News Notes

Edited by Helen Morgan

Australian Science and Technology Heritage Centre

Correspondent: Helen Morgan

The self-funded nature of the Australian Science and Technology Heritage Centre (Austehc) continues to present challenges, and 2001 sees us existing courtesy of several collaborative arrangements and specific project funding, the latter through a Learned Academies Grant from the Australian Research Council (ARC) and two Centenary of Federation grants.

Collaborations

Austehc has been working collaboratively with the Imperial College of Science, Technology and Medicine, London Archives since 1996. Imperial College uses Austehc's HDMS (Heritage Documentation Management System) for both current records management functions and archival documentation. In 2001 this collaboration has broadened and Austehc is involved in the two major finding aid projects on the records of Thomas Henry Huxley (1825–1896) and Isaac Newton (1642–1727).

Other projects whose work is currently underpinned by Austehc methodologies and tools include: the Australian Women's Archive Project, based at the University of Melbourne; the Australian Trade Union Heritage Resources Gateway Project (see University of Melbourne Archives 'News Note' following); and the ARC SPIRT-funded South Sea Project with Dr Paul Turnbull, the Australian National University Centre for Cross-Cultural Research and the National Library of Australia.

Science and the Making of Victoria

Science and the Making of Victoria, a collaborative online project between Austehc and the Royal Society of Victoria, was launched in July 2001 at *www.austehc.unimelb.edu.au/smv*. It is one of two major projects undertaken this year using the new software tool developed by Austehc, the Web Academic Resource Publisher (WARP). This database tool enables the scholarly web publication of reference texts. However, rather than just promote the online

reproduction of texts, the WARP facilitates the creation of a knowledge space which becomes a research tool from which new connections, insights and ideas can be discovered and explored (the archival ideal!).

Science and the Making of Victoria republishes the inaugural speeches of the Society's first presidents, visionaries who in their public life set the foundations for the Society and for the broad and deep scientific infrastructure that supports modern Victoria. RTM Pescott's history of the Society reviewing the years 1854 to 1959 has been republished from the *Proceedings*, while the rich resources held within the Society's records have revealed further writings of past presidents, such as Hills, Leeper and Garran, as they reflect on the role of the Society and science in Victoria. Republication of these resources fills a notable gap in the publicly available information about the recent and deep history of science in Victoria and makes it available to an ever-increasing audience through the Web. Illustrated *Bright Sparcs* entries (*www.asap.unimelb.edu.au/bsparcs*) for each president, along with information on archival and published information on them, complement the online publication, while the online guide to the records of the Society (now in the La Trobe Australian Manuscripts Collection, State Library of Victoria) provides an alternative gateway to the story of science and the making of Victoria (*www.austehc.unimelb.edu.au/guides/asrs/asrs.htm*). This project was funded through a grant from the Victorian Government through the Centenary of Federation and the Community Support Fund.

Federation and Meteorology

Federation and Meteorology, a collaborative online project between Austehc and the Commonwealth Bureau of Meteorology, was a much larger undertaking, bringing together a range of scholarly, interpretative and historical resources. It unlocks the rich and evocative story of meteorology in Australia and provides broad public access via the Web to more than 600 000 words of text and 300 images. More than one hundred new biographical entries have been added to the *Bright Sparcs* and *Australian Science at Work* databases integrated with and complementing the online publication. The project was launched in November 2001 at *www.austehc.unimelb.edu.au/fam*. *Federation and Meteorology* was funded by the National Council for the Centenary of Federation, based on the observation that the emergence of Australian meteorology as a science parallels closely the story of Federation and was both influenced by and contributed to the ambition of nationhood.

Technology in Australia 1788–1988 Phase Two

We are actively working on the second phase of the *Technology in Australia 1788–1988* project, launched online in May 2000 at

www.austehc.unimelb.edu.au/tia. As a result, more than six hundred new biographical entries have been added to *Bright Sparcs* and the project's end will see more than one thousand entries on scientific organisations added to *Australian Science at Work* (*www.austehc.unimelb.edu.au/asaw*). The second edition of this online resource, with increased functionality and interconnectedness resulting from work on the two Centenary of Federation projects, will be published at the end of 2001. This project was funded through an ARC Learned Academies Grant.

City of Sydney Archives

Correspondent: Mark Stevens

This report covers the year ending 30 June 2001. The main developments have been the creation of a new database to hold information about building plans since 1909, a special Olympics project to photo-document the City, and the successful public inauguration of our online access tools, especially ArchivePix.

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

Item	1999	2000	2001
Lending transactions to Council officers	6009	7434	7997
Records accessioned or destroyed (metres)	1855	407	812
Responses to written research enquiries	1341	1388	1390
Research visits	786	1085	1110
Records in custody at end of the year (metres)	6595	6772	7054

Early in 2001 we unveiled a new electronic access tool, a database intended to give access to records of all building and development application plans transferred to the Archives. These records go back to 1909, and new plans are usually transferred to us immediately after building approval has been given. The database also allows us to track the different formats and copies that exist, so we can see if a set of plans is available in microfilm, or imaged, and if it is fragile, or stored in rolled or flat form.

The database is now in use by the archives team members, and we plan to have it available, as an Archives Investigator 'bridging aid' linked to the several constituent records series, as well as a self-contained access tool, on the web by the end of the year.

There is some discussion about calling the database 'Alan' after a long-serving plans custodian here at the City Council. A large part of our research demand

comprises firms and professionals (lawyers and architects) who require commercial access to building plans, and the availability of 'Alan' will enable them to determine exactly what we have without needing to contact us in person to find out. In this way a useful amount of time will be saved, by transferring responsibility for researching from the archivists to the customers. The archivists will be able to focus more on descriptive work, to add value to the electronic access tools.

Olympic Games Documentation Project

During the Olympic period (September–October 2000) we were responsible for a special documentation project. A team of photographers had the task of taking images of the impact of the Games on the city, including the infrastructure and public spaces upgrading done by the Council in the period leading up to the Games.

The Archives managed the project and was responsible for ensuring the best images were available electronically the same day, for media and web access. We worked seven days a week, eighteen hours a day, in shifts.The result was a collection of several thousand transparencies, which have been in continual

Dianne Switzer, one of the group of volunteers working in the City of Sydney Archives, with an 1844 plan of the Riley Estate. Dianne is a direct descendant of John Young, builder of the Garden Palace, and Ballarat Jail, and Mayor of Sydney in 1886. His journal is held by CoSA (NSCA CRS 870).
The volunteers group was expanded from 12 to 28 in early 2001, and we have a waiting list. The work of the group, mainly record-item level data entry for Tabularium and Archives Investigator, has continued to be outstandingly successful and vital to the electronic service delivery strategy.

demand since the Games for publications including the official SOCOG Games Book.

ArchivePix

Our presence on the Council's website, inaugurated during the second half of 2000, has been a great success. ArchivePix in particular, the digital photo bank, has been receiving more than 1500 visitors a month (other than Council users) and has attracted much favourable comment. We also receive a useful stream of corrections to caption information.

The Council was winner of the Australian Financial Review-sponsored awards for the best websites in Australia in 2000 (in the government section) and is one of the few non-US sites to be nominated for an international 'webby' award in 2001. The Archives and History program pages have contributed to this success and were specifically referred to in the AFR awards citation. The URL for the Archives pages of the site is *www.cityofsydney.nsw.gov.au/ hs_archives.asp.*

Council of Federal, State and Territory Archives (COFSTA)

Correspondent: Esther Robinson

The Council of Federal State and Territory Archives (COFSTA) comprises the heads of the government archives authorities of the Commonwealth of Australia, each of the Australian States and the Northern Territory. The Council is convened by Ian Pearce and meets twice yearly with the next meeting scheduled for March 2002 at the Queensland State Archives.

The aims of COFSTA are to promote a sense of understanding and consistency in the management of records of the Commonwealth, the States and the Northern Territory. Matters that have been considered by COFSTA have included issues such as the management of records following the transfer of functions between governments, and between governments and the private sector; principles for the disposal and access to ministerial records; the ongoing review of copyright legislation; and the state of archives in Australia.

COFSTA recently launched its new website which can be found at *www.cofsta.org.au.* Apart from information about COFSTA, the website contains the Australian archival statistics for 2000. COFSTA intends to continue to collect these valuable statistics previously collected by the Australian Council of Archives. In 2001, the Public Record Office Victoria will collect the statistics on behalf of COFSTA.

John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

Launch of new book

The personal letters of Australia's wartime prime minister, John Curtin, were published by the JCPML in February. The letters were compiled and interpreted by Professor David Black under the title *'Friendship is a Sheltering Tree': John Curtin's letters 1904 to 1945*. For the first time the letters chronicling John Curtin's relationship with his wife Elsie, previously only revealed in fragments, have been published in full. Also included is personal correspondence to colleagues, close friends and political allies which provides revealing personal insights into this public man.

Further developments in Electronic Research Archive (ERA)

An exciting new advance in collection access is being pioneered by the JCPML and the National Archives of Australia (NAA) with the JCPML now 'deep linking' to NAA's digitised records. Previously when records relating to John Curtin were identified in the collections of other institutions, digital access was obtained in one of two ways: copies were obtained and added to the JCPML collection, then digitised and made available to users through the ERA, or material held in other institutions was remotely scanned as digital images to be accessed via the ERA.

'Deep linking' enables researchers to link directly to the item in another institution's database and view that record even though they entered their search through ERA, and not the other institution's search engine. This is a very powerful tool which will greatly increase convenience for researchers.

Over the past few months the JCPML has continued its development of ERA by digitising sound and video files. Most of John Curtin's speeches and the JCPML oral histories can now be linked to from transcripts so that users can listen to the files and view video footage.

A number of web projects were added to the JCPML website (*john.curtin.edu.au*) early in 2001. They include:

From Revolutionary Firebrand to Journalist in Spirit

Curtin's relationship with journalism was ongoing in one way or another for most of his adult life. Before entering parliament, and for a few years in the early 1930s, John Curtin earned all or part of his livelihood as a journalist. He was the first parliamentarian to employ a press secretary and during his years

as wartime prime minister he took journalists into his confidence to a degree that is unheard of in today's politics. The website includes John Curtin's writings from the early *Socialist* articles at the beginning of last century to his union newspaper editorship through the 1920s and official ALP columns in the 1930s.

John Curtin: A Man of Peace, A Time of War

Our very popular exhibition, *John Curtin: A Man of Peace, A Time of War,* is now available in an online exhibition. The exhibition follows Curtin's journey from poor country boy to wartime prime minister. He was the revolutionary young socialist turned political pragmatist, the pacifist called upon to lead Australia during its greatest wartime crisis. The online exhibition also features for the first time exciting panoramas which allow visitors to 'walk around' the exhibition viewing the displays in virtual reality. A series of interactive quizzes and activities makes this an ideal educational visit.

Understanding Society through its Records

Have you ever thought of records as the glue that holds a society together? *Understanding Society through its Records* is part of the JCPML's ongoing endeavour to contribute to the development and promotion of archives. Under Ann Pederson's authorship, the project addresses the concept of records and recordkeeping and their importance to society. The website gives users an overview of recordkeeping, reveals how records provide evidence of our lives and document our culture and lets users explore how records, both personal and public, can empower justice and help to ensure a just society.

Collaborative partnerships

The JCPML is actively contributing to the development of the National Archives of Australia Prime Ministers website. A representative of the NAA visited the JCPML in April to discuss how this project will be progressed and what input will be required of the JCPML.

Public lecture

Dr John Edwards, the JCPML Visiting Scholar for 2000, gave the first of the JCPML's public lectures for this year in April. JCPML staff assisted Dr Edwards to research the lecture titled: 'In Search of John Curtin'. This was a popular and well-attended lecture that was also filmed for Channel 31, Western Australia's community TV station.

Education program

The JCPML's very active education activities included the development of a new education program, 'Planning for Peace', now available to secondary

school students in the metropolitan area. They can participate in a role play exercise which prepares them to take part in a parliamentary debate on issues such as full employment, immigration, the White Australia Policy, solider resettlement and social security. Students, acting as parliamentary representatives, have the experience of deciding the future direction of our nation.

The JCPML Treasure Box, which was developed with a grant from the Public Education Endowment Trust was launched in the first school term this year. It has been designed to give primary school students in remote and country Western Australia an experience comparable with visiting the John Curtin Prime Ministerial Library. The Treasure Box takes students on an historical journey using archival resources. They will investigate the life and times of wartime Prime Minister John Curtin and find out what life was like on the home front, for ordinary Australians during World War II. Primary sources feature in the 10 different activities included in the Treasure Box with students using letters, newspaper articles, advertisements, cartoons, photographs, recordings of speeches, archival video footage and artefacts from the period. The boxes have proved extremely popular and were booked out for the first two terms this year.

Matthew Flinders Anglican College Archives

Correspondent: Heather Mildwaters

In 1987 a need was felt for an Anglican Independent School to be established on the Sunshine Coast of Queensland. Four public meetings were held to assess interest in the school. Following the success of these meetings, plans went ahead to establish the first Anglican Co-education School on the Sunshine Coast, Matthew Flinders Anglican College.

A twenty-hectare site was purchased at Buderim and the Archbishop of Brisbane, Archbishop Grindrod KBE laid the foundation stone on 30th September 1989. The College welcomed its first students on 29th January, 1990. From an enrolment of 160 students in years 5 to 8, the school has grown to 1144 students in years prep to 12 by the year 2001.

The school was named after Captain Matthew Flinders, a devout Anglican and the first man to circumnavigate and name the fifth continent, Australia. He was also the first European to visit the Glass House Mountains, a natural feature identified with the Sunshine Coast. Though he had little formal education himself, he was very aware of the importance of learning. An extract from a letter to his wife illustrates this point: 'Learn music, learn the French language, enlarge the subjects of the pencil, study geography and astronomy

and even metaphysics sooner than leave the mind unoccupied.' He was considered to be a good role model for students to follow.

Establishment of the archives

In 1996 the archives collection was established after a direction from the Matthew Flinders Anglican College Council. The Head of Library Services was given the task of setting up the archives with the help of a part-time archivist.

Up to this point nothing had officially been done with archive material. Fortunately however many items had been kept from the beginning of the college as the Bursar and the librarians had an interest in archives and had collected relevant items and photographs. There were of course gaps which needed to be filled. As we were such a young college it was possible to contact families of past students who had kept programs, photos and so on to fill in some of these gaps. The collection started off as one small cabinet in a corner of the library but has now moved to more spacious premises.

The collection

The collection consists of records and artefacts which are important to the life of the college. Student records are the largest part of the collection and are the only section kept on computer at the moment. Each year is kept on a CD-ROM in a fireproof safe with a paper copy kept in a fireproof room in another section of the college. These are both separate from the main archives room.

Photos comprise the next largest section as photos are taken of all college occasions. Their major use is for the college magazine, which is produced once a year as well as for smaller ones produced twice a year. After selection is made for these, the photos are sorted and put into appropriate albums. All magazines, programs, posters, newsletters and anything considered to be of interest to future researchers is kept. Newspaper cuttings of college events and students are photocopied onto archive quality paper and stored so they will be able to be read in years to come.

Customers

Being a small school archives there are very few requests for information from outside the college itself. Most requests come from staff members, with the majority of these being for photos. For our tenth year celebrations many requests were received from committees organising functions for both photos and information about the college from the beginning to the present day. Displays and photo albums are made up for special occasions such as the annual college fair and the Year 12 farewell. All items lent are closely monitored to ensure their safe return to the archives.

Matthew Flinders Anglican College is fortunate that the need for an archives was recognised early before important information was lost so in years to come a comprehensive picture of the life of the college will be available for any one who is interested. The College is a member of the Queensland Branch of the School Archivist's Special Interest Group.

Monash University, School of Information Management and Systems

Correspondent: Fiona Ross

It is now three and a half years since Monash's librarianship, archives and records programs merged with information systems to form the School of Information Management and Systems (SIMS). After a challenging period of change, SIMS is now enjoying steady growth in its teaching programs and rapid development in its research profile.

The interdisciplinary nature of the School increasingly characterises both our research and teaching activities. In 2000 the Enterprise Information Research Group (EIRG) was established to consolidate and enhance the School's research in the fields of knowledge management, information and telecommunications needs, descriptive metadata, electronic recordkeeping, e-business and information systems development, amongst others. Through a range of collaborative partnerships with industry, business, government and community groups, EIRG seeks to improve enterprise and interpersonal information flow and recorded memory. Some current and recent collaborative research projects are:

- work on an intelligent, user-sensitive portal for breast cancer information online involving researchers specialising in information needs analysis, descriptive metadata and community networking;

- our recent involvement with the International Olympic Committee on a Transfer of Knowledge Project which aims to maximise the effective use of the information gained by the organisation of each successive Olympic Games; and

- a new Mobile Computing initiative in conjunction with the Centre for Distributed Systems and Software Engineering.

Another recent achievement for EIRG has been its recognition by Monash University as a research area of international standing.

On the teaching front, our postgraduate and undergraduate courses were extensively revised following the formation of SIMS. The Master of

Information Management and Systems (MIMS) and its Graduate Diploma and Graduate Certificate components cater for a range of student interests and career destinations by offering several specialisation options, including a professional qualification accredited by the ASA and RMAA in electronic recordkeeping and archiving. First offered in 1999, the Masters course is proving to be a big success story for the school, attracting increasing numbers of students from Australia and overseas and from a variety of professional and educational backgrounds. In 2001 there are approximately 400 students enrolled in the Masters program, including about 20 students enrolled in recordkeeping and archiving subjects.

The structure of MIMS has enabled the School to continue to offer postgraduate recordkeeping education in an environment which does not readily support such a niche market. However, sustaining a recordkeeping and archiving specialisation within a large and diverse Masters program is an ongoing challenge.

A final but most significant news note from SIMS was Professor Sue McKemmish's appointment as Head of School from 1 July 2001.

National Archives of Australia

Correspondent: David Swift

Centenary of Federation projects

1901 and All That

The final evaluation of the *1901 and All That* education kit found that it was well received by almost all respondents to the teacher survey, and by all the curriculum specialists and publishing reviews. The kit was shortlisted in the Australian Publishers' Association design awards in June and received a Commended Award.

Belonging

The exhibition opened to the public in Canberra in August and was officially opened by Jason Yat-sen Li in September. The 'Places' section of the exhibition is in the National Archives exhibition gallery and the 'People' section is at the National Library.

One Destiny! The Federation Story CD-ROM

A centenary edition of the *One Destiny! The Federation Story* CD-ROM includes additional teacher support materials particularly aimed at upper primary to

middle secondary students. It will be distributed free to all primary and secondary schools.

Centenary of Federation Census Time Capsule

The 2001 Census and Time Capsule received considerable publicity in the lead up to census night, much of it referring to the role of the National Archives in storing the information and releasing it in 99·years time.

Digitisation-on-demand service

Since the RecordSearch digitisation-on-demand service began on 11 April, almost one quarter of a million pages (about 4700 record items) have been digitised and made available online. Just under half of these are for World War I service records. We have also incorporated over 100 files into virtual 'reading bricks' for students at Monash University and the University of Newcastle. Requests continue to be received at a rate of 85 per day, seven days a week. The popularity of the service has convinced the Archives that it is a viable means of delivering faster, cheaper and more equitable access to the collection for all Australians.

New research guides

The National Archives latest guide, *Near Neighbours: Records on Australia's Relations with Indonesia* by Karl Metcalf, looks at the story of Indonesia from its wartime creation under the Japanese to the rise of Sukarno, the Konfrontasi with Malaysia, the Gestapu rebellion and the invasion of East Timor in 1975. *Working for the Dole: Commonwealth Relief during the Great Depression*, by Don Fraser, documents attempts by the Federal Government to provide work relief for the unemployed, the bureaucratic bungling that stymied those attempts and the role of the Commonwealth Bank in dictating Government economic policy.

Prime Ministers' Papers project

The Prime Ministers' Papers project is progressing with a number of milestones already met. The research analysis on all 25 prime ministers has been completed and significant collections of personal papers identified. Website developers and authors for three research guides have been selected. Fact Sheets on individual prime ministers have been written or revised and innumerable items selected for digitisation and inclusion in RecordSearch.

Events

The 'Where to now, Australia?' series continues to be very popular. Speakers have included *Canberra Times* editor Jack Waterford, comedian and media

personality James O'Loghlin, writer and social commentator Hugh Mackay, and cartoonist Judy Horacek. An event titled 'Grape Stuff' was held on 8 July to accompany the *Wine!* exhibition. It featured talks from prominent local winemakers, wine tasting sessions and childrens activities.

A number of school and community groups have visited our Darwin Office for guided tours of the *Between Two Worlds* exhibition.

Revision of the Designing and Implementing Recordkeeping Systems (DIRKS) Manual

Designing and Implementing Recordkeeping Systems: A Manual for Commonwealth Agencies, or DIRKS Manual was comprehensively reviewed between February and July, drawing upon the combined experience of Archives, agency staff and consultants. In response to agency feedback, the DIRKS Manual and the *Appraisal Guidelines for Commonwealth Agencies* were amalgamated. The revised manual, retitled *DIRKS: A Strategic Approach to Managing Business Information*, incorporates newly developed guidelines for preparing a business case and a cost-benefit analysis for recordkeeping system projects, and is published on the Archives website.

Commonwealth Implementation Manual: Australian Government Locator Service (AGLS) Metadata

Released on the Archives' website in July, the *Commonwealth Implementation Manual: Australian Government Locator Service (AGLS) Metadata* consolidates and updates three earlier publications – *Applying the Australian Government Locator Service (AGLS) Metadata Standard in Commonwealth Agencies*; *Guidelines for the Description of Government Services using the AGLS Metadata Standard*; and *AGLS Metadata Creation Guidelines for Use by Portal Consortia*. It combines all Commonwealth-specific AGLS requirements into one publication.

The National Archives has reached agreement with Standards Australia to fast track the Australian Government Locator Service (AGLS) Metadata Standard as an Australian Standard for release in the first half of 2002.

E-permanence made e-asy

The *e-permanence made e-asy* booklet (*A Manager's Guide to the Strategic Management of Records and Information*) is a pocket reference for senior managers in Commonwealth agencies. It includes endorsements for e-permanence products and best practice recordkeeping from senior Government officials and was released in August 2001.

New storage standard for Commonwealth records

In March 2001 the National Archives circulated its draft Standard for the Physical Storage of Commonwealth Records to Commonwealth agencies and commercial storage providers for comment. The draft standard replaces Buyers Guide 240 (BG240), a whole-of-government framework for the procurement of storage services managed by the Department of Finance and Administration between 1997 and 2000, and was formed after a public review of BG240 conducted by the Archives late last year. It represents a code of best practice for the storage of records and provides a tool to support and improve the management of government records. It is intended to serve as a benchmark for agencies to assess commercial storage providers' facilities and services as well as their own in-house storage arrangements.

It will be accompanied by implementation guidelines to help agencies and commercial storage providers apply the standard and measure their performance. The Archives is currently exploring the costs and benefits of accrediting storage providers as part of this implementation strategy.

Stakeholder consultation with the Australian Historical Association

The Archives' approach to appraisal, which draws on the Australian Standard for Records Management (AS 4390), places an emphasis on consulting with stakeholders to ensure that their interests are taken into consideration when making decisions on what records to keep and how long to retain them. The Archives recognises the Australian Historical Association (AHA) as a peak influential body of scholars and academics with an interest in the use of archival records for research. Over the past twelve months the Archives and AHA representatives have developed a draft framework for consultation and information on two agency appraisal projects has been forwarded to the AHA.

Training for record creators

While most of the e-permanence suite of products are aimed at recordkeeping professionals and senior management in Commonwealth agencies, the Archives is keen to provide guidance to the individual public servants who create and use records on a daily basis. The Archives is developing training materials that can be adapted for individual agency use, highlight the importance of good recordkeeping, and provide guidance on good recordkeeping practice. When completed later this year the materials will be distributed to all Commonwealth agencies.

Archiving web resources

Our new publication, *Archiving Web Resources: Guidelines for Keeping Records of Web-based Activity in the Commonwealth Government,* is intended to assist

Commonwealth agencies establish internal mechanisms and strategies for creating, managing and retaining web-based records. The guidelines complement the *Archiving Web Resources: Policy for Keeping Records of Web-based Activity in the Commonwealth Government* by offering specific strategic advice on how agencies can comply with the policy.

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

Correspondent: Dr Sigrid McCausland and Emma Jolly

In our last submission to News Notes we concluded by stating that we hoped that the next bulletin would see the Centre reporting on 'new and improved administrative and funding arrangements'. We are happy to report that such is the case.

The Australian National University has announced the establishment of the ANU Archives Program, bringing together the University Archives and the Noel Butlin Archives Centre (NBAC) from 1 August 2001. The University Archivist, Dr Sigrid McCausland, now heads the Archives Program, reporting to the Pro Vice-Chancellor (Administration). Recurrent funding for the Program has been allocated, ending uncertainty about the future viability of the NBAC. Funds have also been made available for capital works.

The decision will enable the University Archives to improve its services to the University community and to the public. For the NBAC, it means there is now a stable base from which it can continue its role of promoting the national record of Australian business, labour, rural and industry activity.

The staff are relieved and delighted with the outcome. They acknowledge that the support of many individuals and organisations including their union, the NTEU, and their professional association, the ASA, was crucial in putting the case for increased and stable resources. They wish to thank their colleagues in the ASA ACT Branch and Council for their strong support.   ·

In the midst of administrative changes and negotiations the Centre and University Archives have continued to be both busy and productive. The Archives plans to extend the information and services available on its website and staff have been undertaking various projects in connection with this. In addition we have hosted numerous visits from interested groups and participated in educating students and community groups about the use of Archives in primary research. Various items have been loaned to external cultural institutions for exhibitions.

The Centre has recently appointed a new office administrator, and will shortly advertise for experienced archivists to undertake arrangement and description work on the Centre's collections.

Public Record Office Victoria

Correspondent: Ian MacFarlane

The Victorian Archives building, PROV's new inner city home, is fully functioning and has become a hub for an increasing array of archival community-related meetings. The Victorian Koorie Records Taskforce and the Records Management Association of Australia are among the organisations that now meet there regularly.

E-records

PROV's various electronic records projects continue to make steady progress and gains. The Victorian Electronic Records Strategy (VERS) has begun moving from theory to reality with the implementation of a VERS compliant recordkeeping system in the Department of Infrastructure. This system will be rolled out to the entire department over the next 12 months. VERS has been promoted in Australia and overseas, with presentations and demonstrations in most Australian States, and in the UK, Canada and the US.

The design phase of the Integrated Data Management System Project (IDMS) has been completed. Archives Search, providing online searching, ordering and display of PROV holdings, is scheduled to go live in June 2002. The Office is also contributing to the Victorian Government Online strategy.

Koorie Records Taskforce

The Victorian Koorie Records Taskforce, a joint venture by this Office and the Koorie Heritage Trust, continues to gather and distribute information in response to various recommendations of the *Bringing Them Home* report. The taskforce itself comprises members from all relevant Victorian government agencies and the Melbourne office of the National Archives of Australia, as well as peak Koorie and non-government organisations. Community forums began in July 2001.

History Grants Program

The Local History Grants Program, organised and overseen by PROV with Community Support Funding, has been extended for a further year. The program distributes available funding to individual and organisational projects among local history communities. So far $600 000 has been distributed.

Transfers and appraisal

PROV's relocation from Laverton to the new Victorian Archives building at North Melbourne minimised the number of archival transfers, but 778 metres of records were reprocessed. There were 185 metres pending transfer. In preparation for the new Integrated Data Management System, improved documentation has been produced for over 500 series from the holdings. Of these, about 200 series have been reserialised and over 1000 items reprocessed.

Disposal schedules

Agency-specific disposal schedules for the State Revenue Office and Audit Victoria have been prepared. Revision of the General Disposal Schedule for Local Government records is proceeding, and the arrangement and description and processing projects for records of the departments of Justice and Infrastructure are continuing.

Users

Over 22 000 researchers used PROV Search Rooms during the financial year to June, and were provided with 94 000 copies of public records and plans. More than 74 000 records were issued to agencies and researchers, involving the handling of 145 500 items during the financial year.

Exhibitions

The commemorative federation exhibition *Our Nation's First Capital* had an extended run in Queen's Hall, Victorian Parliament. It will continue touring during the rest of the commemorative period. *Fun and Games*, PROV's tribute to the 1956 Melbourne Olympics, has completed its successful tour.

PROV's cultural exchange initiative with National Archives Singapore, under a memorandum of understanding signed in 1999 between the Victorian and Singapore Governments, led to our visually dramatic *Buildings and Builders* exhibition heading for Singapore and the fascinating *Singapore under the Japanese 1942–45* coming to Melbourne. The *My Heart is Breaking* national touring exhibition has ended its marathon journey around Australia. The final venue, the exhibition's 38th in four years, was in central Brisbane in July 2001. The exhibition was launched in February 1997.

Queensland State Archives

Correspondent: Jörn Harbeck

2001 has been an eventful year for the Queensland State Archives (QSA). Since the February State election QSA forms part of the Information and

Economy Infrastructure service area in the new Department of Innovation and Information Economy. QSA is currently seeking advice from its new Minister regarding possible further amendments to the proposed Public Records Bill, and has set up a working group that will liaise with the Queensland Parliamentary Counsel to draft these amendments.

Staff positions

The Archives has a new director, Janet Prowse, formerly Director of Policy and Development at the State Library of Queensland, who commenced duties at QSA on 30 July 2001. Two new positions have been created: Manager of Archival Operations, allowing the new Director to assume a more strategic role, and the Senior Policy Officer, and three positions reclassified: Support Finance Officer, Reprographic Supervisor and Administration Supervisor.

Recordkeeping Policy Unit

The Policy Unit has completed a statewide survey of local and state government recordkeeping practices and has run several recordkeeping training programs for agencies. It is also working on refining the whole-of-government recordkeeping framework and is negotiating the additional resourcing for the implementation of Information Standards 40 (Recordkeeping) and 41 (Managing Technology Dependent Records), as well as finalising the website, email and custody and ownership policies.

QSA now has a whole-of-government licence to distribute the Keyword AAA thesaurus and has recently developed a functional thesaurus based on Keyword AAA for its internal recordkeeping.

QSA has recently engaged Recordkeeping Systems Pty Ltd to develop a Queensland Government Functions Thesaurus. This thesaurus will improve the accessibility of Internet information, services and transactions and associated public records by ensuring more consistent metadata tagging. It is anticipated the thesaurus will be compatible and interoperable with the Australian Governments' Interactive Functions Thesaurus (AGIFT) and Keyword AAA and meet the requirements of Information Standard 34 (Resource Discovery).

The intended move of the Queensland office of the National Archives of Australia (NAA) from its current location at Cannon Hill late in 2002 has caused public concern about the preservation of Commonwealth historical records in Queensland. Some members of the public thought the relocation related to QSA. To allay these concerns QSA published a half-page advertisement promoting its ongoing services in light of the NAA sale.

Government records service

QSA received a transfer of original artworks from the Department of Primary Industries, Southern Fisheries Centre. This transfer comprises 287 original drawings and watercolours of Queensland fishes by George Coates and Frank Olsen. Both artists were commissioned by the Department of Harbours and Marine to provide illustrations of Queensland fishes from the 1950s to the early 1980s. Most of these drawings and paintings were published in EM Grant's *Guide to Fishes (1965)* and TC Marshall's *Tropical Fishes of the Great Barrier Reef (1966)*. Queensland State Archives is planning to hold an exhibition of a selection of the drawings and watercolours in February 2002.

A large transfer of Aboriginal records was received from the Aboriginal and Torres Strait Islander Policy Department. This transfer comprises records from many Aboriginal Settlements (such as Cherbourg, Palm Island, Woorabinda, Yarrabah, Bamaga, Edward River, Kowanyama, Mitchell River, Weipa South and Lockhart River), as well as from the various Head Offices. Records series include general correspondence, wages cards and savings bank ledgers.

Public access

The Public Access Unit has undertaken a number of indexing and microfilming projects including indexing card registers of nominated immigrants for the period 1908–22. This index will in time become available online through our website. Indexes that are already available online at *www.archives.qld.gov.au* are to teachers (1860–1904), mining leases (1876–1947) and wills (1857–1900).

New major publications include a *Guide to Railway Department Records* (compiled for QSA by Graham Carter, formerly the Manager of the Railway Historical Centre), a 'Pathways' guide to Inquest and No Inquest records and a 'Signposts' guide to records relating to Brisbane.

QSA's current exhibition *Letterheads 1860–1950* showcases ornate and elaborate letterheads from Queensland's past that demonstrate how letterheads were and are used to promote the community presence and services of individuals, businesses, social groups and Government. This display highlights letterheads as an underrated source of family, local and political history. To make this exhibition a visually pleasing experience, all the letterheads for this display were scanned, enlarged and then printed.

Preservation services

The Integrated Pest Management system introduced in January 2001 has been working well. This entails strategies such as cleaning, maintenance,

sealing and trapping instead of fumigation, which invariably leads to pests developing resistance to the chemicals used.

One hundred participants from government agencies attended the seminar 'Recordkeeping in the Tropics' at Townsville in July. QSA staff talked on recordkeeping concepts, preservation requirements and disaster preparedness.

Reserve Bank of Australia

Correspondents: Allan Seymour, Trevor de Groen and Virginia MacDonald

Since we last contributed to 'News Notes' there have been some major changes in the managing of information in the Reserve Bank. Late last year the Information Department was created and the records management functions, together with the communications functions, now form the Bank's Document Management Division (DMD).

Document Management Division

Through the initiative of DMD, the Bank's Electronic Document Management project continues to make steady progress. The project commenced with a pilot scheme in November 1999 and to date all the policy areas of the Bank have been covered. This has involved the design of a new business classification scheme, which is integrated with an adaptation of the National Archives of Australia's administrative functions thesaurus. Our stakeholders participated in the design and subsequently access the document database via TRIM software, which is on all desktops. Complete rollout to the remainder of the Bank should be completed in 2002.

Satisfying our client departments' needs has been paramount during the exercise, especially in regard to setting up an appropriate security structure within the system. Consultation between the interested parties and key stakeholders has been important. To this end a high level steering committee has overseen the project along with a range of working parties including end users, information technology staff and DMD to ensure that there is acceptance of the considerable cultural change involved. More recent developments include the introduction of scanning procedures, the evaluation of workflow processes and the ability to access the information database via an Internet browser.

Archives

On the Archives front, the closure of Reserve Bank branches in Hobart, Melbourne, Perth and Brisbane saw staff dispatched all over the country to

oversee the appraisal, listing and boxing of records and their safe transfer to Head Office. Many hundreds of boxes arrived in Sydney en masse and, thanks to all the hard work that had gone into preparing the material onsite in the branches, the records could be accessioned straight away.

A visit was also made to Note Printing Australia, the Bank's note printing works in Melbourne, to view items once used in a gallery display on the history of Australia's currency. Some of these items will be used in a Currency Museum, which is also a function of DMD, to be opened in the Head Office building in Sydney in the future. Archives staff are currently researching background material for the museum and have been consolidating the Bank's currency notes collection.

The number of researchers visiting the Archives has increased, with many initial inquiries coming to us now via the Archives page of the Bank's website. Many researchers follow through on these inquiries with a visit to the Archives, where topics of research have been particularly broad and have included numismatics, philately, genealogy, banking, architectural history, biography, domestic monetary policy and international economic policy. Researchers have come from a variety of backgrounds including undergraduates and graduates (with a number completing masters and doctorate degrees), university lecturers, historians, writers, other central bank staff, government agencies, cultural organisations, genealogists, heritage architects and 'sunken treasure seekers' (those interested in the records we hold on the sinking of the RMS *Niagara* and the subsequent salvage operation to recover the gold the ship was carrying).

Our other major project this year has been designing, consulting and planning for our move to new premises next year. The office areas of DMD and some of the Division's more current records will be relocated up one floor to Level 7 of the Head Office building in Martin Place. The Repository will be re-housed in an old gold vault in the basement area of the Bank. Archives staff have risen to the challenges involved in relocating records, to provide the very best storage conditions for them. To this end, staff have been benchmarking with archivists and records managers and have made a number of site visits to other archival institutions to determine current best practice. DMD are hopeful that the new repository will be up and running by the middle of 2002.

ScreenSound Australia

Correspondent: Stephanie Boyle

ScreenSound Australia, the National Screen and Sound Archive (formerly known as the National Film and Sound Archive) collects and preserves

examples of Australia's audiovisual history. Many people understand this role as being closely linked to the film and broadcast industries. However, a very important part of our work is to acquire examples of audiovisual personal records, more usually known as 'home movies'.

ScreenSound aims to document the lifestyles, cultures and traditions of all Australians by collecting a representative sample of domestic and amateur film and video. We collect amateur films of events that are important, either to Australia's history or to the people who shot the film. This can mean anything from Olympic runners to school races: parades, rallies, natural disasters, time capsules, ceremonies and celebrations of all kinds – although we try to avoid acquiring too many birthday parties and overseas trips!

A home movie is not a feature film or documentary, not a news story, nor 'reality TV', but it can be as important to acquire as any of these. Home movies are unbiased snapshots of place, of the people involved, and the era in which they live. They have been described as the cinematic equivalent of diaries, recording as they do individuals' activities which, when collected in large numbers and over time, can help chart the trends and changes which form the history of our country. Home movies can be significant reference material for social, historical and even genealogical research, but only if they are responsibly preserved against the pitfalls that can befall any valuable record – damage, deterioration, loss or plain forgetfulness.

Many people don't realise that ScreenSound Australia also collects contemporary material not just 'old' films. The Archive hopes to encourage people to donate their films and videos *before* they become 'old'. This is vital for three reasons:

- audiovisual records, particularly in the case of video formats, are vulnerable to decay, but ScreenSound Australia can preserve these records for future generations;

- at the time of donation, donors can describe the footage, giving us important contextual information such as dates, locations and names. Too often home movie collections make their way to us long after the cinematographer has died, and much essential information about the circumstances of their production has been lost; and

- only in the relatively recent past has it been possible for Australians of multicultural background to start telling their own stories – using video as their medium – as opposed to the largely Anglo-Celtic home movies, dating from the 1910s onwards, which currently form the bulk of ScreenSound Australia's home movie collections.

At present, the personal audiovisual records of Indigenous and migrant communities, gay and lesbian culture and people from rural areas are under-represented in ScreenSound Australia's collection. We are working on communicating our interest in home movies to the communities and regions most lacking in our collection, along with a general focus on 'new' material (video or film produced up to 30 years ago). There are of course institutions already storing and actively collecting amateur film from their local region. ScreenSound Australia does not wish to compete with their work, and indeed we would like to know who is collecting home movies, so we may refer offers of material to them if appropriate, or assist with advice on preservation and storage issues.

Home movies and videos can be donated to the National Collection at ScreenSound Australia, or videos lent for copying. ScreenSound Australia can copy the master to preservation quality stock, and return the original to the donor. We can also assist with postage charges. Queries should be directed to: Stephanie Boyle, Home Movie & Video Project, ScreenSound Australia, GPO Box 2002 Canberra 2601; tel: 02 6248 2178 (reverse charges accepted); fax: 02 6248 2167; email: stephanie_boyle@screensound.gov.au. For more information, see our website at *www.screensound.gov.au.*

State Library of South Australia

Correspondent: June Edwards

The redevelopment of the State Library has begun and staff from the Mortlock Library have moved to temporary accommodation at Netley in the western suburbs of Adelaide. They will be there for eighteen months. The new contact numbers are 08 8226 4783 (ph) and 08 8226 4777 (fax). The Library closed for two weeks in August and reopened in the Jervois and Bastyan wings of the building at North Terrace.

Thirty-two library staff have taken redundancies including long-serving staff Roger Andre and Valmai Hankel.

The Library has published a diary of Eliza Randall's journey to South Australia on the *Templar* in 1845, titled *And a Dog Came Too* ($18). Neil Thomas wrote the introduction to the diary of this remarkable woman and her journey bringing everything from complete sets of linen to last the four-month voyage to her St Bernard dog.

During the redevelopment the archival staff will be concentrating on completing backlog processing projects so that more material will be accessible when the new library opens. One of the more interesting archives processed

so far are those of Bonnin and Partners law firm. The material dates from 1839 to 1921 and includes mortgage agreements, wills, insolvency records, a naturalisation certificate for Ah Fook and a bill of sale for the paddle steamer *Rob Roy*. It is a treasure trove for those interested in the early history of South Australia. Another is the archives of the South Australian challenge for the America's Cup in 1987. They give a quite fascinating account of how the community and government financed the challenge and the huge effort which was needed to turn the vision into a reality.

Donations still keep coming in. There was a very successful display and launch of the records of the Masters Apprentices which created a lot of interest. A diary written by saddler John Henry Wadham recounts his experiences in the Bushmen's Contingent to South Africa in 1900. It starts in a positive way with the community giving them a hearty send off and eventually the entries become shorter as the fighting becomes more terrifying. Papers of the Pointon family include shipboard diaries from 1847 and 1849 kept by James Pointon, a Willunga pioneer. A transcript of the diary of John Fogg Taylor has just been completed. It's a wonderful account of life in and around Adelaide describing the hot, dusty climate, the bugs which bite and sting, the Aboriginal corrobories, the political corruption, the convenient fires which destroyed embarrassing records, and the dreadful food. Glass plate negatives relating to the Baptist missionary work in India were found by a depositor in a secondhand shop in Norwood. The Norwood church supported Indian missionary work and a number of adventurous South Australian women worked there in the 1920s and 1930s.

State Records, New South Wales

Correspondent: Martyn Killion

Centenary of Federation

Unity and Nationhood: A Celebration of Federation, our travelling exhibition, has continued to tour regional New South Wales, being visited by close to 16 000 people in the first half of 2001. The remaining venues for the exhibition include Lithgow Regional Library, Penrith City Library and the Western Sydney Records Centre, Kingswood.

New funding for regional archives

The State Budget, brought down in May, contained good news for regional archives in NSW. Following an extensive review which recommended a blueprint for revitalising the network of regional repositories holding State archives, the Budget contained new funding of $950 000 over three years.

The funds are being made available as grants to the host institutions for infrastructure, preservation and documentation projects.

Local government records

A new General Disposal Authority for Local Government (GDA10) was launched in February. Developed using the functional analysis and appraisal methodology in Australian Standard AS 4390—1996, the product is the result of extensive consultation with councils and other stakeholders. A functions based thesaurus, *Keyword for Councils*, using the same business classification scheme, is also available.

As part of the ongoing implementation of the *State Records Act 1998*, State Records undertook a comprehensive survey of archives in the local government sector in May and June. The survey sought information about the archives themselves, current arrangements for managing them and councils' intentions for meeting their new obligations under the Act.

Meeting the needs of Aboriginal researchers

State Records' Aboriginal Liaison Archivist has been undertaking a program of wide-ranging consultation with the Aboriginal community to identify the needs of Indigenous researchers. This information will be used to improve services and outreach activities.

Policy on records appraisal

New South Wales has been fortunate to have had strong archival legislation for the last 40 years helping to ensure that State archives are systematically identified and preserved. Until this year, however, there was not an overall policy to guide State Records staff and Board members in appraisal decisions. This has now been rectified with the issue of *Building the Archives*, which establishes a policy framework for the conduct of records appraisal and states fundamental objectives to guide the identification of State archives.

Standard for recordkeeping metadata

The *NSW Recordkeeping Metadata Standard* (NRKMS) was issued in June. It details the information that needs to be captured in systems used to create and manage records over time. The standard has been derived principally from the *Australian Recordkeeping Metadata Schema*, developed in the course of the Recordkeeping Metadata Project led by Monash University. It has also drawn from the National Archives of Australia's *Recordkeeping Metadata Standard for Commonwealth Agencies* and is compatible with the Australian Government Locator Service (AGLS) metadata specification.

Senior appointment

Following the retirement of Frances Lemmes, Alan Ventress has been appointed as one of State Records' two Associate Directors. Formerly the Mitchell Librarian, Alan has particular responsibility for State Records' public access, outreach, information technology and Government recordkeeping programs.

Reading Room refurbishment

The refurbishment and expansion of the Reading Room at the Western Sydney Records Centre at Kingswood started in August and is expected to continue until February 2002. Until the work has been completed, services are being provided in a temporary reading room.

New on our website

State Records has continued to add resources to its website. An index to assisted immigrants arriving in Port Phillip, 1829–51, is the latest of a growing range of immigration and convict indexes. As part of a major project, the first half of the index to the correspondence of the Colonial Secretary, 1788–1825, comprising 768 HTML pages, has been also added to the site.

State Records has implemented a policy of publishing most of its public sector-oriented publications exclusively online, starting with the newsletter *For The Record* and the New South Wales Recordkeeping Metadata Standard noted earlier. At the same time, the hard-copy public-oriented newsletter, *Now and Then*, has been given a new look.

State Records Office of Western Australia

Correspondent: Lise Summers

State Records legislation proclaimed

Six months after gubernatorial assent Parts 1, 8 and 9 of the Western Australian State Records Act 2000 were proclaimed through publication in the Government Gazette of 27 July 2001. Part 1 of the Act provides definitions for records and recordkeeping, while Part 9 formally establishes the Director and State Records Office of Western Australia. Part 8 establishes a four-person State Records Commission, consisting of the Information Commissioner, the State Ombudsman and the Auditor General. The fourth commissioner, ASA Laureate Kandy-Jane Henderson of the John Curtin Prime Ministerial Library, was also announced on the same day. The new Commission met in

the first weeks of August and already have a busy schedule ahead of them.

A training program is being prepared to inform State and local government agencies of their recordkeeping responsibilities under the Act, which will commence with the proclamation of Parts 2 and 3. These parts of the Act (due for proclamation in the coming months) allow for the creation of recordkeeping plans, in which agencies must establish retention periods for records, identify state archives, formulate conditions of access to archives and provide security for government records.

In addition to these exciting developments the State Records Office of Western Australia is to become an independent entity within the Department for Culture and the Arts, and the last State Archives in Australia to separate from a State Library. In a speech given at the recent Annual General Meeting of the Western Australian branch of the Records Management Association of Australia the Minister for the Arts, Hon. Sheila McHale MLA, noted that this change in status reflected the appropriate role of the State Records Office. The actual process of effecting the change is under negotiation and may result in a new face for the SROWA, including a website and newsletter.

University of Melbourne Archives

Correspondents: Elizabeth Agostino, Bruce Smith, Jane Ellen, Fay Anderson

Since the last report, the University of Melbourne Archives (UMA) has continued to maintain a primary focus on developing collecting guidelines and facilitating researcher access. Apart from attempts to further resource and improve existing projects (such as the image catalogue – *www.lib.unimelb.edu.au/UMAIC/index.html*), UMA has also begun work on several new projects.

Australian Trade Union Heritage Resources Gateway project

This Australian Research Council funded project, with project partners Noel Butlin Archives Centre (NBAC), the University of Wollongong Archives, Monash University School of Information Management Systems and the Australian Science and Technology Heritage Centre, got underway in mid-February. The aim of the project is to provide an Internet-based resource that will enable researchers to locate the known holdings of Australian Trade Unions that have been registered under federal industrial relations legislation since 1904. The basis for the project was work done in 1994 for the NBAC publication *Parties to the Award.* This publication listed more than 900 trade unions and employer bodies that had been registered in the federal system.

It is anticipated that when the project is finalised in 2002 the website will provide a continuing resource for labour historians and others interested in locating and using trade union archives. As the project team identifies archives held in the personal papers of trade unionists and of unions that have been outside the federal system they will be incorporated into the project. Although these inclusions will not be exhaustive they will add additional value to the website.

Documenting Australian Business

The Documenting Australian Business project is a partnership between UMA and Associate Professor David Merrett of the Faculty of Economics and Commerce, University of Melbourne. The purpose of the project is to enable a strategic approach to the future acquisition of business archives.

The first stage of the project to identify and categorise the 800 business collections held by UMA into industry sectors in order to map the strengths and weaknesses of these existing collections. Building on this information, the second stage aims to identify and prioritise industry sectors and business entities in the Victorian economy with a view to targeted collection strategies.

The project is underpinned by a methodology known as the Minnesota Method, devised and described by the Minnesota Historical Society, which offers certain criteria by which to not only target appropriate businesses but also to determine the levels of documentation to aim for.

Computerised finding aid project

At the end of 2000, the Archives received internal funding for its computerised finding aid project. The project includes the creation of a database, a staff and public web interface and a search engine in order to promote greater use of and access to the collection. The web interface will offer a search page and the complete version of the finding aid will be converted to HTML and put online. The lists will also be linked to the University of Melbourne Archives Image Catalogue and to accession information which will allow researchers to search the Archives holdings more extensively.

With the assistance of five staff members, we are presently converting existing lists onto the database including the University's Registrars correspondence. This is one of most comprehensive series representing a major proportion of the activities of the University's Central Administration over two centuries. It is anticipated that by the year's conclusion forty guides to some of our most popular collections will be online.