information Database to enable the collection of information about John Curtin-related material which is held in institutions and private hands. The compiler can access the web site from anywhere in the world. The data will often be used to assess material for digitisation and other forms of copying.

New accessions continue to be added to the collection. Of particular interest were three donations of material from the Curtin family, including personal items of the late Prime Minister.

Monash University Records and Archives Services

Correspondent: Ann M. Mitchell

It is a source of pride for Monash archivists that their service is firmly based on integrated recordkeeping that we now recognise as continuum management. Not that high principle had much to do with it. In 1976 when the decision was taken, it was to encourage the records manager (then, 'filing officer') to stay, which he agreed to do, for a modest increase in pay and the additional title of archivist. Successive records managers have had reason to be grateful - although it may not be prudent to acknowledge quite how many qualified archivists there now are in the Monash team of recordkeeping professionals - some of whom are called something else. Given the devastation of archivists within the higher education sector during 1997-98 such caution is understandable.

The term 'archives' appears to send all the wrong messages to employers even in universities, where it is not wise to assume that there is a better understanding of what archivists are about. Perhaps it really is time for the profession to embrace both employers and competitors and find a descriptor perceived to reflect business realities.

Monash continues to stand by its recordkeeping professionals. Yet up to 1995 Records and Archives Services was dominated by a relatively large, traditionally managed, registry operation on the brink of extinction because business processes and staff originally hired to maintain manual systems, were not able to adapt quickly enough to technologically driven change. Our capacity to overcome such a legacy has no single explanation. But a key factor has to be the unavoidable external pressures (*deus ex machina*) that facilitated radical re-engineering at the same time bringing significant short-term savings to the university. Which is not to state that it was easy. What gave us critical edge was strategic planning within the context of continuum records management plus appointing policies of many years standing which ensured that whenever a normal vacancy occurred, it would be filled by a person with above-average qualifications. This meant re-writing position descriptions and often tolerating vacancies for months at a time in order to achieve the desired goal.

The university adopted its first strategic plan *Leading the Way* in July 1997. By this time Records and Archives Services' first plan introduced two years before, was well on the way towards completion. Our second plan, for 1998-2000, was adopted in February 1998 and has the added value of corporate context. Its format mirrors that of its predecessor and consists of five objectives each defined as to purpose with 27 strategies for achieving the stated goals. The objectives themselves have not changed very much but the means of getting there certainly have. Restructuring featured heavily in the first plan. Without it few of the original 25 strategies could have been attempted. With it we can move on with confidence whilst the energy formerly expended on management issues, can now be put to specific recordkeeping ends. These may include fees-for-services as part of our project management strategies in accordance with institutional policy.

Implementation of our new system known as MURSA [Monash University Recordkeeping Software Application - trade name UCollect] brought the Records Management Office onto the corporate Windows platform and put it on more equal terms with the Monash University Archives, which had converted more than two years before. Closer electronic dialogue has benefited both units. For example, in addition to its own database the Archives also manages four separate systems using item types within MURSA.

It was anticipated that client groups outside central administration would quickly see the advantages of adopting a corporate records management standard and so it has proved. Indeed we have been rather too successful and are unable to meet the new demand from faculties and academic departments until yet another proposal has been submitted and approved. In the meantime, we have drafted two SIMS diplomates into temporary part-time positions to assist with a number of projects including the TRIM file audit (part of systems conversion); the Pix Project (reported November 1997); a Students Records Survey and Disposal Project on three campuses; and, DV, completion of the challenging survey and disposal exercise at the Victorian College of Pharmacy (Parkville Campus) commenced 1994. We also said farewell to Lyn Maloney who decided on a career change to architecture at the beginning of the year. We welcomed her replacement as Assistant Records Manager, Janet Brennen, another SIMS master's candidate to join Archives Systems Officer, Catherine Nicholls, in academic pursuits. In May 1997 the branch established a fulltime service at Gippsland Campus with Graeme Cusick as Records Officer. Graeme had been on the Clayton staff for over five years and prior to that had been based at Caulfield Campus. His background is ideally suited for the new role at Gippsland. This is different in kind to the office of Assistant Records Manager, Clayton, carrying with it campus-wide responsibilities for records survey and appraisal which at Clayton are managed via the University Archives. The campus administration has been very supportive of the new position which must be reviewed within two years.

The Monash University Archives continues to thrive despite delay with the repository expansion project which cannot be completed until late 1998. Activity levels have been well sustained although there was a 28% reduction in item retrievals during 1997 because the outside academics who had kept the archivists busy for two years moved on. But at 925 items for the year, the rate is still much higher than at any period prior to the opening of the present excellent facility in 1995. The percentage of administrative over pure research use also returned to near the old levels at 72%. The creation of the archives database using Microsoft ACCESS was noted in our last report. This now has its own university acronym, MONARCH - what else? By the end of 1997 all accessions had been registered and more than half of the total 900 series registrations had been fully documented. There were 58

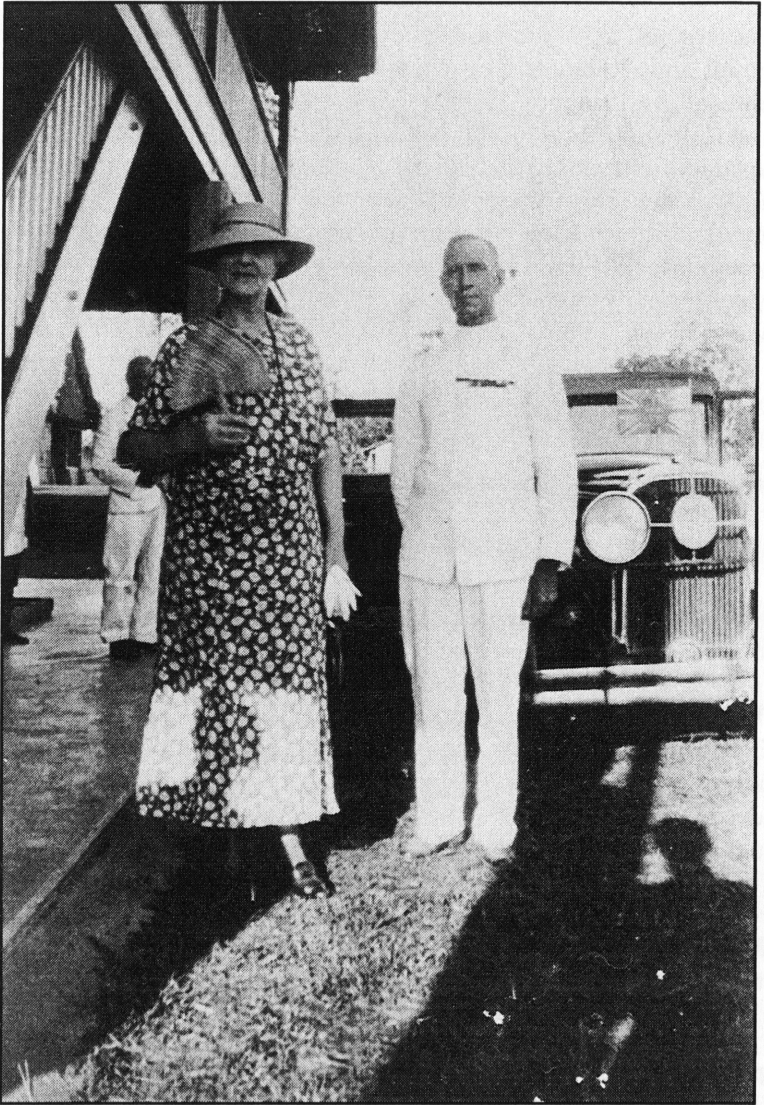
new accessions, a 7% increase, coming from: Administrative sources, 41; Faculties and Academic Departments, 11; Other, 6. Of these the more significant are Personnel Services: Records spanning 1960-86 including agenda and minutes of staffing committees, approximately 8.28m; Chaplaincy Centre Clayton: Official Marriage Registers and other records 1967-96, 1.26m; Department of Psychological Medicine [Monash Medical Centre]: Subject files, administrative correspondence, committee proceedings, 1965-95, 5.58m; Monash University International Students Service [formerly Overseas Students' Society]: Subject files and committee papers, 1965-96, 1.08m.

Mortlock Library of South Australiana

Correspondent: Roger André

The Oral History Officer has recorded a two-part interview with former State Librarian Hedley Brideson. The first interview explores Mr Brideson's innovative and energetic career which spanned over forty years at the library to 1970. There is a particular focus on the Special Collections that Mr Brideson negotiated for the library, including those of Sir Donald Bradman, Charles Mountford and A.D. Edwardes. The second interview examines Mr Brideson's role as chair of the committee of Writers' Week from the inaugural event in 1960 and for the next four Adelaide Festivals. Many of the writers he met during this period also donated manuscripts and other personal records to the library. Ruth Starke, who is working on a PhD about Writers' Week and is the author of *Writers, readers and rebels* which was launched at the Writers' Week, was invited to contribute her expertise to the second interview.

The Library's latest accession of literary manuscripts has been acquired from the estate of the novelist Geraldine Halls, 1919-1996. Of recent donations, the diary of Marjorie Pitfield 'Madge' Lord records farm life on Eyre Peninsula during the harsh Depression years, while papers of Jessie Katherine March reflect missionary life in New Britain at the apogee of Australia's colonial administration.



Colonial presence. Lady McNicoll looms large on a visit to Vunairima Mission, New Guinea, with Sir Walter McNicoll, Administrator, 1934. Photo Jessie March. Mortlock Library of South Australiana PRG 1140



*Tropical whites. Missionary group assembled to celebrate christening of baby Allan James, Vunairima, New Britain, Jessie March holding parasol, c. 1930. March papers
Mortlock Library of South Australiana PRG 1140*

The nineteenth century crop of donations and acquisitions has included further papers of premier Sir Richard Davies Hanson, 1805-1876, papers documenting the forlorn attempts of emigrant John Harman Farmer to revive the family fortunes, papers of tragic mariner James Llewelin Lewis and R.R. Knuckey's dramatic account of the 1869-1870 Northern Territory Survey Expedition. Letters by Alan Wellington give insight into the effects of the South African War on the Boer people.

Paringa Station on the Murray, sometime scene of *Breaker Morant's* horsebreaking days, is the subject of a late colonial watercolour by Frederick Miller Needham, 1840-1910, purchased by the Friends of the State Library of South Australia for the pictorial collection. The view is of the second (cliff-top) homestead, the first having been lost to floods. Another watercolour by Gwen Adamson, later Gwen Barringe, has been acquired, depicting the seaside resort of Victor Harbor before it was engulfed in

unsympathetic development. Finally, the Pictorial Curator has been delighted with the donation of a volume of exquisite flower studies, the labour of love of Olive Lansbury painting subjects from her own garden at Fulham Gardens between 1993 and 1996.

National Archives of Australia

Correspondent: Malcolm Wood

A name change for the organisation from the Australian Archives to the National Archives of Australia was announced by Senator Richard Alston, the Minister for Communications, the Information Economy and the Arts during February of this year. In announcing the new name Senator Alston said that it better reflected the true national role of the Archives. The *Archives Act* is being amended to cater for this change.

The National Archives building

During March and April the Archives occupied a new national building within Canberra's central government precinct known as the Parliamentary Triangle. As well as the Parliament buildings, the High Court and the key Departments of State (including the Department of the Prime Minister and Cabinet, Attorney-General's Department and the Treasury) this precinct includes national cultural institutions such as the National Library and the National Gallery. The building occupied by the Archives, originally known as East Block, and one of two office blocks built to accompany the Old Parliament House, was refurbished in keeping with its 1927 architecture. Most Canberra-based staff are now located in the National Archives building.

The ground floor of the building features the reading room and the orientation centre, an area where first time researchers can spend time familiarising themselves with the Archives' collections and finding aids, and discuss their needs and research strategies with reference archivists. The ground floor also includes exhibitions galleries, a researchers' lounge and areas for educational and special interest groups.

Publications

The Archives' updated and more comprehensive guide for family historians, *Finding Families: the Guide to the National Archives of Australia for Genealogists*, was released during July. It replaces the popular *Relations in Records*, published in 1988, which had been out of print for some time.

Recent additions to the Archives' research guides series include: *Papua New Guinea Records, 1883-1942: Microfilm Collections* (Guide No. 4); *Royalty and Australian Society: Records Relating to the British Monarchy held in Canberra* (Guide No. 5); *More People Imperative: Immigration to Australia, 1901-39* (Guide No. 7); *The Boer War: Australians and the War in South Africa, 1899-1902* (Guide No. 9); *Cockatoo Island Dockyard* (Guide No. 10); *Good British Stock: Child and Youth Migration to Australia, 1901-83* (Guide No. 11); *Microfilm holdings of the National Archives* (Guide No. 12); *Sound Collections in the Sydney Office* (Guide No. 13) and *World War II War Crimes: The Australian Investigations and Trials* (Guide No. 14).

Two recent publications designed to inform users of the services offered are *Getting Started - A Guide for New Researchers*, and the *Service Charter*. Both publications are available from Archives' reading rooms and from the Archives' website.

Three booklets have also been issued in the Archives' new *Keeping Records* series, which is devoted to recordkeeping issues. Titles of these booklets are: *Records in Evidence*, *Records Issues for Outsourcing* and *Making Choices*.

Initiatives in electronic recordkeeping

The Australian Government Locator Service (AGLS) project commenced in late 1997 with the Archives and the Office of Government Information Technology (OGIT) acting as the two lead agencies. The objective of the project is to develop and promulgate a metadata schema which supports efficient online description of and access to government information and services via the Internet. A two day workshop held in December 1997 brought together members of a special working group and other interested parties. This workshop resulted in a draft agreement on seventeen

metadata elements, largely based on the 'Dublin Core' metadata set but with two additional elements, function and availability. The AGLS is a dynamic and flexible schema which encourages the creation of descriptive metadata at the time of document creation. The schema is intended to be applicable at all levels of government and should be fully interoperable with emerging recordkeeping metadata schemas. A user manual has been published and is available on the Archives website, together with downloadable forms which can assist automated AGLS record creation. The Archives will act as AGLS Maintenance Agency, in which capacity it will be responsible for further developing and promulgating the schema, convening an AGLS Working Group and liaising with the international 'Dublin Core' metadata community.

Recordkeeping standards

In its drive to promote AS4390-compliant best practice recordkeeping in the Commonwealth Government, the Archives has endorsed the Archives Authority of New South Wales' *Keyword AAA Thesaurus of General Terms* as the preferred basis for the implementation of functions-based records classification systems and for the development of agency functions thesauri. The development of AS4390-compliant functions thesauri at agency level and the integration of such thesauri into agency recordkeeping systems will facilitate consistent functions-based file titling, functions-based appraisal for retention and disposal purposes and the creation of function descriptors in AGLS metadata records.

Professional development

The Monash-delivered professional training initiative, described in the last News Notes, has now been completed, with 112 Archives staff having participated in the programme. The eight units that made up the programme were:

- I Conceptual basis for recordkeeping practice
- II Conceptual frameworks
- III Setting up appraisal, description and access regimes Part 1

- IV Setting up appraisal, description and access regimes Part 2
- V Recordkeeping and Archiving Processes
- VI Recordkeeping System Requirements
- VII Information Management Concepts
- VIII Information Management Practice

An article on this training programme will be submitted to *Archives & Manuscripts* in the near future.

A contract for a second training programme directed at staff at ASO levels 1 to 4 was awarded to the Open Learning Institute of Charles Sturt University. This programme is an introduction to the basis for modern recordkeeping, and commenced in late July. The subjects are self-paced and, like the Monash programme, delivered via the Internet. Some 35 staff nationwide are participating in this programme, which runs for 24 weeks.

Parramatta City Council Archives

Correspondent: Tracy Bradford

There is a saying that all good things come to those who wait, and I am pleased to report that the waiting has paid off at Parramatta with regard to our much anticipated Heritage Resource Centre. By the time this report goes to print, the Centre will have been open for approximately three months, with the official opening being performed on 29 August 1998.

Work on the fit out was completed in July, and the collections gradually relocated during July and August. This included relocating the Local Studies Collection, Council's Archives and several thousand boxes of archaeological artefacts previously stored at the Government Records Repository. The new facility consists of a reading room, a secure archives storage area, staff work

areas, theatrette, conference room, artefacts storage and two exhibition galleries. In the near future, the Parramatta Visitors' Centre will also be relocating to the Centre from its present location at the Riverside Theatres (which are across the road from the Heritage Centre).

For the opening of the Centre two exhibitions were secured. One is the very successful Francis Greenway exhibition formerly on display at the Hyde Park Barracks, and which was generously lent to the Centre by the Historic Houses Trust. The other is called 'Full Steam Ahead' and is on loan from the Newcastle Region Library. This is a photographic exhibition of steam trains, and enjoyed a very successful season in Newcastle.

Work has commenced on developing the core exhibition for the Centre and it is planned that this will be in place by November 1999. An exhibitions curator has been appointed to work on this project. A concept plan was developed by a consultant which identified themes for the core exhibition, and the curator will now take those themes and fabricate the exhibition. This exhibition will occupy the downstairs gallery, and the upstairs gallery will host smaller, temporary exhibitions, including travelling exhibitions.

As with all new buildings I expect there will be teething problems, but staff are looking forward to settling into their new surroundings.

Public Record Office Victoria

Correspondence: Ian MacFarlane

Construction of the Victorian Archives Centre, the planned new home of Public Record Office Victoria, began in August. Development of the North Melbourne site can be followed on PROV's web site (<http://www.vicnet.net.au/~provic/>), which includes a link to that of Sweetnam Godfrey and Ord, supervising architects.

The VERS project (Victorian Electronic Records Strategy) is a study of the issues of electronic records management and archiving. The project

being carried out under PROV management by CSIRO scientists and the management consultancy from Ernst and Young has built an initial prototype of the VERS system. It will also develop a set of specifications for electronic archiving.

A reference group for the project has been formed consisting of records managers from government and other organisations with a strong interest in electronic records management solutions. The role of the group is to enable representatives of the records management community to provide feedback to the project team about the solution being offered; and to transfer information about the project to potential developers and users.

The new records management standards pack was released in February. The standards are broad policy statements about the recordkeeping responsibilities of government agencies, but contain practical guides to destruction or transfers of records with sample PROV forms. The standards pack is available in three formats: disk copy (\$15 per set), hard copy (\$45 per set) and from the PROV website (free). The latest *Local Government Records General Disposal Schedule* (GDS) was released in June. It was developed after extensive consultation with Victorian councils and with the financial assistance of the Municipal Association of Victoria.

The Records Management Network which PROV runs is proving popular with Victorian government records managers. At its last quarterly meeting 82 records managers attended. The network provides an opportunity to address current professional issues and share experiences. It has a webpage on the PROV website.

PROV's Search Rooms received 13180 visitors between January and June, 1998. The City Search Room saw a slight increase in clients over the previous half-year. Overall visitors for the year 1997-1998 totalled 25951.

Transfers in the last six months have included 360 metres of Education Department records, 290 metres from the City of Melbourne and 270 metres from the Department of Natural Resources and Environment. Over 3500 metres of records were moved to PROV from the Registry of Births, Deaths and Marriages due to its relocation.

The Issues Office received 29477 requests between January and June 1998. These resulted in 28822 issues. 28060 items were returned.

The APROSS initiative allows government departments and agencies to store sentenced temporary and unsentenced public records, with approved commercial storage suppliers. Six storage companies have been approved to store records at thirteen approved sites.

Victoria: Buildings and Builders- the exhibition based on those grand, hand-painted architectural plans of last century - went in 1997-1998 to the Ballarat Fine Art Gallery, the Geelong Art Gallery (17 October - 30 November) and Gippsland Art Gallery, Sale. Local content in the form of plans of buildings in each region were included at the appropriate venue.

Another exhibition - *Eureka: The First Australian Republic?* - also continued to tour the regional art gallery circuit. In 1997-1998, it went to Broken Hill (NSW) and Gippsland, Ballarat and Mildura Art Galleries in Victoria.

The *My Heart Is Breaking* national touring exhibition, which was launched in February 1997, continued its touring schedule during the year. It toured to eight venues in five States and Territories during the year 1997-1998, including Parliament House (Canberra), Tandanya National Aboriginal Cultural Institute (Adelaide) and the Northern Territory Archives Service (Darwin). The exhibition has now been seen by more than 150000 people.

The final volume in the foundation series of *Historical Records of Victoria* was launched in May by the Governor of Victoria, Sir James Gobbo, A.C.. Sir James continued what had almost become a tradition. Volume 1 was launched in 1980 by the then Governor, Sir Henry Winneke, and Volume 6 was launched in 1990 by Governor Dr Davis McCaughey. The final volume, Volume 7 is titled *Public Finance of Port Phillip 1836-1840*, but also includes records relating to the Aboriginal Protectorate, Superintendent Charles La Trobe's personal diary of his first fifty days in Office and William Archer's Trip to Sydney in 1858 to commence the task of retrieving records such as John Batman's will which are now part of Public Record Office Victoria's holdings.

Queensland State Archives

Correspondent: Timothy Godfrey

As a result of a change of government in June, Queensland Government organisations dealing with information and communications issues, including the former Information Policy Branch, the Information Industries Board, CITEC, and information areas of the Division of Information and Procurement in the Department of Public Works and Housing (including Queensland State Archives), have been brought together to form the new Communication and Information Services Division. This is to provide a more co-ordinated approach to strategic planning and development for information areas across State Government. The Division is part of the new Department of Communication and Information, Local Government and Planning and our new Minister is the Honourable Terry Mackenroth, MP.

The final stages of implementing the automated system took place in July. Virtually all staff have been involved in the design, testing and evaluation of the new system. The main manual and electronic finding aids, including series and item descriptions for records accessioned up to 1996 have been converted to the new system with some manual finding aids yet to be converted. Work on data cleanup and integrated testing was also carried out prior to implementation of the system in August. The project has been a remarkable success and further enhancements for the coming year are under consideration. As a result of staff involvement in testing the new system, work on other projects was postponed and transfers of records were halted between May and August.

Prior to system testing, significant transfers including two substantial transfers of records from Cairns City Council dating back to the 1880s and legislation files from the Parliamentary Counsel were received. Records relating to the 1955 Royal Commission into the Collinsville mine disaster were also transferred.

The Public Access area continues its occasional Saturday openings and in the last few months has conducted a number of seminars at Runcorn and around the State. A Saturday seminar on 'Indexes at QSA' was given on 28

February by Shauna Hicks and Nola Fulwood, including one session on how to use the new CD ROM *Guide to Record Holdings*. The Guide, made up from QSA previous systems finding aids, was recently launched by Mrs Heather Wort, President of the Queensland Association of Local and Family History Societies.

In April Nola Fulwood carried out a joint field trip with Greg Cope of the National Archives of Australia Brisbane Branch, giving talks in Quilpie, Cunnamulla and St George. The talks covered State and National Archives' holdings relating to local and family history. Both took advantage of their visit to regional Queensland to make contact with State and Commonwealth Government agencies in those areas. 'Visual Resources' was the title of a seminar by Nola, Vivienne Larking and Shauna Hicks in June to introduce researchers to photographs, maps and plans held at Runcorn.

State Archives also hosted a seminar by the Community and Personal Histories Unit of the Department of Families, Youth and Community Care titled 'Researching Indigenous Histories' prior to NAIDOC week. Speakers included the Co-ordinator of *Link-Up* Brisbane Office and Mrs Ruth Hegarty, who spoke on her forthcoming book *Is that you, Ruthie?* about growing up at the Cherbourg Aboriginal Settlement. Kathy Frankland spoke about her draft *Guide No. 2* on regional records relating to Aboriginal people. The seminar was well attended with about sixty people including community members, academics and representatives of government departments.

A preservation display 'Heritage in Your Hands - Preserving Your Memories' concerning the correct care of records and photographs was exhibited in the Archives exhibition area, with a mobile version of the display shown in a number of government buildings around the city. Conservation and microfilming work continues on Lands Department selection files and Lands Department photographic albums.

In the Technical Services area earlier in the year a review of the Local Government records schedule was carried out, as well as a survey of Local Government agencies to identify training opportunities and gather information about the level of awareness of State Archives' operations. Allan Moffatt gave a talk to the Queensland Branch of the Records Management

Association of Australia on records held at State Archives and the CD ROM Guide to holdings.

On the staffing front, Nicola Forbes commenced work in January as an Archivist in the Arrangement and Description section. Leonie Bausch left State Archives as Manager of Preservation Services and Michael Rogers moved to Queensland Transport Archives. We wish them both well.

State Records (New South Wales)

Correspondent: Martyn Killion, Client Liaison Officer

State Records Act

The *State Records Act (1998)* was passed with bipartisan support by State Parliament in May. The *State Records Act*, which replaces the *Archives Act (1960)*, is a major reform, promoting more efficient and accountable government and providing better protection for an important part of the State's cultural heritage.

Key features of the legislation include provisions to improve records management in Government agencies, through the application of standards based on world best practice, and special attention to the impact of information technology and electronic communications on recordkeeping in the short and long terms.

The Act will establish better mechanisms for protecting the core of records that need to be retained as State archives, while helping to ensure that the vast bulk of records of finite value are kept only for as long as they are needed.

The *State Records Act* provides a statutory right of public access to Government records under the internationally recognised 'thirty-year-rule', that has operated by administrative arrangement since 1977. At the same time, it protects confidential and sensitive personal information in records

more than thirty years old from open access, through the application of guidelines to be issued by the Attorney General.

The legislation has a much wider coverage than the previous legislation, covering State owned corporations, local government and the universities. It respects the separation of powers in provisions concerning the records of the Parliament and the courts, which will be subject to most of its provisions only by the agreement of those bodies. The Act has much in-built flexibility in how it can be applied and implemented across the public sector so that it can easily adapt to changing needs and circumstances.

The legislation reconstitutes the Archives Authority as the State Records Authority of New South Wales (to be known as State Records). There will be continuity in the operations of the new agency with members of the Archives Authority remaining on the Board of the reconstituted Authority for the remainder of their respective terms of office.

For further information on the *State Records Act* or the new State Records Authority, please contact Martyn Killion, Client Liaison Officer by e-mail: clientl@records.nsw.gov.au or telephone (02) 9237 0126.

The retirement of John Cross, Principal Archivist

The Principal Archivist, John Cross retired on 29 May 1998 after 35 years in the public service and 28 years in the Archives Authority. John, who commenced duty in the Public Library of NSW on 25 March 1963, became Chief Archivist in 1979 and then Principal Archivist on 2 October 1980.

During his years with the Archives Authority, it has grown from a small organisation within the State Library which employed 24 staff and was concerned mainly with the State's permanently valuable non current records, to a separate and independent organisation of over 100 staff with over 200 linear kilometres of records storage.

In with the new....

John Cross' successor as Principal Archivist (and first Director of State

Records) is David Roberts who is well known throughout the Society and the recordkeeping community.

Prior to this appointment, David was the Manager, Government Recordkeeping, a recently formed programme combining the former Records Management Office and Disposal Services section of the Archives Office of NSW. As Manager of the Records Management Office from February 1993, he oversaw the Authority's projects on Government-wide recordkeeping standards and electronic recordkeeping. From 1980 to 1993 he worked with the Australian Archives (now the National Archives of Australia) in the NSW and national offices in the areas of records disposal, intellectual control, reference services, and audio-visual and electronic records.

David is a member of the Standards Australia committee that developed the Australian Standard on records management (AS 4390—1996) and of the ISO committee that is developing an international standard based on the Australian work. He is the author of two chapters in *Keeping Archives* 2nd ed. (1993), of the Archives Authority's 1995 discussion paper, *Documenting the Future: Policy and Strategies for Electronic Recordkeeping in the New South Wales Public Sector*, of articles and reviews in the professional literature and of *Tabularium*, a shareware archives control system.

Archives In Brief

For some time now, the Authority has recognised that, despite valiant efforts, archives are not easy to use. As a means of overcoming this problem, we have started publishing a series of publications entitled, *Archives In Brief*.

These short publications deal with specific records within the Authority's collection and complement the formal finding aids system. They explain briefly and clearly areas of research such as shipping and arrival records, convict records and inquests. The list is endless!

They are available in hard copy and also on our website at <http://www.records.nsw.gov.au>.

Travelling Archives

Once again this year, we collaborated with the National Archives of Australia to travel to a regional area of New South Wales. The purposes of these 'travelling roadshows' is to increase awareness of the existence, services and products of both organisations. This is done through an exhibition which shows records of the particular area and lecture style presentations on the collections of the Authority and the National Archives.

This year the south-west New South Wales towns of Yass, Young, Temora, Griffith, Wagga Wagga, Tumut and Goulburn were the focus of the tour. Over 200 people from 26 different centres attended the presentations at one of the venues above and in addition, a pleasing amount of print and electronic media attention was attracted.

Guide to State archives relating to Aboriginal people

In May we published our *Guide to State archives relating to Aboriginal people*. The Guide primarily contains details of those records of the Aborigines Welfare Board. However, it also lists those records from other New South Wales Government agencies which contain a significant amount of information about Aboriginal people. As well as being available in hardcopy, the Guide has also been published on our website.

City of Sydney Archives

Correspondent: Mark Stevens

This report covers the year ending 30 June 1998. The main developments this year were the acquisition of the Local Studies Collection from the City Library, and the acceptance by management of a new model for delivery of archives services.

The following table shows the levels of demand to which we responded during the year.

Item	1996	1997	1998
Lending transactions	7 882	8 749	4 930
Records accessioned or destroyed (metres)	387	1 078	1 575
Documentation projects completed	422	431	na
Responses to research enquiries	817	894	909
Research visits	283	326	341
Items produced for visiting researchers	5 065	2 980	3 093
Records in custody at end of the year (metres)	8 371	8 654	7 952

Historically, the City of Sydney Archives has been part of the corporate services branch of the Council, usually aligned with the records team and often with IT as well. In September 1997 Archives and Records (amalgamated as Document Management) were placed on the list of services to be competitively tendered. It seemed that we would be required to go through the process of making a cost-driven bid to supply document services, in competition with any marketeers who wanted to do so. An analysis of the internal market was undertaken, and registrations of interest called from external providers. It emerged that, on balance, there was no compelling reason to go ahead with competitive tendering, because the internal services largely met the efficiency benchmarks. By May 1998, management decided that competitive tendering would not be applied to archives and records services for the time being.

In November 1997 the Council adopted a report from the City Archivist, recommending that repository services for archival records be outsourced to an external service provider, and that the 'front of house' offices and research facilities be relocated to Town Hall House, the Council's administration building in downtown Sydney.

The task of implementing the changes began in early 1998, and will speed up from July 1998 when the special funding allocated to the project becomes available. Storage of archival records (in climate controlled conditions),

and retrieval/courier services, will be provided on a contract basis by the Government Records Repository at Kingswood. The archivists will provide access services, and other recordkeeping services, from refurbished accommodation on level one of Town Hall House. The new arrangements will come into effect gradually during the first half of 1999. About 25% of total records in custody will be stored at Town Hall House, mainly in the records vaults under the Town Hall itself.

As part of the preparations for the move, we will be reboxing as much as possible of the permanent-value records into acid-free boxes, and plan to have all such records re-boxed within three years.

In December 1998 the Local Studies Collection was transferred from the City Library to the Archives. The Local Studies Librarian, Ross Connell, joined the staff of the Archives. Ross is a qualified archivist and has enabled us to keep our record of 100% professional membership of the ASA. The materials in the Local Studies Collection will be amalgamated with the reference files maintained in the Archives, as the Sydney Reference Collection.

During the year, responsibility for managing the publication of Council's history books was passed from the Archives to the City Historian, with Dr Shirley Fitzgerald's appointment to that position on a full-time contract basis rather than the previous part-time basis. Early in 1998 the Council published a Chinese-language edition of *Red Tape Gold Scissors: the Story of Sydney's Chinese* (Shirley Fitzgerald, transl Zhang Wei), and *Sydney Town Hall: a Social History* (Margo Beasley). Work also began on an IMAX film on the history of Sydney. As the year drew to a close, the Archives was preparing *100 years triumphant*, an exhibition to mark the centenary of the Queen Victoria Building 1898-1998. This will be the most ambitious exhibition we have prepared, and the most accessible, as it will hang in the void directly under the main dome of the building.