

News Notes

Edited by Helen Yoxall

Australian Council of Archives

Correspondent: Judith Ellis

Arising from recommendations passed at the 1998 Annual General Meeting, the ACA has formally issued a revised Constitution. The key changes were:

- new objectives of the Council;
- change in financial year;
- provision to appoint an auditor; and
- various minor changes in organisational terminology.

In November 1998, the ACA adopted a *Statement on User Pays Principles for Archives Use* after publication of a draft for comment in the *ACA Newsletter*.

The ACA Archival Support Program is under review, and will be offered in 1999 as a joint initiative of the ACA and ASA. Cash grants and grants-in-kind will be replaced by a practical program of advice, assistance and training to small archives throughout Australia. A 12-18 month project plan and budget is being developed.

The ACA is assessing opportunities for restructure, through merging or sharing functions with other industry bodies (such as the ASA and COFSTA). The Museums and Libraries models are providing valuable examples in this process. The vision is for 'one voice for the Archives industry/sector'. This can be achieved by identifying areas where industry support functions, and policy and research functions can be consolidated and strengthened on an industry-wide basis. A number of joint initiatives are currently being undertaken by the ACA and ASA (eg. Archival Support Program, representation in the Records and Archives Competency Standards forum, Joint Committee on Descriptive Standards, and the recently agreed Committee on Business Archives). These programs will continue, while the ACA considers further opportunities and options.

The ACA's Regional Meeting will be in Canberra on 4 May 1999, with invitations extended to other interested industry groups.

Australian War Memorial Research Centre

Correspondent: Paul Mansfield

Research Centre Redevelopment

The Research Centre reopened in November 1998, following a major redevelopment over the previous six months. This was part of a Memorial-wide gallery redevelopment project, in planning since the early 1990s and still in progress.

The objectives of the redevelopment were to:

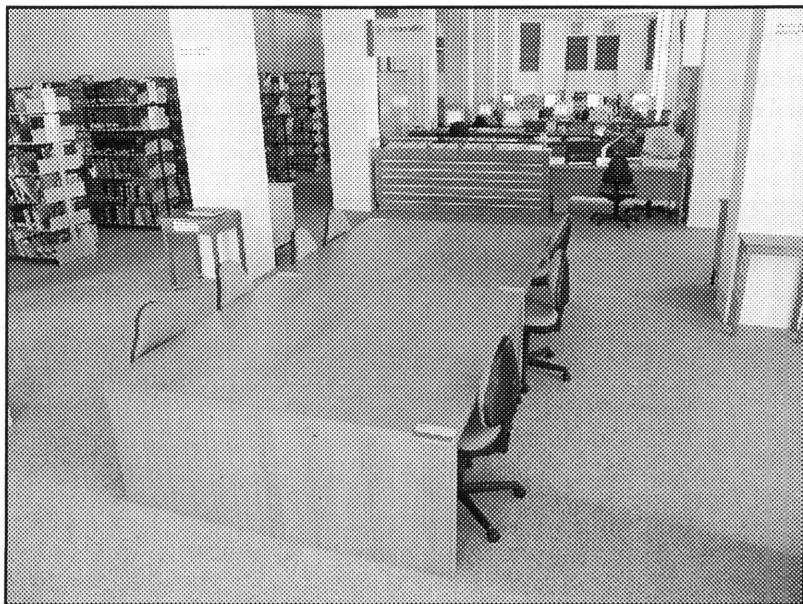
- address pressing occupational health and safety issues in the existing staff and collection storage areas;
- improve the physical layout and quality of the public areas;
- address a range of operating issues identified by Research Centre staff and clients (identified in focus groups and surveys); and
- become more efficient at servicing a growing public demand.



The Research Centre entrance.

The redevelopment has resulted in a Research Centre which, in terms of facilities for staff, services to the public and storage for the collection, is a great improvement on its predecessor.

The new Research Centre opens off the Memorial's main galleries (rather than being accessible from a back entrance, as before). The public areas are designed using a tiered approach to services. As a result, the Research Centre is much more visible and accessible from the galleries, making it an integral part of the Memorial experience. The first tier provides a self-help online service staffed by volunteers (supported by Research Centre staff), where the casual gallery visitor can spend time looking up relatives on the Roll of Honour (see below) and other resources, or viewing photographs and artworks on the Memorial's databases. The Reading Room is entered through glass doors and is divided into two sections. In an introductory 'reference area' visitors can access secondary sources, including the reference collection, hardcopy finding aids, new books and serials, and common maps.



Research Centre reference area.

Beyond lies the 'research area', for visitors reading closed stack material (mainly original records). The staff area, which is adjacent to the reading room, has been redesigned, incorporating a new remote enquiries room, a collection processing room and a photocopying room.



Research Centre research area.

Information Services

The new reading room is similar in size to the old, but designed to cater better for the variety of clients we serve. Between the reference and research areas lie a purpose built reference/ information desk, approachable from either side, and microform readers and terminals for searching our collection databases (via the Memorial's Website), with links to other relevant sites. Fixed shelving along both sides of the reference area house reference books, finding aids, and reference copies of the film and sound collections. There are four closed rooms with audio-visual equipment and two glass rooms for private research (for example, for readers consulting restricted material). A book photocopier has been installed in the reading room near the reference desk for readers to do their own copying (of published books and serials only). Those accessing materials or facilities in the reading room (such as the reference books, microforms, databases or audio-visual materials) do not have to register. With the reading room accessible only through the galleries, readers can no longer be asked to sign in each day as they did before. We have therefore instituted a registration system for the first time, under which readers accessing original records or other items from the stacks are asked to complete a registration form and are issued a reader's ticket (either permanent or day). As well as their contact details, readers are asked to provide information on the type and subject of their research, what records they wish to access, whether they wish to be contacted

in the future, and so on. The consolidated information thus provided promises to provide valuable profiles of our clientele. As expected, the two months since reopening have been very busy.

Collection Storage

As part of the redevelopment, collections had to be relocated. Assisted by an outside consultant, Research Centre staff measured and analysed the collection by size, type, weight, frequency of use etc. The collection move was, by necessity, a staged one, beginning with the movement of duplicate material and low use items offsite to commercial storage. Two in-house moves followed, in which the bulk of the collection was temporarily stored in the former reading room and staff work areas. When the first stage of the new storage area was completed, this material was moved to the new shelves. As the new shelves for the highest use material were the last to be constructed, this part of the collection had to be moved a second time. We managed to house all the most used material closest to the reading room. This series of moves worked very well, with each stage being planned and sequenced on paper before anything was moved or packed, and at each stage, we had location registers for all our material. Research Centre staff as well as contractors carried out the work.

Despite maximising efficiencies in storage, there is less space in the redesigned collection storage area. A little more than half our plan cabinets could not be accommodated, and we have had to keep them and our duplicate material offsite, as well as a small amount of low use material (mostly serials). The new storage area comprises nine mobile shelving units built from a combination of new and old shelving.

Online Services

As previously reported, our collection databases are available through the Memorial's Website (developed from March 1998), which won the top award in the Government site category of the 1998 Australian Internet Awards. Access is also available through the new online services in the redeveloped Research Centre. These include databases of the Roll of Honour, over 200,000 photograph and art images, and the private (personal) records, books, serials, film and sound collections. One of the Memorial's long term objectives is to develop an integrated online services environment to increase online information about our collections, and improve our services to the public and operating efficiency. One of the projects the Research Centre is currently co-ordinating (with other sections in the Memorial) involves digitally re-formatting several popular biographical record series. The first series to be reformatted covered the Roll of Honour, which records details of all Australian service people who died in war (102,000 name records) and the Commemorative Roll, recording

Australians who died while serving with non-Service forces, such as the Merchant Navy. This was made available through conversion of the data held in paper-based records by re-keying data from cards to an Access database. Digital scanning of another series (AWM133 Nominal Roll of Australian Imperial Force who left Australia for service abroad) is being investigated as a pilot project to determine the suitability of these and other paper-based collection material to be delivered to the public online. Production of the Boer War nominal roll online is also underway.

We are currently reviewing our remote enquiry services to identify ways to improve them and better meet the increased demand from letter, fax and especially email enquiries. One element of our services to remote users is image sales (that is, sales of copies of photographs, film and documentary material), and we are working to integrate our online sales with the Memorial's new financial management system, MIBIS.

The Research Centre uses three collection management systems: ANGAM (documenting our holdings of official records, available through the National Archives's Website: www.naa.gov.au), the Collection Management System (for all other archival and museum collection databases), and a library system. In November 1998 the Memorial's new online book and serial catalogue became available internally to staff and researchers visiting the redeveloped Research Centre. The new integrated library system selected a few months earlier was F.I.R.S.T., developed by Optimus Prime Pty Ltd of Melbourne. The phased implementation of the system initially concentrated on conversion of the Memorial's 48,000 books and serials records into the new system. Our serials collection had not previously been catalogued online. Planning is underway to incorporate records for the Memorial's 25,000 maps and the contents of selected books and serials in the near future. An announcement is yet to be made on the selection of a new collection management system for archival and museum materials.

E-mail address for further information: info@awm.gov.au.

Charles Sturt University Regional Archives

Correspondent: James Logan

For staff at Charles Sturt University Regional Archives, 1998 proved to be an eventful year. There was significant progress with collection management. We spent the early part of the year modifying and entering data on an Access-supported database to manage all our accessions. In addition, a lateral and standardised filing system was introduced to complement the database and support our accessioning procedures. Approximately half our

photograph collection was boxed and stored in polypropylene sleeves or acid free buffered tissue paper. We also launched our *Concise Guide to State Archives from the Riverina and Murray Regions* to facilitate access to material held as regional repository for the State Records Authority. The guide is available in the search room and on the Archives homepage. A few copies are still available for sale (telephone 02 6925 3666 for details). Meanwhile, work is continuing on a forthcoming guide to our Regional Records holdings.

In 1998 we accessioned over 226 linear metres of records from State agencies, retiring politicians, local community groups, and organisational units within the University. Notable accessions included records from the state member for Wagga Wagga, Joe Schipp, and the federal member for Riverina, Noel Hicks; correspondence files (c. 1940-60) from the Southern Riverina County Council; and records from the Riverina Theatre Company. Several weeks of the year were also dedicated to the routine destruction of time-expired student files, although our disposal figures for 1998 indicated a downward trend, as staff continued to focus on processing and listing, preparing finding aids and handling reference inquiries. The year saw an 18% increase in researcher visits.

Over the summer of 1997-98, the Archives hosted a summer vacation research scholar, Troy Whitford, who carried out an historical analysis of cattle grazing practices on the Murrumbidgee River's flood plain. Mr Whitford's study forms part of a larger project, funded by the Australian Research Council, led by Charles Sturt University's Professor Alistar Robertson, on the impact of grazing on riparian ecology. During the summer of 1998-99, we hosted another summer vacation research scholar, Madeline Denholm, funded by the University's Research Management Committee to undertake a study of the effectiveness of the Murray Valley Development League as an environmental pressure group.

In November 1998, one of the University's own graduates, Wayne Doubleday, replaced Simon Knight as archives assistant. Wayne is currently enrolled in the graduate diploma course in archives and records at Edith Cowan University.

John Curtin Prime Ministerial Library, Curtin University of Technology

Correspondent: Lesley Carman-Brown

A review of the first year of public operations for the John Curtin Prime Ministerial Library (JCPML) shows a very promising start for the facility.

Between February and December 1998 the JCPML processed over 500 reference enquiries while more than 12,000 people visited our exhibition and premises. A highlight of the year was former prime minister Gough Whitlam's acceptance of the offer to become the JCPML's inaugural Patron. During the year, the JCPML also hosted and participated in the state judging and awards presentation of the 1998 National History Challenge; released two publications (*For Australia and Labor: Prime Minister John Curtin* by Dr Geoffrey Serle and *The PM and the Press* by Michelle Grattan); and processed 97% of the archival collection.

Electronic access to John Curtin archival material became a reality on February 9 1999, when the JCPML Electronic Research Archive (ERA) was launched for public use within the JCPML Challenge Bank Reading Room. More than 5,000 items are available, including nearly 600 editorials written by John Curtin for the *Westralian Worker*, photographs from the Curtin family album, oral histories, copies of official documents, letters and other personal papers.

In essence, the JCPML Electronic Research Archive is designed to enhance access to records, often including the contents of individual records and series of records, and ensure maintenance of the context in which those records were created.

In addition to digitizing the JCPML collection, dispersed John Curtin-related materials held around the world are being added to ERA with the cooperation of such institutions as the National Archives of Australia, the National Library of Australia, the MacArthur Memorial Library and the Roosevelt Presidential Library.

Following successful data migration to new software in the first half of 1999, full web access to ERA is planned for late 1999.

To coincide with the launch of ERA, the JCPML reopened its re-furbished major exhibition *John Curtin: A Man of Peace, A Time of War* on February 9. The exhibition has undergone extensive revamping with the addition of a new section offering a glimpse into the personal side of John Curtin the man, and showcasing several items from the JCPML collection never before seen, such as his briefcase and AJA and sporting club badges. State-of-the-art electronics will control all the audio visual components and exhibition lighting to provide an interactive experience for the exhibition visitor.

Mitchell Library, State Library of New South Wales

Correspondent: Maryanne Larkin

1998 was a busy year at the Mitchell, with the acquisition of significant new collections. Staff were involved in exhibitions, public programs and publications.

Bass and Flinders (and Waterhouse)

At a Christie's auction in April 1998 the Library paid its highest price ever for a collection when it acquired the Bass/Waterhouse papers. The papers comprise over one hundred letters and documents which include accounts of the arrival of the First Fleet, political events in the early colony, trading in the Pacific, and a touching series of love letters between George and Elizabeth Bass. The acquisition generated extensive media publicity. Paul Brunton took a selection of the letters to Launceston as part of celebrations for the 200th anniversary of Bass and Flinders' circumnavigation of Tasmania, and other letters were displayed at Liverpool Regional Museum. James Fairfax, AO, sponsored the James Fairfax Matthew Flinders Project. Warwick Hirst was appointed Project Archivist and is involved in transcribing and describing the Flinders papers for display on the Internet.

Exhibitions, Publications, Talks

Louise Anemaat curated *Dare to Know*, a major exhibition which focused on voyages of discovery during the Age of Enlightenment. Warwick Hirst is the curator of two current displays: *The Illustrated Word*, which features letters illustrated by authors including Myles Dunphy and Rolf Harris, and *The Summer Game* which showcases the Library's holdings of cricket manuscripts, pictures and memorabilia. *The Endeavour Journal of Joseph Banks: the Australian Journey*, edited by Paul Brunton, was published in early 1998; *Sutherland Shire: a history to 1939* by Maryanne Larkin was published in November. Manuscripts Section staff gave talks to various groups throughout the year, while Rosie Block conducted oral history seminars in Sydney and country centres. In July, the Section hosted an elegant lunch to celebrate Paul Brunton's twenty-five years in Manuscripts.

The Collections

PICMAN, the database of manuscripts and pictorial material arranged and described since 1992, went live on the Internet towards the end of 1998.

Response from the public has been enthusiastic. The web address is <http://www.slnew.gov.au/picman/>



Mitchell Manuscripts Section staff, March 1997.

(Photograph Belinda Christie, Image Library, State Library of NSW).

Major recent acquisitions include:

- the papers of James McAuley, Michael Wilding, Brian Castro, Brett Whiteley and Greig Pickhaver (aka HG Nelson);
- records of Arnott's Biscuits Ltd, Allen and Unwin Pty Ltd and Fanfrolico Press.

Arrangement and description has been completed for the following significant collections:

- Nancy Phelan
- Eleanor Hinder
- William Liu
- Peggy Glanville-Hicks
- Ann Carr-Boyd
- New Theatre
- Australian Freedom From Hunger Campaign
- Country Press Association of New South Wales
- The Ukrainian Community Archives Project.

The Library is currently endeavouring to collect the papers of German Australians.

Mortlock Library of South Australiana

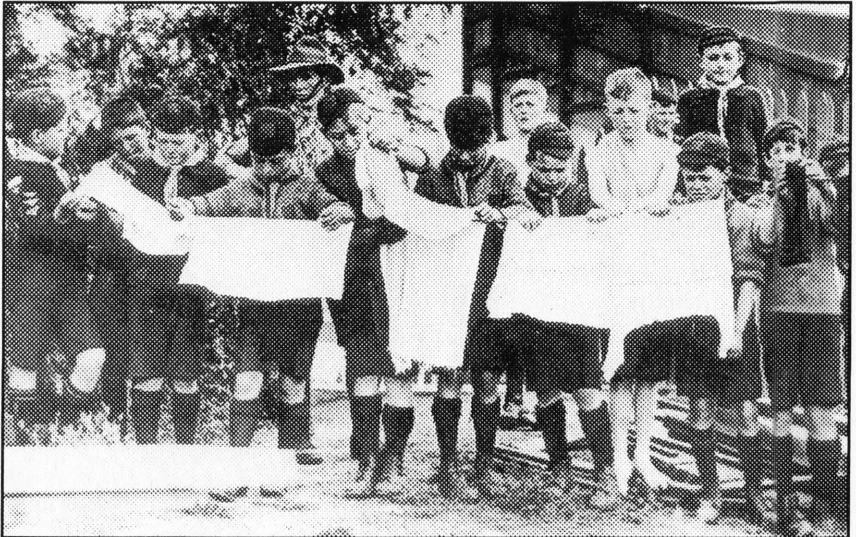
Correspondent: Roger André

Highlights of the period under review have been an exhibition *The Holden Story: celebrating 50 years of the first Australian car*, opened by the charismatic Peter Brock, and the launch of the new Mortlock Library of South Australiana database by ebullient State Historian, Dr Rob Nicol.

The Holden exhibition largely featured material held in the Holden Limited business record group. Linked together by a timeline which highlighted significant milestones, there were sections devoted to the company before the creation of GMH, the war effort, the popular *General Motors Hour* radio programme, the role of Holden in Australian racing and the Holden as part of the Australian psyche. The exhibition also embraced historical film footage and a link to the VT Holden website.

A display celebrating 70 years of the South Australian Medical Women's Society has since attracted a good deal of interest.

The new Mortlock Library South Australiana database has provided access to 54,000 photographs mounted on a webserver. Images have been digitised from the images previously available via Videodisk and some 20,000 index entries to the Searcy photographic collection.



Boy scouts hanging out the washing 1923. Searcy Collection.
(Mortlock Library of South Australiana PRG 280/1/38/21b).

It is planned to digitise a further 11,400 images added to the pictorial collection since 1991 (when the Videodisk came into operation) along with the Searcy Collection acquired from the Mitchell Library. Future processing should include digitising images as they are accessioned.

From the oral history perspective, the rural community of Mount Torrens has been depicted in 11 hours of interviews with Dick Hicks (1901-1998) commissioned by his family and donated to the J.D. Somerville Oral History Collection. Hicks' grandfather established himself as the local butcher in 1857. Hicks himself joined the enduring family business in 1930 after fifteen years droving on Kidman properties.

Interviews with Australian prisoners of war who survived Japanese camps at Sandakan and Kuching in Borneo have been another donation. 'The Old Sandakians', interviewed by Michele Cunningham of the University of Adelaide, were comrades of her late father.

Further manuscripts documenting service in World War 1 have been received, including diaries, letters and photographs of James Churchill-Smith M.C., an officer with the 50th Battalion, and Oxe family papers including the Gallipoli diary of Harold Oxe who was killed in April 1915. (Tragically, Oxe's brother Arthur had been killed in action some months beforehand). Other donations of note will be reported in the next issue of *News Notes*.

National Archives of Australia

Correspondent: Malcolm Wood

Promotion and Deployment of the AGLS Metadata Standard

The Archives, as the national maintenance agency for the Australian Government Locator Service (AGLS) standard supporting online description of and access to government information systems, is responsible for further developing and promoting the schema. A high degree of interest in the standard has been evident across Commonwealth, State and Territory governments. The Archives maintains an AGLS home page on its web site, which is itself now AGLS-compliant. A number of jurisdictions have been quick to mandate AGLS use by agencies. In November use of the standard was endorsed by the relevant peak Ministerial council, the Online Council.

Archives staff participated in a number of practical workshops on AGLS metadata creation, jointly organised by AIMA Training and Consulting Pty Ltd, DSTC Pty Ltd and the Archives. More workshops are planned for 1999. A cross-jurisdictional AGLS Working Group to advise the Archives on the evolution, development and deployment of the standard met for the

first time in Canberra in February. At the 6th Dublin Core invitational workshop in Washington in November 1998, the AGLS initiative was highlighted as one of the most significant international implementations of the standard. The Archives has worked closely with inter-government online resource discovery initiatives, including the Business Entry Point and the Australian Government's Internet Gateway, to ensure consistent and efficient deployment of AGLS metadata.

Whole of Government Work on Functions Thesauri

Agreement was reached in December 1998 for joint funding by the Archives and the Office for Government Online to enable the purchase of a Whole-of-Government licence for the Keyword AAA Thesaurus of General Terms from the State Records Authority of New South Wales. This licence gives all Commonwealth agencies access to Keyword AAA for the classification of records relating to the general administrative functions of government. The National Archives is required to maintain a register of all Commonwealth agencies using the thesaurus and to manage distribution of the thesaurus and associated training material. It also convenes a Keyword AAA Interest Forum and email discussion list. Following the announcement of the new directions for recordkeeping in the Commonwealth Government in December, agencies are required to develop and implement agency functional classification thesauri, based on Keyword AAA, for the management and disposition of their records.

Although the development of these functional classification thesauri is being driven primarily by recordkeeping requirements as defined in AS4390, they will also be useful for online resource discovery purposes through deployment of the AGLS metadata element for Function. To facilitate user-friendly natural-language online resource discovery based on function descriptors, the Archives has commenced development of the Australian Government's Interactive Functional Thesaurus (AGIFT). AGIFT has two components:

- a high-level functional thesaurus with a natural language concordance and linkages to agency functional thesauri; and
- a user-friendly interactive Web interface which links user search terms to controlled language terms.

The Official Opening in Canberra

The National Archives building was officially opened by Senator Margaret Reid, President of the Senate, on 2 September 1998. The 210 guests responded enthusiastically to the event, the building and the exhibitions in

both the Treasures and Exhibition Galleries. A major publicity campaign accompanied the opening and a subsequent survey of the Canberra population indicates that there is already a high awareness in the community of the Archives' new presence in the parliamentary triangle. Our program of events is attracting satisfying numbers of visitors from various sectors of the community.

Exhibitions

Signed Sealed Delivered: When the Post Office was King was open to the public in the Exhibition Gallery from 1 July to 2 November 1998. About 10,000 visitors saw the exhibition, and both word-of-mouth and visitors book responses were positive. *The Canberra Times* and WIN Television sponsored the exhibition and this publicity played a major role in attracting people to the exhibition. The planned extensive tour of at least seven venues included regional towns as well as capital cities. The Archives received a Visions of Australia grant to support the tour.

On 18 November Olivia Rousset (1997 winner of the ABC TV documentary program *Race Around the World*) opened *Eye to Eye: Observation by FE Williams, Anthropologist in Papua, 1922-43*. More than 100 people attended. A talk about life in Papua was given by Lauraka Roleas, whose oral history is included in the exhibition. *Eye to Eye* closes in Canberra on 7 March and opens at the Australian Museum, Sydney in April.

The Happy Prints, an exhibition of 80 etchings by the cartoonist Michael Leunig, will be open from 26 March until 30 June 1999. The Archives does not hold Leunig's work, of course, but this artist's legendary commentary on the Australian spirit and lifestyle invites visitors to think about our society and the way we relate to one another. This offers a distinct parallel to the Archives' role of preserving and, through our public programs, interpreting our history. Our main purpose in showing this exhibition is to encourage visitors who might not know about us to come to our building, look at the exhibition, and then discover something of the Archives and our collection as they visit the Treasures Gallery, Visitors Lounge and Orientation Centre.

The Archives touring exhibitions program continues. Details are on our website - <http://www.naa.gov.au>.

Publications

Finding Families: The Guide to the National Archives of Australia for Genealogists has been selling very well since it was released in the bookshops in July 1998. It was launched at the Archives in Canberra on 23 September by Tim Bowden.

Solid, Safe, Secure: Building Archives Repositories in Australia by Ted Ling is also selling well.

Websites

On 1 November 1998 our Items Database was released on the National Archives website. This is the Internet version of ANGAM 2. Thousands of researchers from around the world are already using it to find material from our collection.

The National Archives will continue to maintain the Archives of Australia website, despite the lack of outside funding for this project beyond 1998. A new feature in 1998 was the Create Your Own Website option, which has been taken up by a number of organisations.

National History Challenge

The national winner for the Using Archival Sources prize in the National History Challenge was Georgia Blood, of Korowa Anglican Girls School in Victoria. The quality of entries was less impressive than last year and only four state prizes were awarded (Victoria, New South Wales, Tasmania and Queensland).

Centenary of Federation

This celebration will be a major focus for Archives public programs over the next couple of years. Dr Lenore Coltheart is developing a wide-ranging program of activities, exhibitions, websites and publications.

The Archives has received three grants for funding to support the following projects celebrating the Centenary of Federation:

- *Belonging: lives, attitudes and dreams in Australia since Federation* [working title], a major travelling exhibition that is a joint project with the National Library, and the State Libraries of Victoria and NSW;
- Founding documents website, a joint project with all State and Territory Government Archives;
- *1901 and All That* [working title], a schools kit for teachers.

The Centenary of Federation Council established a Windows on Federation website in October 1998 with the collaboration of a number of cultural institutions including the National Archives. Our contribution to this project was the Federation Gallery (address:www.naa.gov.au/COLLECT/federate/federation_gallery/) which quickly became one of our most popular sites.

Noel Butlin Archives Centre / ANU University Archives

Correspondent: Emma Jolley

Since our last contribution to News Notes in November 1997, there have been many changes both for the NBAC and for the ANU itself. As reported previously, responsibility for the NBAC was transferred from the Research School of Social Sciences to the ANU Library from 1 January 1998 for a period of three years. Bridging funding from several sources was provided to enable the NBAC to cover operating and ongoing capital and maintenance needs. In this period, the NBAC is to begin the transition to new funding arrangements, whereby the NBAC is expected to raise a percentage of its operating costs.

A new mission statement and revised collecting policy have now been approved by the Centre's new Advisory Committee (which meets regularly throughout the year). Work has begun on a project to re-evaluate those of the Centre's holdings which may fall outside the national focus of its core collecting areas, and a system of paid readers tickets has been introduced for external users.

Staffing arrangements have now been finalised, and we possess a full complement of one part-time and two full-time archivists and one full time office manager (3.5 in total). The positions are now occupied by: Ms Emma Jolley (senior archivist, NBAC), Ms Tatiana Antsouпова (archivist), Dr Pennie Pemberton (archivist, part-time) and Ms Anne Dowling (office manager).

Collecting activities were held to a minimum in 1998 (27 deposits or 233.4 cm received) but have recommenced with a vigour in 1999 and will continue to do so under the authority of the reworked collecting policy. Large additions are expected from several depositors.

The Centre hosted a seminar on the life and work of James Normington Rawling, political organiser and writer, on 17 April (jointly organised with the ACT Branch of the Society for the Study of Labour History and the Friends of the Noel Butlin Archives Centre). The Centre also co-operated with the University of Melbourne Archives in developing a disposal schedule for trade union records and a joint workshop on implementing the schedule was held in Melbourne in September. The Centre has continued its practice of holding tours and giving seminars on its collections to students of the ANU and other universities and other organisations.

Records from the Centre have been used in various national exhibitions, including exhibitions of the Western Australian Museum and the Australian National Maritime Museum. Our records also contributed to a documentary on Federation.

In April 1998 the position of University Archivist was created. This position is now responsible for the University Archives and for the strategic management of the Noel Butlin Archives Centre. The position reports, in the 3 year interim, to the University Library. Kathryn Dan took up the position of University Archivist on an acting basis in June 1998 and Sigrid McCausland was appointed in early November 1998. A University Records Manager has also been employed.

Draft policies and procedures for the University Archives have now been developed, in preparation for wider consultation across the University later in 1999. Regular liaison with various departments within the University on issues relating to the control and disposal of University records has begun.

A draft specification for a purpose-built archives building to be located on the ANU campus has been prepared. The building is intended as a repository for the collections of the Noel Butlin Archives Centre, currently housed in the Acton Underhill, and for the University's own archives, currently dispersed in many sites around the University. Allowing for anticipated growth in holdings over the next ten years, the building will have the capacity to house twenty-four shelf kilometres of records.

The NBAC and the newly created ANU Archives are slowly getting back on track. We are actively collecting in the area of business and labour history and will shortly be reviving a system of seminars for supervisors and students on archival research methods and resources.

The NBAC's web page has been moved to the following address:
<http://anulib.anu.edu.au/nbac/>

A general page for the University Archives is also located at:
<http://anulib.anu.edu.au/about/archives.html>

Information on the newly established ANU University Archives will appear on this page as appropriate.

Parramatta Heritage Centre, Parramatta City Council

Correspondent: Tracy Bradford

The Parramatta Heritage Centre was officially opened on 29 August 1998, and opened for business to the public on Monday 31 August. The Centre houses:

- the Council's archives;
- a small, but growing, community archives collection;

- the Local Studies and Family History Library;
- an archaeological collection consisting of artefacts from a number of archaeological digs in Parramatta;
- three exhibition spaces;
- a seminar room and theatrette (both available for hire); and
- the Parramatta Visitors' Centre.

For the opening of the Centre, two exhibitions were brought in from other organisations. One was the Francis Greenway exhibition from the Hyde Park Barracks, which was made available through the generosity of the Historic Houses Trust. The other, *Full Steam Ahead*, was a photographic exhibition of steam trains, lent to us by the Newcastle Region Library. Both of these exhibitions were well received. They were replaced in December 1998 by the travelling National Archives exhibition *Between Two Worlds*, which will remain on display until April 1999.

The Centre has encouraged local community groups to utilise the small community exhibition space. Since the opening, we have hosted several exhibitions in this space, including one from Burnside, one relating to the 150th anniversary of public education in NSW, a small display relating to the Swann Sisters of Elizabeth farm, and a display from the Riverside Lyric Theatre Company.

The Centre is staffed by a small team of professionals and para-professionals, including Council's Archivist, an Archives Officer, the Local Studies Librarian, an Exhibitions Curator (temporary), a Curator (permanent), an Education and Public Programs Officer, an Administration Officer, a Tourism Officer, and several part-time and casual staff. The Centre falls under the control of the Information and Library Unit of Council and reports directly to the Cultural and Community Services Team Leader.

Work has commenced on developing the core exhibition which will be installed in the large downstairs gallery. It is anticipated that the exhibition will be in place in late 1999 or early 2000. Tenders have been let for the research, design and installation of this exhibition.

Centre Details

Address: 346a Church Street Parramatta, opposite the Riverside Theatres.

Phone: (02) 9683 6922

Fax: (02) 9683 5608.

Opening Hours: Open 7 days a week.

Visitors' Centre: Mon - Fri 10am to 5.00pm; Sat & Sun 10am to 4pm.

Local Studies and Family History Library:

Mon, Tue, Wed & Fri 10.30am to 5.30pm;

Thu 10.30am to 8pm; Sat & Sun 10am to 4pm.

Exhibitions: Mon, Tue, Wed & Fri 10.00am to 5.30pm;

Thu 10.00am to 8pm; Sat & Sun 10am to 4pm.

The Library is closed on public holidays, but the Visitors' Centre and exhibitions are generally open. Visit our Web Site:

<http://www.ParraCity.nsw.gov.au>

Public Record Office Victoria

Correspondent: Ian MacFarlane

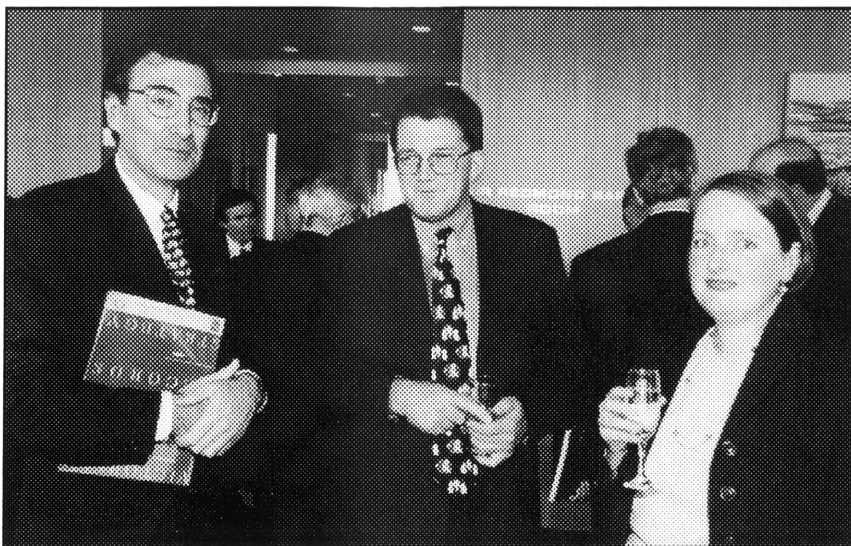
By the time you read this, Public Record Office Victoria's new Victorian Archives Centre in North Melbourne will be nearing completion. The \$32 million world class facility will position the Victorian government as a leader in the field of archival management. National Gallery Victoria will have a permanent storage facility in the new building.

A number of strategies have been developed to facilitate the move of the holdings from the Laverton Repository to the new centre. Among them is the ARAD (Appraisal, Review and Documentation) project. The aim of the project is to ensure that only records of enduring value are transferred, and that temporary records are disposed of appropriately.

The Victorian Electronic Records Strategy Project (VERS) has gone into its implementation stage. The final report, which described the project, its outcomes and recommendations is available on the PROV / VERS website. The implementation stage involves the setting up of a VERS-compliant system within the Department of Infrastructure.

The three Search Rooms welcomed 12,163 researchers (2,599 first-timers) between July and December 1998. The calendar year totals were 25,333 (5,547 first-timers).

Agency Services has been involved in a major appraisal of the records of the Department of Premier and Cabinet, and the Department of Treasury and Finance. Disposal schedules have been developed for both departments. As well, four disposal schedules have been developed for the Victorian Work Cover Authority.



(L-R) Ross Gibbs, Director, Public Record Office Victoria with David Brooks, Department of Treasury & Finance and Justine Heazlewood, Victorian Electronic Records Strategy Project Manager.

Nearly five kilometres of records were transferred to the Office in 1998. Of these, 2.8 kilometres were classed archival, and 2.3 as sentence pending. Large consignments were received from the Department of Natural Resources and the Environment and the City of Melbourne. In 1998, the Issues Office received 58,594 requests and issued 57,377 items.

Public Record Office Victoria has played a significant role in the response by the Victorian government to the National Inquiry into the Separation of Aboriginal Children from their Families (the *Bringing Them Home* report). The Office has organised a series of forums at which the subject of access by Aboriginal people to archival and other records is predominant. The metropolitan forum (Melbourne) was held in December 1998, with rural forums planned for early 1999. The object of the forums is to establish an Aboriginal Records Taskforce which will identify relevant records and increase access to them.

Meanwhile, the Office has also inaugurated traineeships for Kooric archivists. The traineeships are funded by the Government of Victoria through Aboriginal Affairs Victoria.

The touring exhibitions program has seen further successes in 1999. The *My Heart Is Breaking* national touring exhibition, now in its third year of

touring continues to have a busy schedule. Including the bookings so far, the exhibition will have featured at 29 venues in six states or territories by the end of the year. The highly visual *Victoria: Buildings and Builders* touring exhibition was on display at the gallery space of architectural firm Ashton Raggatt McDougall in February and March. The exhibition will continue to tour regional Victoria in 1999.

Public Programs is deeply involved as a joint partner in the development of an internet site celebrating key Federation documents. All State Archives will be involved, co-ordinated by National Archives of Australia. Public Programs is also developing other proposals with emphasis on the 1956 Melbourne Olympics, and on Melbourne's historical status as the nation's first capital.

The Gold Rush Index, the microfiche guide to 220,000 immigrants to Victoria in the period 1852-1859, is now available for sale.

Queensland State Archives

Correspondent: Timothy Godfrey

With formal sign-off on the Archives One automation project taking place in July last year, work continues on data entry of manual control registers for temporary and permanent transfers, the allocation of functions to series and agencies and further data cleanup and conversion. Training in the new system for non-professional staff has been carried out over the last few months, with sessions on searching, workflow management, other aspects of Archives One and archival concepts. The system has now been implemented in all areas of QSA excepting the Public Search Room.

In the Technical Services area, disposal schedules have been completed for the Golden Gasket Corporation and for Queensland nursing registration records in electronic format. After a moratorium on transfers was lifted in August, Queensland Parliamentary Counsel legislation files, Queensland Sugar Corporation files, Challinor Centre casebooks, registers and attendants books and Criminal Justice Commission complaint files have been received.

State Archives gave a presentation at a Focus '98 meeting in September held by the Queensland Department of Communication and Information, Local Government and Planning. Lee McGregor, Allan Moffatt and Nola Fulwood presented at the information session designed to alert staff across the Department to records management and archival issues. A mobile preservation display was shown in a number of places around Brisbane,

including the David Longland Building, Education House, Mineral House and the Brisbane EKKA. Preservation Services also provided lab display boards for a recent ACLIS/ALIA conference held at the State Library, and has received a number of enquiries as a result of the conservation display on the Archives' website.

Recent seminars for the public include *In the Clink* (on prison records) and informal sessions for library staff from the State Library and Brisbane City Council, as well as groups from Sunnybank High School, Tweed Maritime Museum and a number of other organisations. As an experiment, it was decided to introduce short one hour sessions on a series of topics prior to openings on Saturdays. A joint field trip by Nola Fulwood of QSA and Greg Cope of NAA in south-western Queensland introduced the National and State Archives to Quilpie, Cunnamulla, St George, Miles and Charleville. Planning is under way for a further trip to Townsville and Mt Isa. Recent publications include a microfiche index to the records of the Inspectors of Pacific Islanders and related agencies.

Warwick Peberdy was appointed to the position of Manager, Preservation Services and commenced work in November. Ross Harrison Snow returned from his secondment to University of Queensland Archives in October and Ingrid Witting has been appointed as a permanent archivist, currently working on the automation project. Nicola Forbes has been appointed to a temporary project officer position to assist with policy development. Temporary positions on data conversion have been taken up by Fiona Gaske, Laura Morales, Jan Riley, Joanne Anthony and Anne Birgan.

State Records, New South Wales

Correspondent: Janet Knight

New Legislation Commences

Details of the new State Records Act 1998 were reported in the last issue of News Notes. The Act, with the exception of Part 4 (Authority entitled to control of State records not currently in use), commenced on 1 January 1999. Part 4 is expected to commence in mid 1999.

Public hospitals, state owned corporations, local government and the universities, which have not previously been subject to the state records legislation, are now covered by the disposal provisions of the Act. All other Parts, with the exception of Part 4, are expected to commence in January 2000 for these jurisdictions. Part 4 will come into operation in mid 2000.

The Archives Authority of NSW is replaced by the State Records Authority of NSW, known as State Records.

New Corporate Structure

In preparation for the new legislation, a new corporate structure was implemented in October 1998. This comprises four operational branches:

- *Government Recordkeeping*: responsible for records management standards, disposal regulation and the Electronic Recordkeeping Project
- *Archives Control and Management*: responsible for the documentation, storage and preservation of state archives, regardless of their custody
- *Public Access*: responsible for services to the public, access policy and public programs, and
- *Government Records Repository*: providing records storage and associated services, as State Records' commercial business unit.

Two small units provide support to these operations through the management of human, financial and information resources and other assets, while a further unit provides executive support to the Director and Deputy Director.

Also in preparation for the new legislation, new statements of purpose, goals and values were adopted in December 1998. These form part of the first Corporate Plan of the new organisation.

Rationalisation of Accommodation

To make the best use of its facilities in the Sydney CBD and in Western Sydney, State Records is rationalising its accommodation.

During the period February to April 1999, State Records will be moving approximately five linear kilometres of State archives from the State Archives building in the Rocks to our Western Sydney Records Centre at Kingswood.

A core of two kilometres will remain in the Rocks, consisting chiefly of heavily used uncopied archives from the colonial era. The remainder will be moved to Western Sydney, providing an opportunity to reunite many split and related series currently housed in different locations.

The records to be moved will need to be checked, measured and loaded into special containers and transported from the City Office to their new location. Therefore there may be times that they will be temporarily unavailable to the public. Researchers should contact the Search Room on (02) 9237 0254 to ascertain the location and availability of originals before they visit.

A number of organisational functions, with associated staff and facilities, are also expected to relocate to the Western Sydney Records Centre during 1999-2000. The remaining functions and staff, along with the core two kilometres of archives, will be housed either in a reduced portion of the Rocks building or in new CBD premises. The full range of Search Room and associated services will continue to be provided there.

State Records of South Australia

Correspondent: Samantha Farnsworth

1998 was an eventful year for State Records of South Australia.

In February, the first annual survey of records management practices within the South Australian state government was conducted. Questions were divided into three broad sections - general, paper records and electronic records. A response rate of over 90% was achieved. The report of results, released in March, indicated that while good records management has its champions, they are not yet common at a level to influence executive commitment. A survey of records management practices within South Australian local government was commenced in November, with a report yet to be finalised.

In April a discussion paper, *Managing Electronic Records Issues*, was distributed and used as the basis for an Electronic Records Workshop on the 14th May. Guest speakers included Greg O'Shea (National Archives of Australia), Anne Picot (Monash University) and Cassandra Findlay (Records Management Office, Archives Authority of New South Wales). Representatives from both State Records and government agencies attended. An Electronic Records Policy for the South Australian public sector is currently in preparation.

May saw the appointment of the nine-member State Records Council, established under the *State Records Act*, section 9. The Council has two key functions:

- to authorise the disposal of official records (if an agency intends to sentence and destroy records or maintain records as permanent, it needs to have a determination from the Manager of State Records which has been approved by the Council); and
- to provide advice to either the Minister or the Manager of State Records, either on its own initiative or at the request of the Minister or Manager, relating to records management or access to official records.

The membership of the Council is diverse, with each of the following groups of stakeholders having a representative - historians, archivists, records managers, government agencies, local government, the business community, justice and the courts, Aboriginal communities, and researchers.

The *State Records Act 1997* was officially launched in August at Edmund Wright House, one of Adelaide's prized heritage buildings. Speakers included the then Minister Wayne Matthew, Department of Administrative & Information Services' (of which State Records is a business unit) Chief Executive Graham Foreman and the State Records Council Chairman, Darby Johns.

Since October, State Records has been working in cooperation with consultants to develop a strategic training plan for whole-of-government records management. State Records is seeking to offer a number of training modules in such areas as GDS application, boxing, listing and transfer procedures, and using and developing thesauri. Such training will be aimed at various levels of government employees - CEOs and senior managers, records managers, agency staff/end users. Training will be provided as either face-to-face sessions or as CD ROM packages.

State Records much-awaited website (www.archives.sa.gov.au) was launched in November. The site provides details about State Records archival collection, services available to the public and to government, State Records-produced publications, and background information about State Records as an organisation.

November also saw the approval, by the State Records Council, of the new *General Disposal Schedule No. 15 for State Government agencies in South Australia*. The new GDS, which supersedes the 1993 GDSs 10-14, reflects a conceptual change - a move from record-based disposal classes to disposal classes based on activities required to carry out business functions common to most agencies. The appraisal process used to develop the new GDS is based on the same type of analysis used to develop the Archives Authority of New South Wales' *Keyword AAA: A Thesaurus of General Terms*. It is anticipated that the new GDS will be supported by training available via workshops and our website.

As of May, a twelve month project has been underway to review the existing Records Disposal Schedule [RDS] for Clinical Records of the South Australian Health Commission. A new RDS for all South Australian public hospitals has been compiled which, like the new GDS 15, has been developed using functional appraisal and analysis. A new RDS for Community Health records, as well as an examination of electronic recordkeeping within the health sector and a training package are also part of the project.

University of Melbourne Archives

Correspondent: Suzanne Fairbanks

As many readers of News Notes will know, 1998 ushered in great changes of personnel and location for the University of Melbourne Archives (UMA), the repercussions of which will be felt in 1999 and beyond.

In September 1998 Michael Piggott took up the position of University Archivist and Head of Special Collections in the University of Melbourne Library. As a former editor of *Archives and Manuscripts* and Laureate of the ASA, Michael needs no introduction. His colleagues at the University of Melbourne Archives are privileged to be working with him.

Michael's arrival at the UMA coincided with final planning for the relocation of the entire collection to a newly refurbished repository at 120-122 Dawson Street, Brunswick, 3056. The move was accomplished over December 1998 and January 1999. The new building accommodates the main office, as well as the transfer, arrangement and description, physical processing and storage functions of the Archives. The reference service will remain in proximity to the University at 119 Barry Street Carlton until April 1999, when it will amalgamate into the Special Collections Reading Room in the Baillieu Library on campus.

As a consequence of Michael's arrival and of the relocation, a major challenge of 1999 will be to establish the combined Archives and Special Collections reference service in the Baillieu Library, a fully operational storage and processing facility in Brunswick and a smooth retrieval service between the two. Other challenges will involve:

- reviewing all existing University Archives policies and procedures;
- developing and implementing a deaccessioning policy;
- accepting collections long deferred due to lack of space; and
- building closer alliances with the academic research community, our donors and recordkeeping colleagues.

Other significant events of 1998 included the retirement of Acting University Archivist, Dr Cecily Close, in July. After her service to the archives of thirtyfive years, Cecily is greatly missed. The mining company Rio Tinto Limited renewed its sponsorship of the Archives in 1998 for the fourteenth year, enabling Leigh Swancott to continue processing the records of the Rio Tinto/CRA group of companies in the custody of the Archives. Dr Mark Richmond became involved with preliminary preparations

for the 150th Anniversary of the University of Melbourne (in 2003). The involvement of Mark and other UMA staff in this celebration is expected to increase greatly as records of alumni are donated and publications and exhibitions are prepared.

In September, the Archives launched the *Trade Union Records Disposal Guide and Schedule* in a workshop for records managers from twenty-eight trade unions, organised by Labour Archivist Sue Fairbanks. The workshop was held in collaboration with Emma Jolley and Kathryn Dan of the Noel Butlin Archives Centre, Sarah Brown of the Victorian Trades Hall, Elizabeth Reale and Rister Fuller of the Australian Nursing Federation Federal Office, and Sandy Gillam of the Construction, Forestry, Mining and Energy Union. Special thanks must go to David Brown and Jenni Robbins of Archival Systems, and Ricky Tuck and Michael Pummell of PROV for participating in a similar workshop in October 1997 which led to the initial development of the Schedule. The UMA and the Noel Butlin Archives Centre will further develop this project in 1999 with the launch of the newsletter *Trade Union Records* jointly published by the two Archives and edited by Emma Jolley.

University of Wollongong Archives

Correspondent: Michael Organ

1998 marked the 30th anniversary of the establishment of an archival collecting program at Wollongong University College by Professors Jim Hagan and Ross Duncan of the Department of History. Following on their initial efforts, the University Archives was officially created in 1973 with the appointment of Baiba Berzins as the first full-time Archivist. Individuals who have subsequently held the position include Ken Smith (1975-6), Laurie Dillon (1976-80), John Shipp (1980-86) and Annabel Lloyd (1987-92). The present archivist was appointed in 1995. The establishment in the late 1970s comprised two archivists and an administrative assistant. At present, however, a single archivist is responsible for management of the unit, along with responsibility for the University Library's rare book and theses collections.

The University Archives is located within the University Library building. Additional external storage facilities exist, although they are near capacity. The Archives is both an in-house archives responsible for disposition of the University's administrative records, and a collecting archives, supporting the research and teaching programs of the University by the acquisition of relevant material and active promotion of the collection. Holdings include

administrative records dating back to 1951, when a University Division was created at Wollongong Technical College, and a rich collection of acquired archives and manuscripts with special emphasis on labour history and politics, and the Illawarra region in general. These latter collections reflect the on-going research specialisation of the University's History & Politics program. Recent significant acquisitions include the records of the Bellambi Coal Company (1890s-1940s), and the papers of left-wing socialist ALP politician and University Council member, Mr George Petersen. Other highlights of the collection include 1200+ reels of WIN4 newsfilm covering the period 1964-82, and the Cocks Photograph Collection, comprising 700+ glass plate negatives of the Illawarra region dating from the 1880s-1910s.

The University Archives Collection Policy, adopted by Council in 1982, outlines the roles and responsibility of the Archives, and emphasises its records management function. However, due to staffing limitations, this area of activity has been neglected in recent years in favour of an emphasis on research and teaching support associated with the acquired collections. The passage of the NSW State Records Act 1998 gives cause to reassess this direction, as the Act will have a significant effect on the way University records are managed at Wollongong, and on the operation of the University Archives. Activity during 1999 will therefore be focused on adopting this new records regime.

The Federal Coalition's funding cutbacks to the University sector have added to the pressures facing many university archives, and Wollongong is no exception. Archives are being forced to adopt a 'holding-pattern' approach, pending the return of a brighter financial outlook. In such circumstances, proactive acquisition programs may have to be curtailed, and a more strategic approach adopted in line with University-wide mission statements. The trend towards an American-style managerial/marketing driven approach within Australian universities is placing additional pressures on Archives. An environment is being created where the very need for an Archives is questioned - is it a core activity? - and the idea of 'turning a profit' is raised. These are challenging times!

Further information can be found at the University of Wollongong Archives Web site at

<http://www-library.uow.edu.au/archives/archives.htm>.

Details of recent activities and important acquisitions is to be found at the on-line 'Cobwebs & Compactus' newsletter:

(<http://www-library.uow.edu.au/archives/cobwebs.htm>).

Some 200 of the Archives' major acquired collections are also listed in detail on the National Library of Australia's RAAM database.

Monash University Records and Archives Services

Correspondent: Ann M. Mitchell

There is no little irony in the fact that at the very time millions of dollars are being devoted to a long overdue upgrade of corporate electronic information management systems (finance, human resources and student), the university's traditional recordkeepers are being besieged with requests for professional records management advice. This suggests healthy scepticism about the capacity of information technology and its providers to cope unaided with the demands of the modern office. Which is not to state that we do not share the universal preoccupation with electronic recordkeeping issues. Far from it. The gradual implementation of modules from the IAS Project [Integrated Administrative Systems] is already making serious inroads into productive working time as a high proportion of all university staff are re-trained in new processes. Concerns about the millenium bug are also at fever pitch although Monash is at least as well prepared as any other organisation of similar size.

After a radical overhaul of our keyword classification scheme we successfully implemented Windows-based records management software known locally as MURSA [trade name UCollect] during 1997-98, and it is this together with the promise of training that has encouraged new clients to seek our help. The first of our core central records system client groups, Research Grants and Ethics Branch, has been granted direct access to MURSA. Others will follow shortly. A client-focused implementation plan has been developed and negotiations are currently in hand that will allow roll-out of our records management system beyond the confines of Clayton central administration.

Whilst the work of the Monash University Archives always has been university-wide in scope it is only now that the business of the branch as a whole can be seen in similar light. Through the Archives we can justly claim to have pioneered development of a university-wide General Disposal Schedule for common administrative records, albeit Monash specific. But it has long been our aim to encourage adoption of uniform records management practices in faculties and academic departments: same software, same business language, same records maintenance as well as disposal processes.

Related project work has included a major consultancy on behalf of the Dean of the Faculty of Business and Economics and a continuation of records surveys at Gippsland Campus, all of which will culminate in MURSA implementation. The position of Records Officer Gippsland has been renewed for a further period of two years and will be reviewed again towards the end of the year 2000.

The photographic database project now known as MONPIX got off to a slow start due in part to staff constraints and to difficulties in tailoring software to our needs. As a result, we changed the software strategy and determined to build upon existing branch experience with Microsoft Access and develop our own database from scratch. Project management has consolidated into another classic team effort under a small committee consisting of the Archives Manager (Jan Getson) as convenor, Archives Systems Officer (Catherine Nicholls aka *Catherine of Archives*), Systems Development and Training Coordinator (Robyn Warburton) and our current Special Projects Officer (Amanda Crichton). Data entry and image scanning is now proceeding apace and we will soon be in a position to commission the design of a Web interface.

The Clayton repository expansion project has been bedevilled by delays outside our control so it is especially pleasing to report that it really is now nearing completion. Designed to increase storage capacity by about one-third to 2018 linear metres, we launched the new shelving installations in stages and the first of these was completed in November 1998. The second and third phases of the project began in February 1999 and includes the upgrade in office and records processing areas and reader services as well as the last of the shelving installations. As part of preparations there was an unusually high level of disposal activity during the year, not least being an overdue cull of the university's original administrative correspondence system (1961-87). This is now more accessible than ever it was during currency because the archivists had seized the opportunity presented by MURSA to upload as item types on UCollect, this and two other closed administrative correspondence series from Caulfield and Gippsland Campuses.

There were 55 accessions during 1998 representing a small reduction on the previous year but involving more records. Of these, the most significant were the consolidation at Clayton, largely on security grounds, of all vital student records spanning 1948-97 from the former Chisholm Institute of Technology Caulfield, the State College of Victoria Frankston and Gippsland CAE; and the transfer of predecessor faculty board proceedings from the Faculty of Business and Economics. The total number of enquiries and of items retrieved during 1998 are similar to the previous year with a small increase in retrievals. The most significant variation was in the proportion of administrative to research use as measured by internal and external enquiries, which rose from 72% to 89%. Whilst this may be explained in part as due to the transfer of more vital student records to the Archives, it is intriguing to speculate that the dependence of administrators upon traditional recordkeeping techniques is not yet in retreat. So much for the paperless office.