

News Notes

Edited by Helen Morgan

Australian War Memorial Research Centre

Correspondent: Paul Mansfield

Digitisation and collection preservation

The previously reported project to microfilm the Second World War Unit War Diaries (AWM52 and 129) is well underway. The first phase was a pilot project involving 60 archival boxes, which established the standards and procedures for filming the bulk of the material (over 450 metres). Provision of electronic access to the diaries is being investigated.

The Second World War Roll of Honour Circulars (AWM108) containing personal and family information on Australian soldiers who died on active service have been digitally scanned. The images will be electronically linked to the Roll of Honour database, accessible on the Memorial's website. A database of Second World War recipients of medals for gallantry, based on scanned images of the index cards to our series of Second World War, Korea and Malaya honours and awards (AWM 192) is under construction. Heavily used First World War honours and awards recommendations records (AWM28) will be scanned and these scanned images will be accessible on the website, relieving the pressure on this overused and fragile series. A list of other series and collections suitable for preservation digitisation is being developed.

Collection development

Over 270 Private Records donations were taken into the collection over the last year. Most related to the 1914–18 and 1939–45 wars, but the Boer, Korean and Vietnam conflicts and peacekeeping activities were also well represented. Notable collections included the wartime letters and diaries of the famous nurse and prisoner of war Vivian Bullwinkel and Atholl Moffat's papers relating to the Japanese war crimes trials. The personal diaries of the two East Timor Official War Artists, Rick Amor and Wendy Sharpe, were also accessioned.

Guidelines identifying which Commonwealth records should be transferred in the future to the Memorial's Official Records collection have been finalised with the National Archives of Australia (NAA). In cooperation with the NAA,

the Memorial has also approached the Department of Defence requesting that the records of the Australian Defence Force elements operating in East Timor and Bougainville be identified and properly preserved. Under the agreed guidelines, operational records documenting these peacekeeping activities will eventually be accessioned into the collection.

Collection documentation and online projects

A number of important developments in online documentation have occurred this year. The Private Records database has been successfully migrated to the new MICA collection management system (see below). Our Special Collections staff have catalogued 900 items of sheet music and begun a map documentation project. Data on our Official Records, previously available on ANGAM, is now searchable in the NAA's new RecordSearch database. A large number of new records, which accumulated during the delay in the implementation of RecordSearch at the Memorial, have now been input into the new database.

As previously noted, there are plans to convert or create more detailed collection guides and in electronic format using recently developed templates and XML markup language. These guides will be attached to the main catalogue record on MICA, RecordSearch or our library system FIRST and be searchable through the website.

Reference staff are engaged in a number of projects aiming to enhance access to online resources. As well as contributing to the review of the website, these include development of an online encyclopedia of military history from existing and new sources, and improving and expanding the Research Centre's range of paper and online information sheets, subject-based guides and reading lists.

New collection management system

Research Centre staff continue to make a major contribution to the development of MICA, the Memorial's new collection management system which uses the MultiMIMSY software. Writing in late July, the 'go live' launch of the system was imminent. This will be followed by a period of evaluation and finetuning during which the system will be formally handed over to our Registration Section, who will continue to develop and administer the system.

Meanwhile, planning for the development of a web interface / OPAC for the system is underway. This will allow public users (as well as Memorial staff) access to data describing our collections that the former never had. It is expected that the new OPAC will provide a single search mechanism over all collection areas (which range from private records and manuscripts, photographs, sound recordings and film to military heraldry and technology, and art works). The ability to display multiple images and other multimedia

attachments, a thesaurus look up for names, units, subjects and places, and an interface to an e-commerce system are also planned.

BHP Archives

Correspondent: Jason McGlone

The closure of BHP's oldest operational steelworks at Newcastle in September 1999 has provided many valuable additions to the BHP archival collection. Over 5000 plans and drawings produced by the Newcastle Steelworks' Engineering Department have been acquired, together with many other documents. BHP Archives continues to be involved in the heritage issues of the site closure.

Several publications documenting various aspects of Steelworks history were produced following the closure of the Newcastle Steelworks. BHP Archives played a key role in these publications. One of the more significant and comprehensive publications produced was *A Future More Prosperous: The History of Newcastle Steelworks 1912-1999* by Christopher Jay. To commemorate 84 years of steelmaking in Newcastle, a video entitled *A Last Look: The History of Newcastle Steelworks 1915-1999* and a CD-ROM entitled *Milestones: The History of Newcastle Steelworks 1915-1999* were launched in conjunction with Christopher Jay's book. For those interested in obtaining copies of the book, video and CD-ROM, they are available from BHP Archives, 6-8 Central Boulevard, Fishermans Bend Vic 3207, telephone (03) 9609 2555.

Recently, BHP Archives was fortunate enough to acquire, via an external donation, albums containing photographs taken during an overseas visit of steelworks in 1934 by the then Managing Director of BHP, Essington Lewis, accompanied by his secretary Tom Longney. The visit encompassed countries such as the Philippines, Japan, Hong Kong, Malaya, Ceylon, Canada, South Africa and the United States of America. The overseas visit of 1934 was significant as it was a catalyst for the formation of an aircraft industry in Australia and in particular the Commonwealth Aircraft Corporation formed in 1936 and part owned by BHP, which was created to manufacture training and fighter aircraft. The albums are an important archival record of the countries and communities visited. Their significance is predominantly social.

A couple of significant database development projects have been in progress over the past 18 months. BHP Archives' SSAMS (Secondary Storage and Accession Management System) database is currently in the process of development. This database will manage both temporary and unprocessed

archival records. Additionally, a new Archival Database system for the permanent records is being developed. The new database is intended not only to provide information about the records themselves, but to also act as a secondary information or reference source for aspects specific to the company's operations. Both databases are to be developed in a user-friendly web browser interface.

City of Sydney Archives

Correspondent: Mark Stevens

This report covers the year ending 30 June 2000. The main developments have been the formation of a volunteer group and important progress with the moves to electronic service delivery foreshadowed in our last report.

We received approval in September to recruit volunteers to work in the Archives, undertaking tasks to improve public access to the records, which it would otherwise be impossible to attempt within existing or foreseeable resources. Small advertisements in the newsletters of the Society of Australian Genealogists and South Sydney Historical Society resulted in a group of twelve volunteers, each of whom spends one half-day per week working in the Archives.

The tasks undertaken by the volunteers have included: record item data entry into Tabularium; indexing photographs into Archivepix; and using voice recognition software to create an electronic copy of the Minutes of Newtown Council 1863–1949. The whole experience has been hugely successful and looks certain to become a permanent and important program.

Archivepix is the name for our digital photograph bank. It is based on the software Perfect Pictures, quite widely used by local government and some State government agencies in New South Wales. We had been aiming to have 10 000 of the estimated 120 000+ photographs in the Archives scanned and index captioned by the end of the year. We reached the scanned target but we only managed about 7000 captioned.

The City of Sydney Archives and State Records New South Wales were partners this year in the development of Archives Investigator, a browser application to enable Internet access to the Tabularium database. See the 'News Notes' entry under State Records New South Wales for more information.

The arrival of volunteer help is particularly timely because it is only through their work that we will be able to place useful quantities of record item level data into Tabularium. For entities at ambient, provenance and records levels

(ie records series and higher level entities) we face a very large re-baselining project. Although the City of Sydney Archives pioneered the extension of 'functions' and 'activities' within the series system, lack of staff and other urgent priorities have meant that over the last four years we have not been able to maintain and update the data integrity and accuracy of our Tabularium database to acceptable standards. We face the daunting task of catching up as quickly as possible during the next year or so.

The City of Sydney Archives copy of Archives Investigator will be available as part of a redesigned set of archives pages on the Council's website (www.cityofsydney.nsw.gov.au/hs_archives.asp). I anticipate that within a few years, researchers will be expected to have identified records of interest to at least the record series level before visiting the Archives.

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

Item	1998	1999	2000
Lending transactions to Council officers	4930	6009	7434
Records accessioned or destroyed (metres)	1575	1855	407
Responses to research enquiries	909	1341	1388
Research visits	341	786	1085
Records in custody at end of the year (metres)	7952	6595	6772

The continued increase in public access demand placed a real strain on staff during the year, and had the increase in remote enquiries (received by letter, fax and email) matched the increase in research visitor numbers we would have had to drastically reduce the level of service provided. The increased load did enable us to meet comfortably our budgetary requirement to deliver \$50 000 revenue to the Council.

Luckily, what we had expected to be a couple of major tasks during the year did not eventuate. The archives vaults in the Town Hall building did not have to be evacuated to make way for a cabaret venue. The State Records Act compliance project turned out to be a lower key business than foreshadowed but will require a lot of work in the future.

This year we loaned material to the Art Gallery of New South Wales for an exhibition on the sculptor Raynor Hoff and his School, and to the Museum of Sydney for an exhibition on art deco architecture. At the end of June we opened an exhibition in Town Hall House, *We Built This City*, featuring photographs of construction workers and building sites around Sydney, 1997–2000. The images are from a collection by photographer Tim Cole, which has been acquired by the City of Sydney Archives. We also mounted a small exhibition of rare books from the Sydney Reference Collection.

Congregational Archives of the Sisters of Charity of Australia

Correspondent: Guilaine Buckley

The Congregation of the Sisters of Charity is a Catholic institute of religious women founded in Ireland in 1815 with the principal object of ministering to the poor. Five Sisters of Charity left Ireland in 1838 to establish the first community of Catholic nuns in Australia. The New South Wales community was established as a distinct religious institute in 1842, now known as the Sisters of Charity of Australia. The religious women who belong to this Institute are gathered in communities governed by an elected central body made up of a Superior General and four Councillors. The charitable undertakings of the Institute (27 hospitals, hospices, medical research institutes and aged care facilities, over 100 schools, 3 orphanages and numerous other community welfare activities) are also governed by the Superior General and her Councillors but many governance and administrative functions are delegated to various individuals, local communities and agencies within the organisation.

Establishment of the Congregational Archives

The first official activities relating to the acquisition and management of congregational archives were undertaken in 1975 when the Superior General and Council decided to designate the care of congregational archival records as a function of the Congregation's central library. Prior to this official decision, various individuals within the Congregation had collected archival records to ensure their preservation officially, such as the records generated by the administrative arms of the Institute and its agencies, or non-officially, such as the records accumulated by individual Sisters or persons associated with the Congregation. By the end of the 1980s, the Superior General and Council decided to allocate resources when they recognised the need for a separate central repository to manage and house the growing accumulation of official and non-official records documenting the Congregation's life and mission, and to effectively respond to the increasing internal and external demand for reference services.

Operation and activities of the Congregational Archives

The Congregational Archives is now one of the administrative offices reporting directly to the Superior General and her Council. It is entirely funded by the Institute, apart from modest donations and payments based on cost-recovery (eg copying services). There are currently three professional staff; all three positions are on a part-time basis and amount to a 1.5 full-time position.

Nowadays, the Congregational Archives is responsible for the management of records generated by the Institute's government and its administration,

communities and individuals as well as related agencies unable to maintain their own records collection. Where required, the Congregational Archives provides advice and limited services to congregational agencies to encourage sound recordkeeping practices and to ensure that the mission of the Congregation in the larger organisation is adequately documented.

The Archives' principal client is the Congregation's government and administration, including agencies such as the administrations of health and aged care facilities and of educational facilities. There is currently a substantial interest in records documenting the traditions and values of the Sisters of Charity as a result of the trend towards the greater participation of the laity in the leadership of these agencies. Other clients include genealogists, school students, former orphanage residents, former students, academic researchers and other authors, and cultural institutions. Reference and research services are a significant aspect of the Archives' activities, including the hosting of exhibitions.

The collection

The Congregational Archives manages:

- congregational records such as administrative files about the affairs of the congregation (its membership, religious life and mission in its agencies), photographs and personal records of Sisters, including the Annals of one of the first Sisters relating her work at Parramatta's Female Factory for convict women in the 1830s and 1840s;
- records generated by the Congregation's agencies such as organisational records for hospitals, schools and orphanages as well as student, patient and orphanage resident records;
- a rare book collection of which many items are rare editions about Catholic spirituality and literary works in English and other languages. The earliest item in the Rare Book Collection is a Bible dated 1618 and donated to the Sisters of Charity by the Australian poet, Christopher Brennan, as part of his personal collection; and
- a diverse collection of museum objects including artefacts from Fiji and Papua New Guinea, textiles such as the traditional religious habit and samples of lace work done by the Sisters, paintings, sacred vessels, as well as objects brought to Australia by the 1838 pioneer community. Two of the more popular items are Captain Starlight's album of paintings and drawings, presented to a Sister of Charity who used to visit him whilst in gaol in Darlinghurst, and a statuette presented to the former convict William Davis in 1817, in recognition of the sufferings he

endured for practising the Catholic Faith when it was outlawed in the penal colony of New South Wales.

John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

In April 2000 the John Curtin Prime Ministerial Library (JCPML) celebrated the launch of its latest publication – *John Curtin's Legacy: A Series of Public Lectures from the John Curtin Prime Ministerial Library*. The book brings together a small, but significant, body of work from five distinguished lecturers who have participated in the JCPML's public lecture program since its inception. Included are speeches from former Prime Minister Gough Whitlam, community leader Mrs Hazel Hawke, distinguished historians Geoffrey Serle and David Day, and respected political journalist Michelle Grattan. In addition the book includes extracts from John Curtin's editorials published between 1917 and 1932 and drawn from the JCPML collection.

Between June and August, the JCPML in partnership with the National Archives of Australia (NAA) has been involved in a project to digitise a collection of official and private correspondence compiled by the Prime Minister's Office during John Curtin's term in office (1941–45). These records, Commonwealth Record Series M1416, are held by the NAA in their Canberra repository and have been temporarily transferred to their Perth office to allow the JCPML to undertake the remote site scanning. The collection comprises 96 folders containing official and private correspondence on a range of events, subjects, people and issues, including birthday and Christmas greetings. When finalised the records will be available to the public through the JCPML's Electronic Research Archive (ERA).

The third annual JCPML Anniversary Lecture commemorating the 55th anniversary of Prime Minister John Curtin's death was given on 5 July by Senator Natasha Stott Despoja to a capacity crowd of 250 people. This event is the premier occasion of the JCPML calendar with previous lectures being given by Mrs Hazel Hawke and the Hon. Gough Whitlam. Under the title 'The Politics of Conscience', Senator Stott Despoja paid tribute to Curtin's leadership of Australia, based on his strong ideals and an equally strong desire to lead the country in a new direction, and contrasted his leadership with the politics of today, saying: 'There is a need for the vision, meaning, and conscience espoused by John Curtin'. A transcript of the Senator's speech is available on the JCPML website under 'What's On'.

On 17 August the JCPML received a Mander Jones Award, sponsored by the Australian Society of Archivists, for its educational resource, *John Curtin and*

International Relations during World War II. The award was for a 'publication making the greatest contribution to archives or a related field in Australia written by or on behalf of a corporate body'. The book brings together a large number of photographs, oral histories and documents, including private and official correspondence, speeches and media reports from the JCPML collection and represents an important addition to the stock of resource materials for secondary school students studying history and society and environment.

The JCPML has recently upgraded its website (john.curtin.edu.au) with the launch of a comprehensive education page targeted primarily at students and teachers, with activities for students from years 5 to 12. It also includes information and links to the National History Challenge in which the JCPML is sponsoring a prize. New additions under 'Online Resource Materials' include a what's on this month in John Curtin's life section and *Commemorating Australian Prime Ministers*, which lists all the known memorials to our former prime ministers.

Since first term this year, the JCPML expanded its education program to offer primary school students in years 5 to 7 a program which centres around the JCPML's major exhibition featuring the Pacific theatre during the Second World War and Australia on the home front. The program provides comprehensive lesson plans and resources for the classroom teacher to be used in conjunction with their visit to the JCPML premises.

In July the inaugural Hazel Hawke Undergraduate Scholarship was awarded to Jennifer Sterry. The scholarship is a collaborative project between the Curtin University of Technology, JCPML and Mrs Hazel Hawke. The scholarship will cover Jenny's full-time HECS fees as well as an annual grant of \$4000 for up to three years to help with other study expenses. The scholarship is one of the collaborative ventures being undertaken between the JCPML and Mrs Hawke since her donation of research papers last year which has been significant in developing the JCPML collection in one of its focal areas, namely the prime ministership as an office.

Museum Victoria Information and Records Management

Correspondent: Alison McNulty

In 1998 a Manager Information and Records was appointed at Museum Victoria, as part of a commitment to improve information management processes and systems. The position was seen as a broad-based information management role with initial responsibilities being the development of a current records management system and a strategy for managing the archival records of the

organisation. Responsibility for the Freedom of Information function was included and the role involved participation in a wide range of other projects such as developing intellectual property policies and the redevelopment of the intranet.

Work began immediately on developing a Record Management Program. It was decided that while policies, procedures and standards would be developed centrally, records would be created and maintained decentrally, with each division taking responsibility for day-to-day operations. The decision to operate decentrally was partly taken because Museum Victoria staff were situated on eight different sites. With the relocation of many staff to the newly built Melbourne Museum, this will eventually reduce to four sites – Melbourne Museum, the Immigration and Hellenic Antiquities Museum, Scienceworks and the Collection Store.

It was also decided to introduce hard copy and electronic records management simultaneously, with records of all formats being managed through the same system and processes. As most Museum Victoria staff are very computer literate it was felt that there was no need to introduce hard copy processes first and then gradually implement processes for the management of electronic records.

Descriptive standards were developed after wide consultation with staff. These were loosely based on Keyword AAA but were deliberately kept very simple because of the decentralised nature of the proposed system. A corporate licence for TRIM software was purchased and a contract awarded to MicroHelp for implementation services. The Museum Victoria intranet (MUSENET) is currently being redeveloped and TRIM is being used as the source of documents for this so that version control is in place and two sets of electronic records are not maintained. Various policies and procedures were written and a staged implementation, including the training of staff, commenced. As part of this process the most recent and valuable records of the Museum Directorate and several of the Divisions were converted across to the new system.

Over the same period, an archival strategy was developed and the initial steps taken to implement it. A contract for the secondary storage and processing of temporary records was awarded to AUSDOC Information Management. Record backlogs held in several large storage areas were cleared and, with the relocation of staff from leased office space to the new Melbourne Museum in Carlton Gardens, large quantities of records have been sorted and processed.

The next step in this strategy involves imposing greater intellectual control on the records which have been identified as having archival value. As many of these records are used across Museum Victoria's campuses by curatorial and collection management staff in their day-to-day work, physical control will be

decentralised. Those permanent value records which are no longer required constantly for administrative and curatorial purposes will be proposed for transfer to the Public Record Office Victoria.

National Archives of Australia

Correspondent: Anne-Marie Schwirtlich

Prescribed agency status

The Archives became a prescribed agency on 1 July 2001. Prescribed agency status is granted in accordance with the *Financial Management and Accountability Act 1997* and provides an agency with a degree of financial autonomy. It means that the Archives' funding will be separate to that of its parent department and the Archives can negotiate its funding directly with the Department of Finance and Administration. The Director-General, as the Archives' CEO, will hold similar financial delegations to the Secretary of our parent department.

Census Information Legislation Amendment Act

The *Census Information Legislation Amendment Act* received Royal Assent on 19 April 2000. The legislation allows people to choose whether their returns for the 2001 census will be retained as a 'gift to the nation' and made publicly available after 99 years. For those who choose to have their returns kept, they will be microfilmed after completion of the census, with copies held by the Archives.

The Act also formally changed the organisation's name to National Archives of Australia. The Archives had been trading under the new name since early 1998 with the approval of the Prime Minister. Legally, however, we were still Australian Archives.

Director-General, George Nichols, resigns

After ten successful years leading the National Archives the Director-General, George Nichols, has announced that he will relinquish his position in early October. He leaves the Archives a transformed and vibrant organisation – and one that will miss his assured and deft management enormously. He has made a significant contribution to archives in Australia – not only through his leadership and direction of the National Archives but far more directly in his support of the Australian Society of Archivists and other peak archival bodies.

Exhibitions, events and education programs

From May to October 2000 the well travelled Archives exhibition *Between Two Worlds: the Commonwealth government and the removal of Aboriginal children of part-*

descent in the Northern Territory returned to Canberra, this time to the Archives Exhibition Gallery. An electronic interactive presented an update covering the events that have occurred since the exhibition first opened in 1993. *Between Two Worlds* was opened by singers Archie Roach and Ruby Hunter who spoke of their own experiences of removal. It received good reviews, extensive radio and television coverage, and strongly positive comments from visitors. Developing the schools program for the exhibition was a significant project for the Archives education staff and they were very busy with many visiting school and community groups.

The Archives is developing two major collaborative exhibitions that are part of the Centenary of Federation celebrations. *Belonging*, developed with the National Library, State Library of New South Wales and State Library of Victoria, has received funding from the National Council for the Centenary of Federation and a major sponsorship from AAMI. The Governor-General Sir William Deane will open *Belonging* at the State Library of New South Wales on 3 January 2001. *Charters of our Nation* will open in the new Federation Gallery at the Archives in January or February. This project is a collaboration with the National Council for the Centenary of Federation.

The travelling exhibitions program continued to take Archives exhibitions to venues across the country. During this period eight venues outside Canberra hosted three Archives exhibitions: *Signed, Sealed, Delivered: When the Post Office was King* visited the Queensland Museum and Newcastle Regional Museum (supported by a Visions of Australia touring grant); *Caught in the Rear View Mirror* travelled to the Riddoch Gallery at Mount Gambier, New England Regional Art Museum in Armidale, Eden Killer Whale Museum, National Motor Museum in Birdwood and the Parramatta Heritage Centre (also supported by a Visions of Australia grant); and *Eye to Eye: Observations by FE Williams, Anthropologist in Papua, 1922-43* was shown at the Stanthorpe Regional Art Gallery.

The Documenting a Democracy website was launched by the Hon. Peter McGauran at the National Archives in June, coinciding with launches in other State capitals by our project partners in State archives. The site at www.foundingdocs.gov.au features digitised copies of documents founding democratic government in Australia, selected by an advisory panel of constitutional experts and historians.

Prime ministers' papers

Among the treasures that the Archives holds are the papers of many of the 25 prime ministers since Federation: Hughes, Bruce, Curtin, Holt, Whitlam, Fraser, Hawke, and Keating – just to name a few. In the May 2000 budget, the Treasurer

announced funding to assist the Archives in making prime ministers' papers available to the public. Initially the Archives will receive \$600 000 over two years.

Planning is underway to develop resources about the role and office of the prime minister, and the achievements, challenges and styles of individual prime ministers. Digitised copies of important documents will be included in online resources with links to other web-based material about prime ministers which complements the Archives' own holdings, bringing together personal and official records, with biographical and pictorial material. A series of guides to the papers of prime ministers is also planned for this project, which promises to be an important research resource for Australian political history.

Publishing

The National Archives' latest education kit, *1901 and All That: A Federation Resource Kit*, has won an Award for Excellence in Educational Publishing in the category Secondary Teaching and Learning Package. Awards were presented by *The Australian* and the Australian Publishers Association at the annual Australian Book Fair in Sydney in June. Entries are judged by the Teaching Resource and Textbook Research Unit at the University of Sydney. This marks the second time a National Archives' publication has won this award. Last year *Convict Fleet to Dragon Boat* (a CD-ROM on Australian migration) won in the same category. The Archives also received two Mander Jones Awards at the Australian Society of Archivists Conference: the *Recordkeeping Metadata Standard for Commonwealth Agencies* received the award for the corporate publication making the greatest contribution to archives in Australia, and *Good British Stock: Child and Youth Migration to Australia*, a research guide by Barry Coldrey, won the finding aid award for Category A members.

Signing of Memorandum of Understanding in Victoria

A Memorandum of Understanding (MOU) between the National Archives of Australia and the Victorian Aboriginal Child Care Agency was signed on 9 March 2000. The MOU provides for access to Commonwealth records by Aboriginal people.

The Memorandum helps Aboriginal people who have been affected by past government policies, which permitted the removal of Aboriginal and Torres Strait Islander children from their families, gain access to Commonwealth records for community and personal history purposes. Many records of relevance to Aboriginal people separated from their families contain sensitive information which would normally be restricted from public access under the *Archives Act 1983*. The MOU ensures that the records containing this sensitive

information is available to those Aboriginal people who require it for community or family history purposes. The MOU signed in March 2000 complements a MOU, which was signed in March 1997, between the Archives and Indigenous organisations in the Northern Territory.

E-permanence – the new standard in recordkeeping

Using the image of an 'e' carved in stone to symbolise the enduring nature of information captured as records, the National Archives launched a campaign titled 'e-permanence' on 30 March 2000.

The purpose of the campaign is to promote the adoption by Commonwealth agencies of a suite of policies, standards and guidelines developed by the Archives to assist agencies comply with the Australian Standard AS4390–1996, *Records Management*. The Archives is also providing training in the use of these new recordkeeping products. In conceiving e-permanence to ensure that recordkeeping supported the diverse communication, e-commerce and other business needs of government agencies, the National Archives has taken a leading standard-setting role in what has been a long-neglected area of federal government administration.

Dr Allan Hawke, Secretary of Defence, who was the guest speaker at the launch, said that 'higher rates of staff turnover and mobility, greater outsourcing of functions and the use of contractors and consultants ... raised serious questions about how records of governments and their agencies can be captured, kept and made accessible'. He also referred to shortcomings in past recordkeeping that were likely to be magnified by 'a combination of technological development and complacency in the face of things like e-commerce and online transactions'.

George Nichols, Director-General of the National Archives, in a press statement accompanying the launch, said that 'adoption of the new standards will ensure that recordkeeping is integrated into business processes, allowing it to happen automatically. This is particularly important when doing business online so that evidence of e-commerce transactions is captured into official recordkeeping systems'.

The Archives new recordkeeping products are all available on its website at www.naa.gov.au. They include comprehensive guidelines on designing and implementing recordkeeping systems and advice on records disposal, storage and preservation. Also included are metadata standards to aid retrieval of information online and web-based tools for making records and information more accessible. These tools will assist agencies working to meet the federal government's requirement to move information and services online by 2001.

Implementation of the recordkeeping standard in Commonwealth agencies

In 2000–01 thirty-seven agencies will develop a functional disposal authority following the new appraisal guidelines released at the e-permanence launch. Undertaking the work to produce an authority will also take the agencies through the first three steps of the DIRKS (Designing and Implementing Recordkeeping System) manual, providing a business classification system which is the key control tool identifying functions and activities. Using the business classification scheme they can develop a record titling thesaurus, identify records that need to be captured and created, and develop a linked disposal authority. Agencies will then be strongly encouraged to move onto the remaining five stages of DIRKS covering the assessment of existing systems, identifying and selecting recordkeeping strategies to meet requirements, designing a recordkeeping system, implementing that system and evaluating its performance.

Custody policy

A new policy statement on the custody framework for all Commonwealth records was promulgated during the March 2000 e-permanence launch of standards on recordkeeping. Under this policy, the Archives accepts custodial responsibility for Commonwealth records (in all formats) that have been selected as national archives. Custodial responsibility for temporary records under this policy resides with the agency that created the records (or its functional successor) throughout the life of the records. This policy has been communicated to agencies through the various promotional and training activities undertaken since the e-permanence launch.

Functions thesaurus guidelines

Among the modern recordkeeping products and guidelines published on the Archives' website at the time of the e-permanence launch was *Developing a Functions Thesaurus: Guidelines for Commonwealth Agencies*. These guidelines give practical advice to those staff and contractors working for agencies who are responsible for developing a thesaurus of controlled language terms for use in classifying records according to the function and activity to which they relate. Functions thesauruses developed in accordance with these guidelines will either incorporate or complement *Keyword AAA: A Thesaurus of General Terms*.

Government Online Strategy

Shortly following the e-permanence launch, the Archives' recordkeeping and descriptive standards were given a significant boost when they were identified as key enablers of the Government's Online Strategy. On 6 April 2000 the

Parliamentary Secretary for Communications, Information Technology and the Arts, Senator Ian Campbell, announced the Commonwealth government's Online Strategy. This strategy *inter alia* requires agencies to comply with the Archives' Australian Government Locator Service (AGLS) metadata standard and with the Archives' policies and guidelines for keeping web-based records and for archiving websites. In order to assist agency compliance with the AGLS standard, the Archives published a set of AGLS application guidelines for Commonwealth agencies on its website at the time of the e-permanence launch. In response to the high level of interest in the AGLS standard, the Archives has cooperated with the Office for Government Online and a commercial training provider to offer a number of one-day AGLS training courses for agency staff.

Public Record Office Victoria

Correspondent: Ian MacFarlane

Records began moving from Laverton Base Repository to the new Victorian Archives building in North Melbourne on 21 July 2000. The huge task of moving over 70 kilometres of records in an orderly way is being achieved with a barcoding system that tracks the movement of each unit. Behind the scenes, though, the job of planning the movement order and final destination of each unit has meant months of patient and exacting work. A total of over half a million units were involved. The move will be completed by the end of September.

Despite the closure of the Laverton Search Room, a service was maintained for several months allowing continuing access to indexes and registers for most frequently used series, and Building Services Agency's (BSA) plans. But usage at the Melbourne Archives Centre in the city has increased markedly. The three search rooms dealt with 22 315 visitors (of whom 4357 were first-time users) during the financial year. More than 74 000 photocopies and 11 407 reader-printer copies were made. More than 3000 BSA plans were copied.

Agency Services is involved with a large quantity of disposal schedules, ranging from a general disposal schedule for school records to specific schedules for a number of agencies. These include Office of the Auditor-General, Department of Infrastructure, Registrar of Titles and Office of the Registrar-General, Pharmacy Board and the Metropolitan Fire and Emergency Services Board.

During the financial year, the Issues Office handled 55 924 requests and issued 53 951 records. During the January to June 2000 period 24 970 records were issued.

The Victorian Electronic Records Strategy Project's standard on the management of electronic records is now online from the PROV website. A hardcopy version is also available. For further information, contact justine.heazlewood@dpc.vic.gov.au.

Exhibitions

Fun and Games, PROV's exhibition celebrating the first Australian Olympics in Melbourne began its tour of country Victoria in February. Since then it has toured to seven venues including Ballarat, Omeo and Portland. *My Heart is Breaking*, the national touring exhibition about Victoria's Aboriginal people based on official records, also continued to tour. Launched in February 1997, the exhibition toured to nine venues during the financial year to June.

A statewide version of the exhibition *Victoria: Buildings and Builders* began touring in February 2000, and will also visit the National Archives of Singapore (NAS) in September. In a reciprocal arrangement, a NAS exhibition focusing on the World War II Japanese occupation of Singapore will be hosted by PROV in Melbourne.

Work continues on the exhibition *Our Nation's First Capital: Federation & the City of Melbourne 1901-27* in partnership with the Royal Historical Society of Victoria and in association with the Parliament of Victoria. The exhibition is planned to open at Portland on 1 February 2001.

Queensland State Archives

Correspondent: Shiranthi Siyambalapitiya

In general, the work in all areas of Queensland State Archives during this period was focused on the implementation of and further improvements to 'Archives One', the integrated automated archival control system. Archives One is now in operation in most of our work units and work is still being carried out to streamline the procedures. Further improvements have been made to Archives One through a web interface to enhance access to the State Archives' holdings through a range of finding aids. The new website, called ArchivesSearch, was launched on 14 June 2000. Prior to these developments, access to information about Queensland State Archives' holdings was mainly available through a range of paper-based finding aids in the Public Search Room at Runcorn. ArchivesSearch can be accessed through www.archivessearch.qld.gov.au.

We are still waiting to hear about the Public Records Bill, which was introduced into the Queensland Legislative Assembly on 26 October 1999 for first and

second readings. According to the *Notice Paper for Tuesday, 22 August 2000*, the Bill is listed ninth in the list of orders of the day relating to government business.

On the public access front, two formal seminars, *Scandinavian Ancestors* and *Ancestors on the Land*, were held on 19 February and 3 June 2000 respectively. As a service to clients in regional Queensland, Nola Fulwood from Queensland State Archives, together with Eleanor Wolf from the National Archives (Brisbane) and Karen Friedl from the John Oxley Library, visited and conducted seminars and workshops at Goondiwindi, Dalby and Toowoomba. In addition, a series of mini seminars was also held at Queensland State Archives. A total of 4829 researchers visited the Public Search Room and 17 500 items were retrieved during this period. Since the release by the Registrar-General of the CD-ROM version of the pre-1890 index to Births, Deaths and Marriages, there has been an increase in the demand for certificates; 2060 applications for births, deaths and marriages were received for this period.

In relation to Government Records Services (formerly Technical Services), a number of major disposal authorities were completed during the period including:

- Local Government Retention and Disposal Schedule
- Queensland Transport Plans and Indexes
- Cabinet Secretariat
- Aboriginal and Torres Strait Islander Policy and Development Department
- Canegrowers Council, and
- Electoral Commission of Queensland.

Preservation Services Unit has been active in installing displays and presenting a range of seminars to agency staff. Among its major displays at Queensland State Archives were *Preservation Display* and *Land Display*. A number of disaster workshops were also held.

It is worth noting that access conditions on some records held at Queensland have recently been changed. Queensland Health has temporarily closed access to records from the Dunwich Benevolent Asylum, Eventide and Sandgate Homes. Education Queensland has approved a 15-year closure period for access to school admission registers and other enrolment records. Queensland Police has stipulated an indefinite access restriction on 'murder files'. This has caused considerable distress and comment in the research community and resulted in a number of seminars and meetings.

On 19 June, Queensland State Archives joined the National Archives and all State and Territory Archives in the simultaneous launching of the website which holds Australia's key legal and constitutional charters (founding documents). Amidst pomp and ceremony – the most magnificent floral arrangements of banksias, bottlebrushes and blossoms, branches and barks of native flora from the surrounding bushland and a medley of colonial songs from Brisbane State High School Choir – Associate Professor Clive Moore from the University of Queensland's History Department launched the website. He has been coordinating research in Queensland with assistance from the staff of National Archives, the John Oxley Library and Queensland State Archives. Apparently the most important key document relating to Queensland – the original Letters Patent, which made provision for the establishment of the Colony of Queensland – is still missing.

State Records, New South Wales

Correspondent: Martyn Killion

Archives Investigator

Our new online archives information and access system, Archives Investigator, went live on 17 July. Archives Investigator was developed in collaboration with the City of Sydney Archives and with the assistance of grant funding from the New South Wales Government. The name refers to HMS *Investigator* in which Matthew Flinders completed the first circumnavigation of Australia, 1801–3, and mapped much of the coast for the first time.

Archives Investigator is an innovative browser-based system that provides online access to the control databases of State Records and the City of Sydney Archives via the relevant institution's website. Based on the 'series system', Archives Investigator provides information about the archives and the contexts in which they were created and used, through a choice of flexible search tools and a web of hyperlinks for point-and-click navigation and browsing.

While many of the entities (organisations, agencies, persons, series and items) may already be familiar, Archives Investigator presents other contextual information in a structured way, adding 'functions' and 'activities' (which provide 'functional context' to complement traditional 'structural' provenance) and 'ministries' and 'portfolios' (which place agencies and their records within the broader picture of government as a whole). Archives Investigator also makes the archives themselves more accessible, with information down to the item level (although we have a large backlog of item data to enter into the system) and links to digitised images of a growing number of individual documents and photographs.

Community access to the State archives

In the last 'News Notes' report we detailed an initiative to improve access to our holdings for people in rural and regional New South Wales, by establishing a network of 39 community access points to hold a new archives resources kit. The Premier and Minister for the Arts, the Hon. Bob Carr, MP, launched the initiative in Orange on 29 March 2000. The rollout of the kit between March and July included 37 workshops attended by over a thousand people in all.

Indigenous Issues Workshop

A workshop to promote the active use of archival and related resources by Aboriginal people for family or local history research, presented as part of NAIDOC Week, was well attended by family historians, members of the Stolen Generations and Aboriginal Liaison Officers from a number of local and State government agencies. Speakers were drawn from within State Records, Linkup NSW, the State Library of New South Wales, Tranby College and the Department of Community Services 'Connecting Kin' project. Based on the positive feedback from participants, we expect that similar events will be held to promote the participation of Indigenous people in research using archives.

Disposal coverage for universities and local government

The *State Records Act 1998* (NSW) covers the universities and local government in New South Wales for the first time. A high priority for State Records in working with these new sectors has been comprehensive disposal authority coverage. A general disposal authority for university records, developed by three working parties of university archivists and records managers, was approved in June. A new general disposal authority for local government records, developed with active participation by council archivists and records managers, is also being issued.

Standard on records storage

A standard on the physical storage of State records, with a range of supporting guidance, was approved in April. Based on national and international best practice, the requirements of the standard will be introduced incrementally over five years to help New South Wales public sector bodies improve their facilities and practices.

Accommodation

The new 'Stage 5' building, providing nearly 80 linear kilometres of climate-controlled archives storage at the Western Sydney Records Centre (Kingswood) was completed in June. A new conservation laboratory and improved accommodation for a number of units at the Kingswood complex, along with

the refurbishment of the Sydney Records Centre (The Rocks), is due for completion later this year.

University of Melbourne Archives

Correspondent: Suzanne Fairbanks

In 2000 the University of Melbourne Archives has been through a series of dramatic administrative changes, the final results of which are not yet clear.

In January, the University Archivist Michael Piggott became responsible for the Grainger Museum in addition to the Archives and Special Collections within the University Library. The Museum, home to an artefact and archive collection of over a hundred thousand items documenting the life of the composer Percy Grainger, thus returns to an association with the Archives which it last had in the 1970s.

The resulting Archives, Grainger Museum and Special Collections Division had barely time to consolidate before the University Library was also restructured.

Early in 2000, Vice-Chancellor Alan Gilbert announced the creation of a new Information Division within the University, its purpose being to ensure that 'all members of the University will use sophisticated information easily and well'. The Information Division incorporates the former University of Melbourne Library along with the Multimedia Education Unit and Information Technology Services, creating one division providing IT infrastructure, promotion of multimedia teaching and learning, and access to electronic and paper information resources. The restructure makes the University of Melbourne one of the few Australian universities to effectively abolish its library in response to the convergence and challenges now posed by information communications technology.

The Archives, Grainger Museum and Special Collections Division now sits within the Information Resources Access Department of the new Information Division. The practical implications of this on ongoing work are still unclear, but our placement within the department leaves the way open for greater attention to preservation practices and to cooperative projects with librarians involving metadata standards, especially archival metadata.

Meanwhile, business continues as usual, with Archives staff and the University's records management team in Records Services cooperating to transfer a large backlog of permanent University records into the new repository in Brunswick over the course of the year. Small quantities of business, labour and related

records were also acquired by the end of July 2000. The combined Archives and Special Collections Reading Room in the Baillieu Library on the Parkville campus has continued to serve researchers with material delivered daily from the Brunswick repository.

Individual staff members are also engaged in project work aimed at improving collection management processes and customer service, including:

- review and revision of Archives and Special Collections photocopying service;
- report on processing and funding needs of Bates Smart and McCutcheon architectural drawings and completion of a grant application;
- review of access provisions for Archives holdings;
- updating of information on the Archives Accessions database;
- design and implementation of a new photograph management system and creation of a website through which photographs will become publicly accessible;
- design and implementation of an electronic retrieval and return system between the repository and reading room;
- relocation of film and video holdings to improve access and manual handling; and
- review and recommendations for future conservation of the entire holding of all paper records and special formats such as film, video, photographs and objects.

University of Queensland Archives

Correspondent: Eileen Boydlew

Recent changes

The last two years have marked a period of significant change for the University of Queensland Archives. The economic constraints under which universities have been obliged to operate forced a restructure of the University's administration in 1998, one outcome of which was to reposition the Archives within the University Library. The Archives was also physically relocated from the JD Story Building (which houses most of the University's administrative services) to the Parnell building. Parnell forms part of the original sandstone semicircle of the University. Accompanying these structural changes have been

staffing changes, including my appointment to the position of University Archivist in November 1999.

Purpose and aims

The University of Queensland Archives was established in 1981 to collect, maintain and provide access to archival material of the University to fulfil legal and institutional mandates and to serve as corporate memory. The archival material comprises University records, publications and realia. The records date back to the establishment of the University in 1910, and to 1897 for the Gatton Campus (when it was the Queensland Agricultural College), although there are extensive gaps in record series for the early years.

One of my principal aims is to identify the Archives' responsibilities and functions in the new structure so that there is a basis for improving operational efficiency and to indicate these clearly to its clients and other stakeholders. Another aim is to ensure that the Archives benefits from the Library's strategic position in the University hierarchy and its acknowledged expertise in providing access to information, while at the same time to work cooperatively with the Records Management Service so that the full range of concerns in the records continuum are addressed.

Records storage

The University's repository is nearing full capacity, so an active transfer program and collecting campaign has had to be severely curtailed. Steps are being taken to seek more storage space, which might be at either Ipswich or Gatton campuses.

Reference and access

Between January and June 2000, the University of Queensland responded to a total of 423 enquiries, of which 95 were complex, ie requiring over one hour of research. These figures show a trend upwards. Beginning in 1999, Archives staff conducted extensive research into the history of the Law School, which was used in contacting former staff and students and in addresses made at the opening of the Sir Harry Gibbs Moot Court in the Law Library in July this year. Research results are also to appear in a link to the TC Beirne School of Law website.

A growing interest by postgraduate, academic and other researchers in the civil liberties movement in Queensland in the 1960s and 1970s has been reflected in the use of Archives material. During this period University of Queensland students began to argue openly for more opportunities for democratic decision making within the University, for the right to peaceful

demonstration and to debate censorship and political decision making. This was the time of moratorium rallies, the Strike Against Racism and the Springbok Tour, and the calling of a state of emergency by the Queensland Government.

Electronic access

The Archives is involved in the Library's digitisation project. Several oral history audio tapes have already been digitised and 16mm films and videos in the Archives have been selected for attention. To provide clients with seamless access to all the Library's collections, investigation has commenced into providing access to collection-level information on the Archives' holdings on the Library's main catalogue.

The Archives established a web presence in 1999. Its website gives a guide to the range of material held, such as photographs, committee minutes, research papers, publications and student and staff records. With its online enquiry form, it has attracted enquiries from the University community, local researchers and historians and also from around Australia and overseas. The address is: *www.library.uq.edu.au/archives*.

University of Wollongong Archives

Correspondent: Michael Organ

The period 1999–2000 has seen the University Archives involved in the implementation of the *State Records Act 1998* (NSW), and in the development of a General Disposal Authority: University Records (GDA9) by the New South Wales State Records Authority, released in June 2000. Also, the University has, since the beginning of 1999, introduced the CanoCentral electronic records management system throughout central administration. This system will, by the end of 2000, replace all administrative files (Personnel, Finance, Administration and Student Records) with an electronic equivalent. The system will then be introduced into the Faculties and other units. As part of this new records environment, during 2000 the Archivist conducted a survey of the University Library to ascertain its current recordkeeping practices and liabilities under the Act.

On the research and promotions front, the Archives has been involved in a variety of projects during 1999–2000, including: the writing of a community history of the Illawarra by a group of Wollongong academic historians; the implementation of the Wollongong City Council Illawarra Images website; the Illawarra Visions – Collections of the University of Wollongong art exhibition, arising out of the Archives' involvement in the New South Wales University

Collections Committee; an assessment of the conservation needs of the WIN4 Film Collection and preparation of a Community Heritage grant application; use of the WIN4 news film for the 'Uncle Bill' CD-ROM project; the setting up of a Commerce History Group on campus; collaboration with the University of Melbourne in a RIEF grant application for an Australian Trade Union Heritage Resource Gateway website; and ongoing development of the University Archives website. Additionally, a number of thesis projects have been supported, dealing with topics such as the history of the Communist Party of Australia, the 1949 coal strike, Aborigines of the Shoalhaven, Australia and Chinese seamen, and ethnic medical services. The Archives has also acquired a collection of 5000+ primary source texts relating to the teaching of education in Australia over the period 1890s–1970s. This material is being made accessible to students and researchers via a dedicated website.

A major issue facing the Archives is lack of storage space, with current facilities – accommodating some 1.3 km of records – at full capacity. Whilst culling and the introduction of CanoCentral will alleviate some of these storage problems, the Archives is nevertheless working towards acquiring additional space to satisfy long-term needs and continue to support research and teaching programs on campus. This is difficult in an environment which is promoting digitisation and electronic formats as a solution to space and storage issues.