

News Notes

Edited by Helen Morgan

Adelaide City Council Archives

Correspondent: Robert Thornton

The past six months has seen some new developments within the Archives following its integration into the Corporation's Customer Services Department. In part these initiatives have been driven by the adoption of a new corporate wide records management strategy, the key feature of which is the conversion of all Corporation recordkeeping systems to TRIM. Besides managing the Corporation's paper records, TRIM will also be used as the Corporation's Electronic Document Management (EDM) tool to store and retrieve electronic documents in a single system.

The move to EDM coincided with the need for the Archives to introduce up-to-date means of reproducing its large collection of City building plans, resulting in the acquisition by the Archives of a large format Océ 9475KII digital scanner/plan printer system. This system is capable of scanning and storing digitised images of archival plans on the Corporation's computer network as well as producing high quality reproductions for customers. As this is the only digital system of its type within the Corporation, the Archives has increasingly become the focal point for scanning by other departments of large format documents, including all Development Application Plans received by the Corporation. The new technology also opens opportunities for the Archives to become more involved in e-commerce activities, which the Corporation is keen to embrace, by enabling plans which have been scanned into the system to be sent to customers electronically.

The new records management strategy has placed fresh emphasis on the need to reduce the amount of paper records currently stored in departments. An extensive stocktake is being undertaken by Archives and Records staff to identify, assess and relocate records within the organisation in an effort to rationalise their storage and disposal. At the same time disposal of non-permanent records held in Archives has been progressing in order to free up more high quality storage space. The Archives has also taken over the Corporation's former photographic studio adjacent to the Archives eastern perimeter wall, providing an extra 94 square metres of floor space. Compactus

shelving has been installed in this area – to be known as the Archives Annex – and this will be used for temporary and intermediate records storage.

Unfortunately it seems there is no gain without pain and the Archives has lost two full-time staff positions during the past year. It has retained its full-time paper conservator who, together with the two archivists and their assistant and the part-time museum curator brings the total number of staff positions to five. The Archives' contract oral historian has also been re-employed for a while longer, albeit at reduced hours. Some staff relief has been provided by allocating trainees from the Corporation's Customer Centre from time to time to help out with specific projects.

Meanwhile the enormous task of converting the Archives' accessioning and control systems from their manual documentation format to TRIM has been progressing, and steps are now being taken to enable public users to access the search features of the database.

The City Archives now has its own website (www.adelaide.sa.gov.au/archives) and is also receiving a higher public profile through its association with the Corporation's Customer Centre. Displays of archival material highlighting the Centenary of Federation and the history of Adelaide's Victoria Square have been presented, while an area adjacent to the Customer Centre is to be converted into a venue for the display of items presented to the City by its various sister cities around the world. The now twenty years old City of Adelaide oral history project has received wider recognition with the publication of the book *City Memory: A Guide and Index to the City of Adelaide Oral History Collection*. A new guide to the organisation, functions and records of the former City Engineer's Department 1852–1982 is about to be published. This will complement the two exiting guides to the Archives collections – the recently revamped general guide to holdings and services, and the guide to the history and records of the old Town Clerk's Department 1852–1982.

Archives Office of Tasmania

Correspondent: Ian Pearce

Computer systems

During much of the past year a considerable proportion of the Archives Office's resources has been devoted to the installation, testing, and customisation of our new computer system – Archives One, initially designed for the Queensland State Archives by the software developer, Technology 1. Even more exacting and resource intensive has been the data conversion process which proved to be a greater task than we expected. The new system

finally went live in November 2000 and staff are currently honing up their new skills importing the accumulation of documentation created outside the system while it was being tested. The new system integrates many previously separated smaller systems, both manual and electronic, and has also provided an impetus for revising many of our processes and workflows as well as our dealings with government agencies.

Internet site

The Archives Office website has had a major revision in the last six months, with a completely new look and navigation structure which has enhanced its useability considerably. A major new addition to the site is an index to wills dating from the mid-1820s and it has been clear from the responses requesting copies that this has proved popular with genealogists. Our URL has also changed as part of this process and the new address is *www.archives.tas.gov.au*, which is less ambiguous than our previous one which was not in the tas.gov domain.

Convict index on CD-ROM

In August 2000 the Archives Office published CD-ROM and microfiche versions of an index of all convicts arriving in Tasmania. The index includes identification information for each convict, including names, date of arrival, transport ship, and port of departure as well as the main Archives Office references to the original records held here. The compilation of this index with its 80 000 or so names was particularly complicated by the range of records to be indexed and the almost inevitable variations in the spelling of names between the various records which required considerable checking and, in the end, some fairly arbitrary decision making.

Conservation section

The Archives Office conservation section was relocated in September to a new laboratory adjacent to the section which provides our microfilming, digitising and photographic services, and consolidated these related units into a more integrated and considerably expanded space.

Opening hours

After some experimentation over the last few years public opening hours have been set at normal business hours from Monday to Friday, with extended evening opening on each Thursday and Saturday, and opening on the last Saturday of each month except December.

Australian War Memorial Research Centre

Correspondent: Paul Mansfield

Tourism award

Competing against finalists from every state and territory, the Australian War Memorial was named 2000 winner of the Major Tourist Attraction award in the Australian Tourism awards in Canberra late last year. The award recognises the major renewal of the Memorial's galleries and the Research Centre, which opened several years ago. This renewal has continued with the development of ANZAC Hall (opening in May 2001), which will house the Memorial's collection of large technology items, such as the Japanese midget submarine sunk in Sydney Harbour in May 1942, and (later) the Lancaster bomber, 'G for George'. It is expected that, along with the opening this year of the National Museum of Australia, the award will be a major boost for Canberra tourism. The Memorial is one of Australia's most visited cultural institutions, with nearly 900 000 visitors last financial year.

Travelling exhibition - *Forging the Nation*

Forging the Nation: Federation - the First 20 Years is the Memorial's major contribution to the Centenary of Federation commemorations. This travelling exhibition, which draws heavily on the Research Centre's collections, covers the first twenty years of Australian nationhood and examines events over this period, both military and non-military, which helped to unify the nation. The exhibition's title indicates its theme - the Australian nation was created through an act of legislation, but a national spirit and identity was established through collective political, social and military experiences, including the commitment to the First World War. There are two versions of *Forging the Nation*. The major exhibition was held at the Memorial between October 2000 and February 2001, when it travelled to the new Melbourne Museum (to 3 June), to Newcastle (July-September 2001) and Townsville (October 2001 - February 2002). A smaller version is travelling to 23 regional venues across Australia including Bathurst, Beechworth, Bunbury, Winton, Port Macquarie, Manly and Burnie. Both versions are supported by an education kit and public programs developed by the Memorial and host venues to complement each region's local history. An online version of the exhibition is available on the Memorial's website www.awm.gov.au.

Online encyclopedia

The Memorial's online military history encyclopedia has been developed in response to the huge increase in recent years in requests, particularly by email, made each year to the Research Centre for information about military

history, and about the Memorial itself and its collections. A large proportion of these are 'repeat' enquiries, that is, enquiries seeking similar information on subjects such as personal service records, medal entitlements, the Memorial's services and the commemorative days. The online encyclopedia, now on the Memorial's website, is designed to allow users to access the information they are seeking themselves, quickly and easily. The encyclopedia comprises two types of entry, indexed together alphabetically by title (such as 'Boer War 1899-1902', 'Last Post' and 'Remembrance Day'). The first provide individual links to existing pages on the Memorial's website, providing the website with an additional search facility. The second are multi-page entries comprising text in encyclopedic style, with links to photographic images and scanned documents, and to other sources of information outside the Memorial and other websites. The text elements in these entries draw on the Research Centre's existing research materials, on the work of past and present curatorial staff, and on the Memorial's military historians.

Volunteers

The Memorial has nearly 300 volunteers who perform a wide variety of indispensable tasks. They come from all walks of life and are of varying ages. A significant number work in the Research Centre, both with direct contact with the public and working 'behind the scenes'. The latter participate in projects over all our collection management areas, and work particularly on large collections. Some very big projects, such as listing and housing the thousands of files in our First World War Red Cross Wounded and Missing Bureau collection, could not have been completed without them. Our second group of volunteers staff our online gallery, described in previous reports. They assist members of the public using the online collection and family history resources available in the gallery, advising them about sources in the collection itself in the main reading room next to the gallery. Volunteers provide a vital service to visitors to the Research Centre, especially for those who have not previously used its facilities. In doing so, they have developed considerable expertise concerning the collections and how to access them, relieving the pressure on the reading room itself. We are currently planning to expand the volunteers training program and to integrate them further into the Research Centre's work, so they can assist clients, particularly family historians, to access the full range of relevant source material held here.

BHP Archives

Correspondent: Jason McGlone

Since the November 2000 contribution to 'News Notes', some major changes have occurred in internal operations and service delivery at BHP Archives. A great deal of progress has been made regarding the development, testing and implementation of the Archives new web-based database. The database is now fully operable and running smoothly. Data clean up work was completed to ensure the smooth migration of data across systems and new procedures are being developed to ensure standards of operation apply.

The new database will also have an impact on the way the Archives services its customers. With the user-friendly interface and easy access capabilities of the web, BHP Archives has broadened access to the database by allowing internal clients access to particular records. It is envisaged that this will lead to an increase in the number of internal clients. Additionally, Archives has been encouraging intrastate and interstate sites to use the database as a means of intellectual management of temporary records without physical management. Sites such as Port Kembla Steelworks, Adelaide Shared Business Services Centre and Westernport Steelworks have adopted this approach.

Charles Sturt University Regional Archives

Correspondent: Jamés Logan

During the first half of 2000 Archives staff were heavily involved with the special rural and regional history issue of *Rural Society* (see review pp. 154-6). Archives Advisory Committee member, Lyn Gorman, and Archives Director, Don Boadle, guest edited the special issue, which contains seven articles, six research communications and ten book reviews. The special issue 'demonstrates how historical research, based on detailed work on localities or regions, can enrich our understanding of our national heritage', while underscoring 'the very fruitful collaboration between historians and archivists'. The launch of the special issue took place on the evening of 9 August at the Wagga Wagga Civic Centre. The keynote speaker was Dr Bill Gammage, ARC Research Fellow at the Australian National University's Humanities Research Centre and one of Australia's most distinguished local historians.

In conjunction with the launch, the Archives hosted a workshop during the day for 45 professional and community historians on 'Researching and Writing Rural and Regional History'. The keynote address was delivered by Dr John Ferry, University of New England academic and author of *Colonial*

Armidale (UQP, 1999), the first local history to win the Australian Historical Association's Keith Hancock Prize. Archives staff joined Charles Sturt University history academics and graduate students in a panel session which elicited pleasing levels of audience interaction.

The year also saw improvements to our electronic finding aids. Additional agencies were added to our web-based *Concise Guide to State Archives from the Riverina and Murray Regions* and the *Regional Records On-Line Guide*. Both guides have also undergone much-needed facelifts. A new feature of our website (wwwdb.csu.edu.au/division/lib/archives/archives-i.htm) is a regularly changing homepage highlighting images and information from a particular collection. The first of the collections to feature was the Gormly family's papers, which included photographs of Wagga Wagga during the 1891 floods. Finetuning was carried out on our accessions database, which is now fully functional. A related project, also completed, involved entering data on university records and de-accessioned collections of public and private records. In conjunction with this project the corresponding hard-copy accession files were updated, housed in lateral filing folders and incorporated into our existing system.

Accessioning and processing were down in comparison to last year's figures. Some 28 accessions, totalling 28.60 metres, were received in 2000. These include records from John Alan Gibson and the Gibson family of Gunbar and Hay, who were among the earliest depositors in the University's Riverina Collection in 1973. In terms of processing, 13 accessions, totalling 23.91 metres, were listed during the year. Processing highlights include the Fitzpatrick family's papers, electoral office records from long-serving Country Party MP Joseph Lawson, and Lands Office records from Wagga Wagga and Hay. A six-month project which involved the reprocessing of some 70 metres of records from Tubbo Estate Co. Pty Ltd was also completed. Tubbo is one of the Archives' prized collections. Accessioned in the 1970s, Tubbo has never been properly arranged or described, in spite of regular use by historians and genealogists.

The Archives and the University's Faculty of Arts have jointly funded another Summer Vacation Research Scholar, Bronwyn Ryan, over 2000-01. Ms Ryan is researching 1950s images of Wagga Wagga in the writings of notable Wagga women, Evadne Fenn Lusher, Beryl Daley and Kathleen Higgins.

Finally, on 19 August, Don Boadle received the Australian Society of Archivists' Phyllis Mander Jones Award at a ceremony at Parliament House, Melbourne. Don's award was for his article, 'Australian University Archives and their

Prospects', published in *Australian Academic and Research Libraries* in September 1999. The findings of a study originally undertaken on behalf of the Australian Council of Archives, Don's article surveyed the location and management of the archival function in Australia's 39 universities. The article analysed archival discourse and practices, as well as the formal structures and resources which support them.

John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

On 6 October the John Curtin Prime Ministerial Library's (JCPML) major new exhibition, *Shaping the Nation: John Curtin and Australia*, was officially opened by Mr Kim Wilkie, Federal Member for Swan. The opening was part of the celebrations for John Curtin Day, which commemorates the anniversary of Curtin becoming prime minister of Australia. The exhibition showcases material in the JCPML collection, including photographs, documents, oral histories, speeches by Curtin, audiovisual material and special items such as Curtin's gold watch. Other institutions, including the National Archives of Australia, the National Library of Australia and the Australiana Fund, have also contributed material for display. The exhibition was supported by a grant from the Centenary of Federation Community Projects Program and will be open to the public throughout 2001.

Also in October the JCPML launched a new web exhibition *Visiting John Curtin at Home: 24 Jarrad Street Cottesloe*. Houses and their furnishings can suggest a great deal about the people who inhabit them. John Curtin's house, which was constructed in 1923, reflects not only his financial circumstances and his domestic taste, but also shows us something about the relatively tranquil pace of life in Perth at that time. The exhibition presents a wealth of images, audio and video clips that document the changing household from 1923 to 1945 (see john.curtin.edu.au/curtinhouse/index.html).

In November the JCPML foundation staff team – comprising Dr Vicki Williamson, Kandy-Jane Henderson, Lesley Carman-Brown and David Wylie – was presented with the Vice Chancellor's Award for Excellence in recognition of their outstanding service to Curtin University of Technology. The award acknowledges that the group was instrumental in bringing to reality the vision to create Australia's first prime ministerial library. The team's capacity for innovation has resulted in a number of new programs and services and the JCPML has become a benchmark for other prime ministerial libraries being developed in Australia.

Mitchell Library, State Library of New South Wales

Correspondent: Maryanne Larkin

The Manuscripts Section is now part of the newly formed Original Materials Branch which includes staff responsible for the Mitchell Library's pictures and maps collections. Part of the first floor of the Mitchell wing was refurbished to accommodate all staff from these sections, an arrangement which facilitates easier communication between staff working with original materials. By the time this report is printed restoration of the Mitchell Library reading room will have been completed. Work includes replacing the existing glass in the ceiling with special strengthened glass, redesigning the room to accommodate modern technology, and refurbishing historical features.

Projects

Work continued on converting the Library's important collection of Matthew Flinders' papers to digital format on the internet (www.slnsw.gov.au/flinders). A major Flinders exhibition will open in September 2001 featuring items from Australia and overseas. The website, the exhibition and a publication are part of the Library's celebrations of the bicentenary of the commencement in 1801 of Flinders' voyage around Australia in the *Investigator*.

The Library collaborated with other institutions in the Australian Literary Manuscripts Project, designed to test the feasibility of making archival finding aids available on the Internet using EAD (Encoded Archival Description). Meredith Lawn was the project archivist, assisted by Susan Lloyd. Together they encoded sixteen finding aids by the target date at the end of August 2000.

Susan also completed a project to describe the Hassall Family papers on the PICMAN database (www.slnsw.gov.au/picman). Preacher Rowland Hassall and his family were influential in the early development of New South Wales. Formerly missionaries in Tahiti, they came to Sydney in 1798 where they provided a focus for missionary activities in the region. Their correspondence includes many letters from missionaries reporting their observations on events in the Pacific. The excellent searching capacity of PICMAN opens up the contents of this important collection to a wider range of researchers. Work on this project was sponsored by the Hassall Family.

The collections

In October 2000 the Library successfully bid at auction for the personal papers of Olympic swimmer Shane Gould. These include the diary Gould wrote during the 1972 Munich games, when she won five medals and became

the youngest athlete to win Olympic gold for Australia. Another addition to our sporting collections was the acquisition of a letter written in 1913 by Victor Trumper, one of Australia's greatest batsmen, outlining his philosophy of cricket to a schoolboy correspondent. The Library also recently purchased the manuscript of Ethel Turner's children's classic *Seven Little Australians*. This perennial favourite loved by generations of Australians has remained in print since it was first published in 1894.

Other recent acquisitions include papers of writers Susan Johnson, Justin Fleming, Gillian Mears, Valerie Parv and Patricia Bernard, painter and etcher Syd Long, and garden writer Holly Kerr Forsyth. Organisational records include those of the Sydney Mozart Society which was founded in 1950 to promote an understanding of the life and works of Wolfgang Amadeus Mozart and other composers of the eighteenth and nineteenth centuries. Additions to the oral history collection included interviews with people who lived and worked around the Sydney waterfront. The interviews were recorded by and with members of the Sydney Heritage Fleet (formerly Sydney Maritime Museum).

In the previous issue mention was made of two select lists of manuscript microforms available for purchase. We now have four such lists:

- (1) Microfilmed records of General Historical and Genealogical Interest;
- (2) Microfilmed records relating to the Aboriginal Peoples of Australia;
- (3) Microfilmed records relating to Australian Federation;
- (4) Microfilmed records relating to the Papers of George Ernest Morrison, commentator on Chinese affairs, 1897-1920.

The lists are available on the Library's website (www.slnsw.gov.au/ml/microform) and from Martin Beckett, Microforms Librarian (02 9273 1502, mbeckett@slnsw.gov.au).

Mortlock Library of South Australiana

Correspondent: Roger Andre

The 1884 Jervois Wing, home to the Mortlock Library of South Australiana since 1986, is now bereft of collections as engineers have been reinforcing the elegant old building to withstand a major earthquake. For the duration of this work and rebuilding of the adjacent 1960s State Library building, collections have been moved out to industrial Netley. The news that the South Australiana collections would not be restored to the Jervois Wing on

completion of the building project provoked public protest.

Along with redevelopment of the State Library buildings, an organisational restructure is being implemented, involving a staff reduction of 20 per cent. The reduction will be partly offset through the later recruitment of information technology and information management graduates. Some restructuring has already occurred, with an Audio-Visual Project Team in place to focus on project development across a wide range of audiovisual formats in the Library's archival and published heritage collections. The Audio-Visual Project Team has direct responsibility for the JD Somerville Oral History Collection and published audiovisual collections, and works closely with the Archival Heritage Collections team in the management of audiovisual materials in archival record groups.

The Library's Oral History Officer has recorded a substantial interview with Barbara Holbourn, who retired as Pictorial Curator after 16 years at the State Library. Barbara speaks about her library career which began at the Bodleian Library in 1946, her migration to Australia in 1964 and work at the University of Adelaide and State Library until well past her 70th birthday.

Processing has begun on the daunting collection of avant-garde artist Stan Ostoya-Kotkowski, part of which had been donated under the Tax Incentives for the Arts Scheme, now the Cultural Gifts Program. More recently donated under the program have been music scores meticulously written by postmodernist composer, Graeme Koehne.

The Jackman Gooden Collection of architectural plans has been significantly augmented through a donation under the Cultural Gifts Program and expenditure of bequest funds. Spanning 1869–1947, the Jackman Gooden Collection is one of the State's two great collections of non-government heritage plans, the other being held by Woods Bagot Designers.

Of letters and diaries, perhaps the most notable donation has been further letters (1894–1908), written by Helena Roberta Birks and her little granddaughter, Winifred, settlers of the ill-fated New Australia colony in Paraguay. The Library is publishing the 1845 diary of Eliza Randall for which archivist Neil Thomas has written a most interesting illustrated introduction. Meanwhile, reference archivist Prue McDonald, together with reference librarian Patricia Moore, has produced *Advance Australia, South Australia and Federation*, a highly readable illustrated guide to published and archival sources.

National Archives of Australia

Correspondent: Anne-Marie Schwirtlich

National Archives releases 1970 Cabinet records

The events of 1970 were prominently featured in television and newspaper reports on 1 January 2001. On that day, the National Archives released the 1970 Cabinet Records. An embargoed press release held on 7 December 2000 was attended by 28 press representatives, ensuring media coverage on all the major commercial networks, ABC and SBS.

National Archives historical consultant, Ian Hancock, provided a summary of the national and international events of 1970 to help place the year in context. Guest speaker, the Hon. Tom Hughes, AO, QC, who was the Attorney-General in John Gorton's third Ministry 1969-71, gave a personal account of the closed-door deliberations of the Liberal government. The main issues to attract interest 30 years on were the withdrawal of troops from Vietnam, civilian alternatives to National Service, Gorton's leadership, and Tom Hughes' proposed 'Public Order Act'.

House of Representatives Standing Committee of Privileges

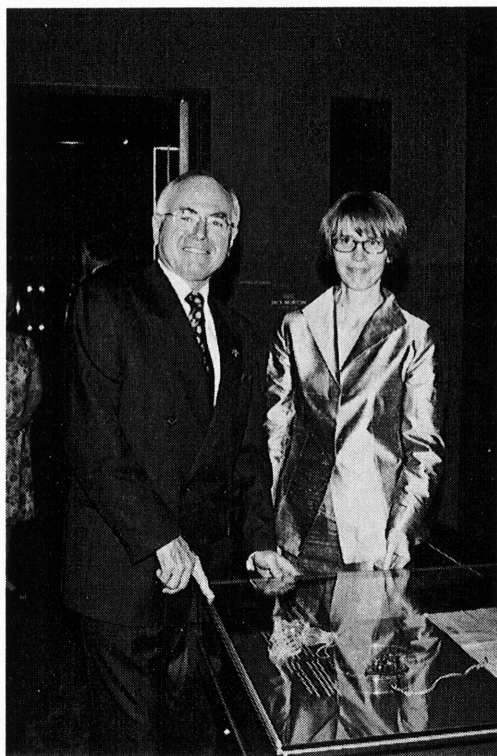
In response to a resolution of the House of Representatives Standing Committee of Privileges on 7 December 2000, records of seven cases investigated by the committee between 1944 and 1965 were made available for public scrutiny on 1 January 2001. The Privileges Committee was established to inquire into and report on complaints of breach of privilege – the special rights, powers, immunities and protection granted to Federal Parliament, its committees, members and senators.

In response to the resolution, the National Archives examined the records of seven inquiries, including the in camera evidence, and recommended their release. The Speaker of the House of Representatives authorised the release, and the records were made available to media representatives on 22 December, under press embargo until 1 January. They can now be examined in the Archives' Canberra reading room.

Of the seven cases, the one that attracted press interest was the 1955 *Bankstown Observer* case. This case stemmed from allegations that the Member for Reid, Mr Morgan, had been involved in an immigration racket. As a result of the investigation by the Privileges Committee, Raymond Fitzpatrick, proprietor of the *Bankstown Observer*, and Frank Browne, journalist, were jailed for three months. This is the only time Parliament has used this power.

Exhibitions

The Prime Minister opened the *Charters of Our Nation* exhibition in the new Federation Gallery at the Archives on 24 January, revealing the seven original documents now on permanent public display. The centrepiece is undoubtedly Queen Victoria's *Royal Commission of Assent*, sometimes referred to as Australia's 'birth certificate'. The *Commission* shares the Federation limelight with the *Commonwealth of Australia Constitution Act 1900* (on loan from Parliament House), and the *Letters Patent Constituting the Office of Governor-General 1900*. Together this precious trio of founding documents created the Commonwealth of Australia. The gallery contains four other charters of special significance – the *Proclamation of Inauguration Day 1900* (on loan from the National Library), the *Statute of Westminster Adoption Act 1942*, the *Constitution Alteration (Aboriginal) 1967* and the *Australia Act 1986*. They all mark profound moments in our history.



National Archives Acting Director-General Anne-Marie Schwirtlich with Prime Minister John Howard at the opening of *Charters of Our Nation*.

In her opening speech, Archives Acting Director-General Anne-Marie Schwirtlich referred to a report from Frank Bladen to Sir Edmund Barton in 1902 exhorting him to establish a Commonwealth archives office to ensure that records relating to Federation were preserved for the future. Now, in the year of the Centenary of Federation, this permanent exhibition at the Archives allows these key documents to be visible, accessible and known to all Australians. The project was a collaboration with the National Council for the Centenary of Federation. The exhibition is accompanied by an audiovisual program, a publication, and an education and events program.

The exhibition, *Belonging – A Century Celebrated*, a joint project of the National Archives, the National Library, State Library of New South Wales and State Library of Victoria, sponsored by AAMI with support from the National Council for the Centenary of Federation, was opened by the Governor-General in Sydney on 3 January. The exhibition explores Australians' sense of place and community from Federation to today, through the magnificent heritage collections of the four cultural institutions. *Belonging* will be at the State Library of Victoria from 5 May until 22 July. It will then be shared by the National Library and the National Archives in Canberra from 22 August until 11 November. From 8 December until 4 March 2002 the exhibition will be at the Tasmanian Museum and Art Gallery before travelling to the Queensland Museum where it will be shown from 12 October until 8 December.

The Archives' latest exhibition – *Wine! An Australian Social History* – is attracting considerable attention in the Exhibition Gallery in Canberra. While wine is the central subject, the exhibition also explores Federation, immigration, and the World Wars, tracing their effect on the fledgling industry. Changing tastes, increased consumption, label and cork graphics and export and promotion are all covered, along with case studies and oral histories. After its Canberra season, the exhibition will begin an extensive tour to a variety of venues throughout Australia.

PhotoSearch

The National Archives of Australia's database, PhotoSearch, has undergone a renaissance. In partnership with the National Library's PictureAustralia (a website that offers a single point of access to some of Australia's largest online pictorial collections), the National Archives has been able to make PhotoSearch more accessible to a wider market. PictureAustralia was launched in September last year and has been heavily used since then. In its first month, and probably boosted by the Olympics, almost 100 000 visitors accessed the

picture collection within PhotoSearch online through PictureAustralia (www.pictureaustralia.org).

Developing Images: Mildenhall's Photographs of Early Canberra

Last November the National Archives launched its latest publication, *Developing Images: Mildenhall's Photographs of Early Canberra*. The book features over 90 black and white images of Canberra captured by government photographer Jack Mildenhall in the 1920s and 1930s. Mildenhall's images were recorded on almost 8000 glass plate negatives now held in the National Archives collection. The book includes an introductory essay by writer and historian Dr Mary Hutchison, who also selected and captioned the images. Personal reminiscences of early Canberra residents are also included. In launching the book, Sir Richard Kingsland, former head of the Department of the Interior, noted that *Developing Images* shows the building of Canberra as well as the people who built it and made it their home. *Developing Images* is available for \$24.95 (plus \$3.50 postage) by phoning Publication Sales (02 6212 3609, naasales@naa.gov.au) or visiting any Archives office.

Research guide on collections in Perth

The Archives' latest research guide, *Collections in Perth: A Guide to Commonwealth Government Records*, was launched in September last year by noted Western Australian historian Professor Geoffrey Bolton. The launch was held at the Congress on Genealogy and Heraldry in Perth. The guide covers a fascinating array of subjects from child migration to the administration of the Christmas and Cocos (Keeling) Islands. It describes series of unique Western Australian records held in the Archives' Perth office, including incoming passenger lists for the port of Fremantle, Bureau of Meteorology records and World War I Army Intelligence records, as well as Commonwealth records on Western Australia held in other State offices. The guide is available for \$10.00 (plus \$3.50 postage).

International records management standard

Jill Caldwell, Director Collection Documentation, attended a meeting of ISO TC46/SC11, the committee on the international records management standard in November 2000 in Stockholm. National member bodies, including the Australian records management standard committee IT21, are currently voting on the international standard ISO DIS 15489. In Stockholm the committee worked mainly on the accompanying technical report which will be an implementation guide to the standard. An Australian proposal to restructure the technical report was accepted. The committee hopes that

both the standard and the technical report will be published towards the middle of 2001.

Extension of disposal freeze on records relating to Aboriginal and Torres Strait Islander People

A freeze on destruction of records relating to Aboriginal and Torres Strait Islander People was first implemented by the National Archives in 1996, following a recommendation made by the Royal Commission into Aboriginal Deaths in Custody. The freeze only related to records in the custody of the National Archives as it was thought at the time that records of interest would already be in the National Archives' custody. It was later realised that more recent records, some still held by government agencies, could also assist in research to trace family and community connections. Following discussions with the Aboriginal and Torres Strait Islander Commission, the Australian Institute of Aboriginal and Torres Strait Islander Studies and the Office of Indigenous Policy the Archives extended the freeze in September 2000 and the Archives issued guidelines to assist agency staff in applying the freeze.

Australian Government Locator Service (AGLS) Working Group

Commonwealth, State and Territory Government agencies and the private sector were represented at a meeting of the AGLS Working Group on 10 July. The meeting decided that AGLS would adopt the qualifiers issued by the Dublin Core Metadata Initiative in order to ensure ongoing consistency between the AGLS and internationally recognised Dublin Core metadata standards. The meeting also decided to pursue the adoption of AGLS by Standards Australia as a national standard, provided copyright arrangements do not restrict wide distribution of the standard. Andrew Wilson has joined the steering committee of the Dublin Core Metadata Initiative and co-chairs the Government Working Group. This involvement recognises that AGLS is one of the most extensive implementations of Dublin Core metadata.

Expiry of Buyers Guide 240 and development of a new storage standard

Buyers Guide 240 (BG240), the common use arrangement for the purchase of records storage services administered by the Department of Finance and Administration (DoFA) expired at the end of August 2000. In cooperation with DoFA, the Archives undertook a formal evaluation of BG240. The Archives received 27 submissions to its public review, of which nineteen were from Commonwealth agencies, six from the storage industry and two from other interested parties. In general, agencies and providers were pleased with the way BG240 had performed and been administered over its three

years of operation, 1997–2000. Respondents were keen for the Commonwealth to continue its involvement in the procurement of storage services from commercial providers both from a standard setting and accreditation viewpoint. These views will inform the development of the Archives' new records storage standard that agencies can use to guide their in-house storage programs and to assess the services of commercial providers.

E-permanence implementation

A major focus since the e-permanence launch has been the drafting and piloting of training modules on the DIRKS (Design and Implementation of Recordkeeping Systems) Methodology (a joint project with State Records, New South Wales); the development of functions thesauruses; and the development of functions based records disposal authorities. These training modules have now been completed and are available to Commonwealth government staff and contractors.

Archives Advices

The National Archives publishes *Archives Advices* to provide information and guidance on technical archival matters such as records management and storage, handling and disposal of records. *Archives Advice 14, Contracting out your records management*, was first issued in September 1997. It was revised and reissued in September 2000 to reflect the changing nature of outsourcing in the public sector. The *Advice* alerts agencies to their responsibilities and legal obligations and advises on security of records and selecting a contractor. Other *Advices* issued in recent months include:

- 22 – Copying charges in Canberra (revised)
- 25 – Australian Standard for Records Management - AS4390 (revised)
- 41 – Recordkeeping Metadata Standard for Commonwealth Agencies (revised)
- 42 – The Australian Government Locator Service (revised)
- 43 – Archiving websites: A National Archives policy (revised)
- 44 – Modifying functions and activities (new)
- 45 – e-permanence – the new standard in recordkeeping (new).

Archives Advices can be found at naa.gov.au/recordkeeping/rkpubs/advices.

Survey about recordkeeping in the Commonwealth

In June–July 2000 the Archives undertook a survey of attitudes, perceptions and current behaviour towards recordkeeping following the launch of the

e-permanence recordkeeping standards. Results from this survey, which will be used to inform our future strategies for improving recordkeeping in the federal public sector, are now available on our website.

Trade display at International Congress on Archives, Seville

The e-permanence standards for recordkeeping, together with other National Archives products, were promoted to an international audience at the Congress of the International Council of Archives held in Spain in September. The National Archives of Australia and State Records, New South Wales jointly organised a display stand for the exhibition. The Australian stand was one of few non-Hispanic archives organisations or associations to participate in the exhibition and a range of Archives' standards and publications were on display. Staff were available at the stand to demonstrate the website and answer questions from conference delegates. The stand was very popular and attracted good crowds during the conference breaks. About 3000 delegates attended the Congress.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

The most spectacular acquisition made by the Library in 2000 was the collection of manuscripts, maps and sketches of George Raper, a midshipman on the First Fleet in 1787-88. The collection had been held by the Raper family in England for over two centuries and its contents were possibly the last original First Fleet records still in private possession. They document the voyage from Portsmouth to Botany Bay and Raper's subsequent service on the *Sirius* until the ship was wrecked at Norfolk Island in 1790. He was a skilled draughtsman, and the maps and the sketches are exquisitely drawn. When the collection arrived in Canberra, it was immediately digitised and is now accessible on the Library's website.

Another 18th century manuscript acquired in England is a transcript of the journal of the Spanish navigator Alvaro de Mendana on his voyage from Peru to the south-west Pacific in 1567-68. On this voyage he discovered and named the Solomon Islands, although they were not to be sighted again by Europeans for 200 years. The original journal was lost, but there are a few early transcripts in European archives. The journal bought by the Library was once in the possession of Sir Thomas Phillipps, one of the great private collectors.

Most other recent acquisitions have comprised modern personal papers and they have been unusually diverse. National figures who are now represented

in the collection include the Reverend Sir Alan Walker, former President of the RSL Sir William Keys, businessman Sir James Vernon, Administrator of Papua New Guinea Sir Donald Cleland, diplomat Malcolm Booker, journalist and broadcaster Phillip Adams, philosopher Peter Singer, scientists John Calaby and John Phillip, actors Ruth Cracknell and Noel Ferrier, theatre director Richard Wherrett, composer Andrew Ford and historians John Mulvaney and Paul Bourke. Economist Heinz Arndt and writers Rodney Hall, Les Murray and Drusilla Modjeska have made substantial additions to their papers.

Two projects have taken up a good deal of staff time. Up to now the Library has only digitised a few items in its manuscript collection, such as the *Endeavour* journal. In the last year a lot of planning and preparatory work has been done so that the private papers of Sir Edmund Barton, Australia's first prime minister, could be digitised in 2001 as part of the Centenary of Federation celebrations. Together with four other libraries, the National Library has also taken part in a pilot project to establish a national finding aid database for Australian literary manuscripts. Twenty of the Library's finding aids describing papers of writers were converted to EAD (Encoded Archival Description) as part of this project. Partly due to the diversity of the finding aids, some of which were compiled many years ago, the task proved to be far more difficult and time-consuming than had been expected.

The coverage of RAAM (the *Register of Australian Archives and Manuscripts*) has improved significantly in the last year. There are now over 39 000 entries in RAAM and 198 repositories are represented. A strong effort has been made to provide links between RAAM entries and Internet finding aids. In December 2000, RAAM migrated to new software making searching faster and enabling new entries to be loaded with minimum delay.

Noel Butlin Archives Centre / ANU University Archives, Australian National University

Correspondent: Emma Jolly

Noel Butlin Archives Centre

As many will know, the Centre has again been through hard times. At the time of writing, the resolution of the projected operating structure (staffing levels, location of staff and so on) for 2001 is still in negotiation.

There are, however, a few items which we would like to bring to your attention.

The Centre:

- is not closing. The proposal under consideration involves the review of the administrative and budgetary operations governing the Centre. While this proposal will affect how the Centre operates in the future it does not advocate outright closure;
- is still able to receive visits from researchers. Although, as always, it is essential to ring and advise of any potential visit; and
- is still actively collecting according to its collecting policy.

Despite obvious hardships the Centre has had an extremely busy and productive time. It has undertaken a fundraising campaign which, apart from the various funds raised, resulted in a major funding project for the Australian Agricultural Company collection which is expected to result in better access to some of the more fragile items in the collection.

The Centre is a project partner in the Australian Trade Union Heritage Resources Gateway and is part of the consortium, headed by the University of Melbourne Archives (see the University of Melbourne entry following).

We have contributed various items to exhibitions hosted by other institutions including the National Archives of Australia and the National Museum of Australia. The Centre hosted three major exhibitions of its own in 2000. Two were in-house: *In the South Seas: Landscapes and Faces (European Imagination in the Pacific Transformed into Images)* for the Millennial conference of the Pacific History Association and *Australians at Play: Picnics, Sport and Olympic Fever in Australian Cultural Life*, curated by two of the Centre's archivists Tatiana Antsouпова and Louise Palmer. The third exhibition was held at Parliament House and was for the launch of Dr Simon Ville's book *The Rural Entrepreneurs*, based largely on records held at the Centre. All three exhibitions were well attended and received varying levels of media attention.

Tours, seminars and minor exhibitions were prepared for various organisations including: the Australian Labour History Society (ACT Branch), ALP Senators Faulkner and Ray, the Pacific Manuscripts Bureau, the AIATSIS Family History Unit (National Family History Workshop), ANU undergraduate and postgraduate groups, two groups from the University of the 3rd Age, ANU School Holiday Program and various other individuals and groups. As a result of recent publicity and proactive work the Centre hosted more tours than any other year since 1990, when it had a dedicated position to cope with such work.

A trade union newsletter was produced to advertise the general disposal

schedule for trade union records developed by University of Melbourne Archives and the Noel Butlin Archives Centre, and we received a Certificate of Achievement from the Royal Australian Historical Society for our assistance with the records of the Yass Branch of the Manchester United Independent Order of Oddfellows.

It is interesting to note that in a recent analysis of those collections used most often in 2000 it is the company collections that feature heavily in the top ten and statistics from our website show that information relating to companies is the most downloaded.

ANU University Archives

The ANU University Archives and the NBAC again shared reading room and repository facilities throughout the year and of course the inspired leadership of Dr Sigrid McCausland. Sigrid has recently been separated from her managerial role in relation to the NBAC and is currently only carrying out those duties relating to her University Archives Portfolio. The ANU University Archives has attracted a significant number of researchers, which is a great achievement for such a young Archives, especially with the limited resources available for public relations. A website for the Archives is being developed at anulib.anu.edu.au/about/archives.html.

Finally, we encourage all members of the Australian Society of Archivists to keep a strict eye on what happens to the Noel Butlin Archives Centre and the ANU University Archives over the next year - perhaps bearing in mind the old adage 'there but for the grace of God go I'. Hopefully, the next issue will see us reporting new and improved administrative and funding arrangements.

Northern Territory Archives Service

Correspondent: Cathy Flint

Northern Territory History Awards

The annual Northern Territory History Awards are administered by the Northern Territory Archives Service (NTAS) with the Director as the Executive Officer of the History Awards Program. The purpose of the awards is to encourage and support the work of researchers recording and writing about Northern Territory history. The History Awards for 2000 were announced in June by the Hon. Peter Adamson MLA, the Minister for Corporate and Information Services. There were 12 successful applicants out of 32. As in all previous years it is heartening to see the range of important research that is

being undertaken in the Northern Territory history arena. Details of the successful applicants for 2000 as well as previous winners from 1995 onwards are available on our website www.nt.gov.au/nta/.

Exhibitions

The NTAS has been involved recently in the mounting of an historical exhibition on the railway in the Northern Territory in partnership with the Railway Executive Group (Department of the Chief Minister), the Northern Territory Library and the Museums and Art Galleries of the Northern Territory. The display, initially in Darwin and Alice Springs, includes extracts from oral histories held by the NTAS, photos from both the Northern Territory Library's collection and the NTAS, memorabilia from library and museum collections, and a general railway display. A series of lunchtime speakers provided personal insights into the railway's history, including the largely unacknowledged contributions of Aboriginal and Chinese people and wartime volunteers. All sessions were recorded and will be lodged with the NTAS. A book to accompany the exhibition is in the planning stages.

Records management system

Following the implementation of TRIM across the whole of the Northern Territory government we have successfully appointed staff to provide ongoing management and support. This small team of two is ensuring the effective use of TRIM across all Northern Territory government agencies and is currently undertaking data conversions, electronic records management and an upgrade to TRIM Captura (4.3) from February 2001.

Administrative records disposal schedule

The long awaited disposal schedule, issued in August 2000, should help cut a considerable swathe through backlogs of obsolete agency records which have accumulated since self-government was granted to the Territory in 1978. Hard copies of the schedule have been distributed to more than 50 agencies around the Territory and extensive training has been provided by the Records Standards Coordinator to about 12 agencies. The schedule is about to be made available on TRIM to enable sentencing of administrative records upon their creation throughout the Northern Territory government.

Records management policies and thesaurus

Records Management Policies and Guidelines for the Northern Territory Government were released in August 2000. Endorsed by Cabinet in June 2000, the policies set a framework for good recordkeeping and established the standards upon which all government agencies can work towards developing agency-specific goals and objectives. The policies are accompanied by practical

guidelines and examples of the kinds of practices that will ensure compliance with recordkeeping principles and offer operational effectiveness. The policies have been distributed to all Northern Territory government agencies in hard copy, and are also available from the Northern Territory Archives Service website. The Records Policy and Training Coordinator gave presentations on the policies and thesaurus issues to a wide range of Northern Territory government personnel both in Darwin and the regional areas during 2000 (27 policy presentations, 21 thesaurus training sessions and 27 thesaurus development sessions).

Promoting our information services to the Northern Territory community

The establishment of a new position – Archivist, Information Services – has meant that a renewed promotion of our information services to the community has gone ahead. The first stage of this promotion was the production of a new look newsletter in February 2000 where the use of colour and design was established to develop an identity for the NTAS. The second stage of the promotion, completed in July 2000, was the production of a large shop front window display, incorporating the colour and design used in the newsletter, aiming to lift our profile and improve community understanding of, and access to, archives. The search room's foyer entrance and stairwell have been refurbished, incorporating new signage in the corporate colours.

Public Record Office Victoria

Correspondent: Ian MacFarlane

Our new archives

Public Record Office Victoria's (PROV) move into its second generation was celebrated by the opening of its new purpose-built facility in North Melbourne. The completion of the Victorian Archives Centre marks the culmination of over a decade of work. Arts Minister Mary Delahunty officially opened the Victorian Archives building at a gala function on 9 November 2000. The Minister and Jim Berg, the new Public Records Advisory Council President, both spoke about the increasing importance of archives in the modern era.

The closure of the Laverton Repository, which many readers may have visited, occurred late last year following the successful relocation of the holdings to the Victorian Archives. An elaborate 'wake' was held, attended by former staff – a large cactus beside the front gate suddenly flowered, shooting up a six-metre stem. No one could remember it flowering before in the last twenty years. One of Arts Victoria's prestigious 'Leadership Awards' was presented

to the Move Team led by Chris Papagianopoulos, and Margaret Sawyers. As part of the relocation they tracked the movement of 84 kilometres of records during nearly 1500 truck trips over a four-month period.

Industry Support Program

Agency Services has re-established its Agency Training Program, commencing in February 2001. Sessions will be held on the implementation of general disposal schedules for water authorities, local government and common administrative records, while another two sessions will provide agency staff with an introduction to PROV requirements.

The Records Management Network, a forum for records managers and archivists to meet and discuss issues of interest or significance to the industry, is now into its fifth year.

Following last year's Audit Review into Government Contracts, PROV have been involved in an extensive program to ensure effective management of public records. As part of this program, a seminar was held with government agencies that are now covered by the Public Records Act. The seminar looked at the implications of the recommendations to come out of the report as well as specific recordkeeping responsibilities of agencies under the Act.

Integrated Data Management System

PROV is currently undertaking a project to develop an Integrated Data Management System (IDMS) to support the management of, and access to, records of the Victorian government held by the Office. It will integrate the functions of all current systems at PROV, including space and location management, archival control, issues and reference services, behind a single interface.

The IDMS will replace all current PROV systems and will provide additional system functionality, focusing on the provision of information and other services via the Internet. The system will be implemented during 2001. The IDMS will be used by PROV staff and PROV clients including government agencies and the general public. The system will be available for client use in the PROV's Public Search Rooms and online via the website.

Federation exhibition

Public Programs has developed a new exhibition *Our Nation's First Capital: Federation and the City of Melbourne, 1901-27*. It was opened by Mr Bruce Mildenhall MP, Parliamentary Secretary to the Premier, on 1 February at the Portland CEMA Arts Centre, Victoria. The exhibition tours Victoria over the next year, visiting Ballarat, Melbourne, Bendigo, Mildura and Wangaratta.

The Melbourne venue will host an extended exhibition incorporating original material from PROV and its exhibition partners, the Royal Historical Society of Victoria and the Parliament of Victoria. Material to complement the exhibition includes posters, postcards, a catalogue, a walking tour of Melbourne and a cyber tour of Melbourne. The exhibition is supported by the National Council for the Centenary of Federation.

Victorian Koorie Records Taskforce

The setting up of a Victorian Koorie Records Taskforce – one of the main responsibilities of the Office in relation to the *Bringing Them Home* report – received a major boost recently. Our Public Record Advisory Council President (and CEO of the Koorie Heritage Trust), Jim Berg, agreed to be Chair of the Taskforce and has commenced a whirlwind routine of meetings and correspondence. The purpose of the Taskforce is to locate and make accessible records dealing with Koorie people, particularly the stolen generations, and to provide associated community forums, access to counselling, and associated publications. Naturally, there are a large number of issues to be tackled. Not least among these are matters of privacy. Among the outputs presently envisaged is a directory of organisations and services that will be useful to individuals and communities.

Local History Grants Program

Administered by PROV, the Local History Grants Program seeks to support projects undertaken by volunteer and community organisations across Victoria to preserve and communicate Victoria's heritage. \$600 000 has been made available by the Victorian Government through the Community Support Fund for distribution in two rounds. In the second round of the Program, the results of which were announced in early December 2000, the judging panel awarded 102 grants, totalling \$347 000.

Although the Program has supported activities of all kinds, including oral and written histories, the electronic distribution of historical material, and displays of many forms of creative and heritage artefacts, the most urgent task faced by many applicants to the program is the preservation of their historical data. Community organisations often hold surprising amounts of archival material that plays a significant part in anchoring communal identity, and are passionate about collecting, preserving and making material available. The Local History Grants Program fills an otherwise largely unmet need in supporting these activities.

Archival Support Program

The Archival Support Program, consisting of four one-day seminars for small archives and local history societies entitled 'Testing, Training and Talking', has successfully completed its second year of presentation throughout Victoria. The sessions include an introduction to archives, including cataloguing, access and copyright issues, conservation, promotion and funding, and conclude with a problem-solving session in which all speakers are available for questions. The Program is administered by PROV and is presented under the auspices of the Australian Society of Archivists. A meeting in early 2001 decided to extend the program into this year.

Queensland State Archives

Correspondent: Shiranthi Siyambalapitiya

To address the challenges of recordkeeping in the electronic environment and to facilitate electronic service delivery, Queensland State Archives (QSA) and Communication and Information Policy and Planning Division within the Department of Communication and Information, Local Government, Planning and Sport (DCILGPS) are currently developing a whole-of-government recordkeeping framework, including a suite of policies, standards and guidelines, which fit within the broader framework of the Government Information Architecture (GIA). The following documents are currently being drafted through extensive consultation with key stakeholder groups, including the Australian Society of Archivists Queensland Branch, and will be completed by June 2001:

- Information Standard 40: Recordkeeping;
- Information Standard 41: Managing Technology Dependent Records;
- Best Practice Guide to Recordkeeping in the Queensland Public Sector;
- Managing E-Messages;
- Managing Web Pages; and
- Alienation of Public Records.

The Public Records Bill 1999 did not reach the Committee stage during last year's Parliamentary Sessions. The implementation of the Bill remains a responsibility of QSA and it is expected to pass through the House sometime this year.

Public Access Branch

In addition to the day-to-day management of the Public Search Room, the Public Access Branch has presented seminars for a range of client groups. Most popular among them were the 'Pacific Islander Records' and 'Towards Federation'. *The Federation Story* is currently on display. Recent indexes released by the Public Access Branch include:

- Index to Mining Leases 1871–1940 which covers leases issued for gold, coal and other minerals; and
- Index to Queensland Teachers 1860–1904 which lists teachers who taught in Queensland state schools and provides references to department records held at QSA.

For further details about the indexes please contact email qsa@dcilgp.qld.gov.au.

Besides its normal conservation and preservation work, the staff at Preservation Services presented two workshops, 'Disaster Preparedness and Recovery Workshop' and 'Preservation Seminar', to Queensland government agency staff and other interested groups from the general public.

The Government Records Services of QSA has received transfers from many departments including Aboriginal and Torres Strait Islander Policy and Development, Families and Community Care, Queensland Police Service, and Justice and Attorney General, which included record series from various magistrates courts throughout the State. The 1970 State Cabinet records were released on 1 January 2001.

South Australian Museum

Correspondents: Phillip Manning and Francesca Zilio

The South Australian Museum launched the Norman B Tindale website on 12 October 2000, the centenary of his birth. The website comprises two interlinked web resources – one a finding aid to the Tindale collection in the South Australian Museum archives and the other snapshots of Tindale's life as an anthropologist.

The Norman B Tindale website – www.samuseum.sa.gov.au/tindale – draws upon the field journals of Tindale's vast number of expeditions to highlight the diversity of cultural processes from Aboriginal Australia. Pages from his journals have been scanned and are complemented by transcripts, related photographs and images of the objects either discussed or collected from the particular trip. There are five major themes: the expeditions, material culture,

the map of 'Tribal Boundaries in Aboriginal Australia', the Tindale archive collection and Tindale himself. The site allows the user to learn about the diversity of Aboriginal Australia in both culture and the elegant solutions to the problems posed by Australia's climates and environments, as well as facilitating access to the archival collection of the South Australian Museum - www.samuseum.sa.gov.au/tindale/HDMS/Tindale.htm.

Tindale's 1974 map of 'Tribal Boundaries' was digitised for the project and the tribal groups he documented in his book *Aboriginal Tribes of Australia* ('Catalog of Tribes') were entered into a customised module within the Australian Science and Technology Heritage Centre's (Austehc) HDMS, the archival management software used to document Tindale's archive. The online finding aid and catalogue of tribal groups were automatically generated from the database, incorporating links between the information about the tribal groups and localities on the map. Links have also been made between Tindale's 'Catalog of Tribes' to inventory items listed in the online finding aid and the remainder of the website. Access requests for the collection are primarily related to native title and genealogy. Researchers are able to search by a Tindale 'tribe' or language group throughout the website and call up associated records listed. Clicking on a location on the map achieves the same result.

The finding aid demonstrates the successful partnership of archival practice and the use of the latest technology to locate Tindale within a recordkeeping context. This outcome was achieved on an extremely low budget. Development was undertaken in collaboration with Austehc. Special thanks go to Peter Freeman for web design and to Bill Watt for digitising the map.

State Records, New South Wales

Correspondent: Martyn Killion

Sydney Records Centre opened

The refurbishment of State Records' premises in The Rocks, Sydney CBD, now called the Sydney Records Centre, was completed in November 2000. The Centre includes an upgraded reading room, exhibition space and seminar rooms for public programs and training for public sector agencies, a board room and office space for staff remaining in the CBD following the rationalisation of accommodation.

The emphasis in the refurbished premises is on service - while the space that State Records occupies in the building has been reduced by more than a third, the proportion of public space to total space has been doubled. Service to the public has been further enhanced by the presence of reference staff

from the National Archives of Australia. The Sydney Records Centre was opened on 20 December 2000 by the Chairperson of State Records' Board, the Hon. Justice David Levine, RFD.

Retirements and appointments

The terms of Justice Levine and the Deputy Chairperson of the Board, Dr Hilary Golder, expired at the end of 2000. Dr Shirley Fitzgerald, Sydney City Historian, has been appointed as the new Chairperson and member representing the history profession. The other new member is Mr Kevin Young, Manager of Corporate Planning and Government Regulation, Hunter Water Corporation, representing State-owned corporations.

After fourteen years as Deputy Principal Archivist/Deputy Director and Secretary to the Board, Frances Lemmes retired at the end of 2000. State Records owes her a great deal for her dedication and service in a period of major challenges and change.

Standard on Electronic Recordkeeping

A standard on recordkeeping in the electronic business environment was approved in December 2000 under section 13 of the *State Records Act 1998*. The standard requires public offices to ensure that:

- electronic mail that needs to be kept as evidence of business activity is captured systematically and managed in official recordkeeping systems, and that
- information systems acquired for the transaction of business, including electronic service delivery, help satisfy the recordkeeping requirements affecting the business supported by the system.

The standard is outcomes oriented and does not mandate specific technological solutions. Unlike previous standards issued under the State Records Act, it creates no new obligations for public offices. Rather, it refines and focuses existing requirements for the electronic business environment.

Award for better access to archives in the bush

State Records' 'Access for All' initiative, reported in previous News Notes, won a 2000 Premier's Public Sector Award. The initiative involved establishing a network of 39 community access points across rural and regional New South Wales to provide access to the colonial core of the collection through a new archives resources kit.

Centenary of Federation

State Records is marking the centenary of Australia's federation through a travelling exhibition called *Unity and Nationhood*. The exhibition explores the themes of the process of federation, the celebrations in 1901 and also in 1951 for the 50th Anniversary, and the building of the Australian identity. It will travel to Tenterfield, Goulburn, Eden, Armidale, Lismore, Broken Hill, Bathurst, Wagga Wagga and Dubbo throughout 2001. Images from the exhibition will also be available on State Records' website. Other projects include a guide to State archives relating to federation and a display in the exhibition space in the Sydney Records Centre.

State Records Office of Western Australia

Correspondent: Tom Reynolds

New records legislation for Western Australia

The State Records Act 2000 and the accompanying State Records (Consequential Provisions) Act 2000 received the WA Governor's assent on 28 November 2000. These Acts, which were five years in the drafting, will be proclaimed in stages, commencing with Part 8 of the principal Act. This will establish an independent authority called the State Records Commission, which will report direct to Parliament on the Act's implementation, including government agency compliance with the legislation. Part 9 of this Act will establish the office of Director of State Records who, as officer in charge of the State Records Office, will assume custody and control of the State archives collection and will report directly to the Commission on matters concerning the Act's administration. The State Records Office will for the time being continue to operate and receive its funding as a directorate within the Library and Information Service of WA.

The new legislation will take effect when the four Commissioners (three of whom are senior public officers) are in a position to collectively issue determinations on recordkeeping principles and standards and the content of agency recordkeeping plans. Such plans will identify records created by an agency and specify how these records are to be managed, the length of time they are to be kept and the access status of any records identified as archives. The plans must be submitted to the Commission for approval via the Director of State Records.

The principal Act will require agencies to transfer their archives to the State Records Office when these records are 25 years old. When all archives are 75

years old they must become open access archives (exceptions being patient medical records). The transfer and open access requirements take effect from the date of a record's creation. There are no compulsory transfer or open access provisions in the State's current archival legislation (the Library Board Act of Western Australia).

Part 7 of the State Records Act enables the Director of State Records to recover through the District Court any government record removed from lawful custody. The Act also identifies those actions that constitute offences, such as unlawful possession and/or destruction of a government record, which may, if proven, result in a \$10 000 penalty.

Schedules 1 and 3 of the State Records Act identify all government organisations covered by the Act. These include Ministers of the Crown and Royal Commissions, categories which were not explicitly included as public offices in the previous legislation. Schedule 3 identifies two agencies, the Electricity Corporation (Western Power) and the Water Corporation, whose recordkeeping plans will for political reasons only be subject to approval by their respective Ministers, and will not be seen by the State Records Commission. As for the records of Parliament itself the State Records Act requires the Clerks of the Council and the Assembly to consult with the Commission before submitting their recordkeeping plans to the leaders of the respective Houses.

Copies of the State Records Act 2000 and the companion State Records (Consequential Provisions) Act 2000 are available for purchase from the State Law Publisher at 10 William St, Perth WA 6000, or by emailing sales@mpc.wa.gov.au.

University of Melbourne Archives

Correspondent: Elizabeth Agostino

Australian Trade Union Heritage Resources Gateway

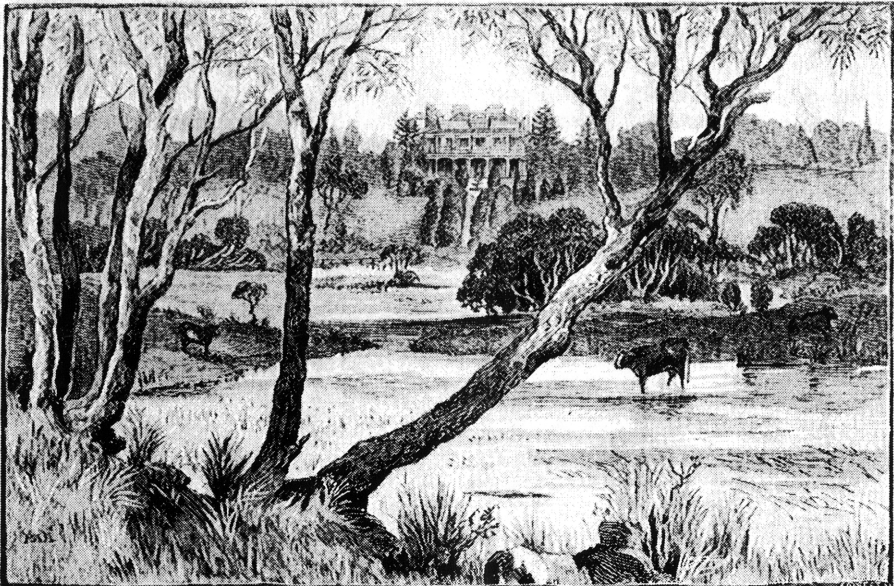
In November 2000 a joint submission from the University Archives, the Noel Butlin Archives Centre, the University of Wollongong Archives, the University of Melbourne's Australian Science and Technology Heritage Centre (Austehc) and Monash University's School of Information Management and Systems was successful in obtaining \$100 000 under the Australian Research Council's Research Infrastructure Equipment and Facilities Scheme. The project will develop the Australian Trade Union Heritage Resources Gateway, bringing together and enriching the existing information infrastructure supporting trade unions and related studies. The project will test emerging Australian

and international archival metadata standards for description, resource discovery and web publication, utilising the Australian Science and Technology Heritage Centre's Online Heritage Resource Manager (OHRM) to capture authority data and information about archival material and published resources relating to Australia's trade unions (past and present).

Archives/National Trust initiative

The Archives is currently working on a funding proposal with the National Trust (Como) to protect the very popular and fragile Armytage Photograph Collection. The Armytage family were wealthy pastoralists who established Como, Toorak as a residence, as well as holding several other impressive rural and urban properties. It is expected that the preservation/access relationship between the Archives and the National Trust will continue into similar projects, such as the papers of Sir Frederick Sargood (the original owner of Rippon Lea, another National Trust site).

The last report to this publication saw the Archives preparing for the University Library restructure. With this completed and the formal implementation of the Information Division, the Archives now officially forms a section with Special Collections and the Grainger Museum within the



'Como', Toorak, the residence of Mrs CM Armytage (*University of Melbourne Archives*).

Department of Information Resources Access. The collaboration of these three internationally renowned collections has encouraged and enhanced recognition of the aggregate of remarkable holdings (archival, library and museum) within the Information Division, yet at the same time has retained, and indeed celebrated, the distinctions of each.

Photograph digitisation and management project

The University Photograph Collection of over one thousand images along with another large, valuable and recently acquired photograph collection, the John Ellis Collection, is in the process of being digitised, catalogued and linked to a web interface which will allow researchers to search and retrieve over a range of descriptive fields. Once the site is publicly available, images from additional photographic collections and other special formats such as films, artworks, architectural drawings and even objects will be added. A format management database will underlie the website and deal with physical storage and internal control of the various non-paper format items within the collection. This project has preservation as a topmost priority.

The Australian Women's Liberation and Lesbian Feminist Archive

Last year, the Archives acquired one of the largest and most significant collections documenting Australian women's liberation, the feminist movement, sexuality and gender. The Australian Women's Liberation and Lesbian Feminist Archive includes over 24 metres of papers, publications, banners, photographs and memorabilia and encompasses 118 individuals and organisations associated with the collective. The collection was awarded a Community Heritage Grant and a preservation survey is currently being conducted. There is strong interest in the collection and plans to integrate the collection into the academic and teaching curriculum of the University's Women's Studies and History departments.