News Notes

Edited by Helen Morgan

Adelaide City Council Archives

Correspondent: Robert Thornton

As part of a major organisational review of the Council's administration, the Archives has now been combined with the Corporation's Central Records to form a new business unit known as Records and Archives. The unit has been placed in a newly constituted Information Management Department, which also includes the organisation's IT and graphics functions, and which now forms part of the Council's Corporate Support Division.

Within the new Records and Archives team a number of staff changes have occurred directed at creating a more even structure and providing greater flexibility and adaptability of staffing resources. The Records and Archives team now consists of 14 staff, including: six records officers responsible for the daily scanning, registering and distribution of all incoming hardcopy and electronic mail to the Corporation and for current records management activities; an IT records support officer responsible for administrative backup with the TRIM automated records management system; an archivist responsible for disposal, processing and storage of non-current records; two archives officers responsible for all internal and external customer requests; a records and archives officer who works part-time in both areas; and a curator responsible for managing the Council's civic collection of historic artefacts and memorabilia. A trainee has also recently been engaged to assist with the backlog of work and relocation of records.

The fortunes of the Archives are inextricably linked to the Council's recently adopted New Directions Policy which establishes a blueprint for building a more 'dynamic, bold, energised, creative organisation that is ... acknowledged for innovative developments and impressive achievements'. This new image has presented challenges and opportunities for the Archives to assess, and where needed fine-tune, its role within the organisation and its relations with its customers. A major thrust has been towards further strengthening the presence and profile of the archives function both within the organisation and throughout the wider community. There has been a strong focus on developing new and imaginative initiatives in order to meet ongoing

operational business commitments more effectively, while at the same time satisfying continually changing customer expectations and demands on the Council's information services.

Within this context four major reports have been produced which form the basis for the development of the Council's Records and Archives functions:

- *Corporation Archives. Current Status and Future Direction* looks at where the Archives is at and what needs to be done to move it forward.

- *Corporate Records Management. Status and Strategy for Enhancing the System* sets out a plan of action for capturing and improving access to more information via the corporate records management application as part of a TRIM system review.

- *Civic Collection. Report on Options Available for Displaying Items* examines ways of promoting and exhibiting more of the collection to the public, including online means.

- *Report on Conservation Services* reviews the options available for continuing and possibly expanding this function.

The Council has demonstrated a major commitment to revitalising the management of its information resources and its Records and Archives team promises to play a key role in the accomplishment of this outcome.

Australian War Memorial Research Centre

Correspondent: Mal Booth and Carmel McInerny

Tourism award

At the 2001 Australian Tourism Awards, the Memorial was named Australia's best major tourist attraction for 2001, having won the same award in 2000. The Memorial had undergone extensive renewal in the past five years and the opening of ANZAC Hall in June. Accordingly, visitor numbers at the Memorial were very buoyant in 2001, and greater overall than 2000.

Official records

Most of the records from the Vietnam War came into the open access period from the beginning of 2002. Twelve hundred boxes of these records were brought from off-site restricted storage to the Memorial building itself. In March 2002 records were received from the Department of Defence relating to the Peace Monitoring Group Bougainville. There are approximately 20 shelf metres of their records to be arranged and described, within the date range 1998–2000.

Online resources – update

The Memorial now offers the following online collection information sources:

- Roll of Honour – Details of approximately 102 800 of Australia's war dead as listed on the bronze panels on either side of the Hall of Memory. Attached to approximately 65 000 of the online entries are the Roll of Honour circulars that were filled out by either next of kin (for the First World War) or the Directorate of War Graves Services (for the Second World War).

- Commemorative Roll – Details of approximately 3 000 Australian war dead who were not serving in the Australian Armed Forces and so not eligible for inclusion on the Roll of Honour.

- First World War Nominal Roll – Details of approximately 342 000 members of the AIF who served overseas during the First World War.

- Boer War Nominal Roll – Details of approximately 17 000 service personnel who served with Australian units in the Boer War.

- Honours and Awards (Gazetted) – This database contains approximately 47 000 military honours and awards (not campaign or service medals) made to Australians while on active service with Australian forces during times of conflict.

- Honours and Awards (Index: Second World War, Korean War, Malayan Emergency) – Contains digitised images of index cards to approximately 18 000 honours and awards made to Australians while on active service during the Second World War, Korean War and Malayan Emergency.

- War Diaries of Army Headquarter Units, Second World War – Contains digitised images of war diaries recording the daily activities of Army headquarters, formations and units while on active service. This is really a work in progress and eventually will include Infantry Battalion diaries.

- Honours and Awards (Recommendations: First World War) – Contains approximately 47 000 recommendations for honours and awards made to Australians serving with the AIF in the First World War (currently only available on the Intranet at the Memorial).

New finding aids

The Memorial is using EAD to encode finding aids for both private and special collections. Collections for which guides have been written include: some Postcard collections; Souvenirs; Tradecards; and the papers of Lord Birdwood, Vivienne Bullwinkel, Sir Thomas Blamey and Sir Edward 'Weary' Dunlop. It is envisaged that

these guides will be made available to the public via our new Client Access System (front end to our collection management system).

BHP Billiton Archives

Correspondent: Jason McGlone

Following the merger of Broken Hill Proprietary Company Limited and Billiton in June 2001, BHP Billiton was formed. In line with this organisational change BHP Archives is now BHP Billiton Archives.

A chronology of both BHP and Billiton has been published on the Internet – *bhpbilliton.com* (click About Us and select Company Overview and Our History). A timeline is available for both BHP and Billiton accompanied by a brief written history of each company up to the time of the merger, along with a brief outline of the new merged company.

BHP Billiton Archives has been involved with several major projects as a result of changes in BHP Billiton's structure. With the pending spin-out of BHP Billiton's Steel division, Archives has been assisting with identifying the correct ownership of records in custody created by Steel division. BHP Billiton's Transport division recently signed an implementation agreement with Teekay Shipping Corporation to form a joint venture – Teekay Marine Pty Ltd – for ship management, crewing and marine technical services. This has kept Archives busy as large quantities of records have been transferred, as the operation will be based overseas.

Progress has continued since our last 'News Note' regarding changes in service delivery at the Archives; Westernport Steelworks have adopted the Archives' database and procedures as a means of intellectual management of temporary records. BHP Billiton Petroleum's Perth office has also started using the database and procedures. Physical control is provided by a commercial storage provider. Staff members of BHP Billiton Archives travelled to Perth to provide a complete training package to assist with the transition, which incorporated an interactive group training presentation and individual training for participants.

Congregational Archives of the Sisters of Charity of Australia

Correspondent: Guilaine Buckley

The Australian Museum in Sydney presented a temporary exhibition *Sisters of Charity: 1838–2001* between June and October 2001. The exhibition was a joint initiative of St Vincent's Hospital Sydney and of the Australian Museum; the hospital secured the services of two curators whilst the Museum provided the exhibition space and the services of a designer and ancillary professionals. St Vincent's Hospital Sydney, founded

in 1857, is one of the health care facilities conducted by the Sisters of Charity who first came to Australia in 1838 to serve the poor.

The vast majority of the material featured in the exhibition originated from the Congregational Archives of the Sisters of Charity, currently located in Potts Point in Sydney. The remainder was on loan from personal collections and St Vincent's Hospital Sydney. Although the project was two years in the making, the role of the Archives crystallised and intensified in the five months leading up to the opening of the exhibition as the curators focused their interest on the Congregation's archives and museum collection.

The exhibition included more than 110 items on loan from the Archives as well as exhibition copies of over 100 items in the archive collection, covering almost every aspect of the Congregation's apostolic and religious life since 1838. The archivists' intimate knowledge of the Congregation and of the collection (over 250 linear metres) combined with the use of the various finding aids enabled the curators to cover much ground in what seemed to be a relatively short time.

Issues of copyright and moral rights arose and this had the benefit of sharpening the archivists' understanding of their responsibility to ensure compliance with the law. Legal advice had to be sought, detective work had to be done to secure consents, and some negotiating with the exhibition host had to take place to make sure that the Congregation did not become liable for a direct or indirect breach of the relevant law in providing material for the exhibition.

The protection of individuals' privacy and the issue of defamatory comment were also addressed as the exhibition included relatively recent material; much of the collection documents the private lives of individuals connected with the Congregation, such as prisoners, orphanage residents, hospital patients, public figures, former and current members of the Congregation. Where such an issue arose (group photographs, personal correspondence or accounts, official records), the item was withdrawn from exhibition unless the consent to exhibit was secured from the individual(s) concerned, or masking or digital manipulation could satisfactorily resolve the issue.

In many respects, the involvement of the Archives in this exhibition has been a significant learning opportunity for the archivists, who already had experience in mounting in-house and travelling displays, and in lending material to other cultural institutions.

One of the important lessons from this process is that the archivist must maintain his/her responsibility for the collection as his/her paramount priority in the face of various pressures, including the apparent expectation that the needs and priorities of other parties involved in the exhibition must absolutely be satisfied; flexibility was required but so was professional integrity.

John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

Foundation Director departs

In December 2001 the JCPML inaugural Director, Dr Vicki Williamson, left Curtin University of Technology to take up an appointment as Pro Vice Chancellor (Administrative and Academic Affairs) at Ballarat University. Vicki was integral to the development of Australia's first prime ministerial library and had worked on the project since 1992. The project started in a shoebox with a part-time assistant and there is now a $30 million complex and the JCPML has gained recognition both nationally and internationally.

Australian-American relations

2001 marked the 50th anniversary of the signing of the ANZUS Treaty. As Australian-American relations is one of the focus areas of the JCPML's collection it seemed appropriate to sponsor a special edition of the *Australian Journal of International Affairs* which was devoted to articles on this subject. The relationship developed between Australia and America has been ongoing in one way or another since John Curtin called on President Roosevelt for help during the Pacific war and General Douglas MacArthur, as Supreme Allied Commander, set up his headquarters in Brisbane. Professor Peter Edwards, the journal's editor, was also the JCPML Visiting Scholar for 2001 and conducted research throughout the year on Curtin's relationship with MacArthur. This also formed the subject of Professor Edwards' public lecture in October.

Anniversary lecture

The 5 July 2001 Anniversary lecture was given by the Hon. Kim Beazley who spoke about 'John Curtin's Abiding Vision' and paid tribute to 'Australia's most complex prime minister'. For the first time the JCPML produced a live webcast of the lecture which was available through its website.

Digital partnership an Australian first

For the first time in Australia, a worldwide developer of high performance software, Ex Libris, and a university library, Curtin University of Technology Library and Information Service and the JCPML, have formed a partnership to improve access to scholarly information.

The partnership recognises the JCPML's early adoption of a digitisation strategy and staff at the JCPML will be making a significant contribution to the development work of Ex Libris. The culmination of this partnership will be newer and more flexible software solutions to offer to our Internet users.

Collaboration with National Library of Australia

As part of the continuing collaboration between the JCPML and the National Library of Australia, hundreds of documents from the Lloyd Ross collection will be made available to researchers through the Internet. Lloyd Ross was a well-known Curtin biographer and the papers include research material drawn together by him during the writing of his biography, such as correspondence, diaries, messages, photographs, newspaper cuttings and early drafts of his book.

Monash University, School of Information Management and Systems

Correspondent: Fiona Ross

Programs

The SIMS Bachelor and Masters degree programs are both entering their fourth year. Within the Masters program students are able to undertake a range of specialisations to the Graduate Certificate, Graduate Diploma or Masters level and across all of these offerings enrolments are again strong this year with about 160 new students. A new specialisation, Knowledge Management, is being offered in 2002.

About 20 students are enrolled in the recordkeeping specialisation, with several more complementing their studies in another specialisation with recordkeeping units. Our electronic recordkeeping and business records units are particularly popular electives. The program's fieldwork unit, Professional Practice, continues to be highly regarded by students, graduates and employers alike and receives invaluable support from colleagues in recordkeeping programs around Australia and overseas who provide quality placements.

Projects and research

SIMS researchers are beginning work on several new projects in 2002 following excellent results in competitive grants arenas late last year. Livia Iacovino is commencing work on a joint Deakin and Monash Universities project titled 'Electronic Health Records: Achieving an Effective and Ethical Legal and Recordkeeping Framework'. With funding through the Australian Research Council's Discovery Scheme, this project brings together researchers specialising in health law, information law and recordkeeping.

The project takes place in the context of recent proposals by the National Electronic Health Records Taskforce for a nationally coordinated distributed system of electronic health records. The researchers aim to establish a legal, ethical and recordkeeping framework for such a system, focusing in particular on issues of privacy and confidentiality and on safeguarding the reliability and evidentiary worth of electronic health records.

The project builds on recent national and international research into the preservation of records over time, including the InterPARES project, Monash's Recordkeeping Metadata Project and the Victorian Electronic Records Strategy.

Our Breast Cancer Knowledge Needs pilot study, mentioned in the last edition of News Notes, has extended into a two-year project to design and prototype an intelligent, user-sensitive portal to breast cancer knowledge online.

This is a joint project between Monash and industry partners BreastCare Victoria and the Breast Cancer Action Group, with funding from the Australian Research Council's Linkage scheme. Research shows that although there is a plethora of information available online to women with breast cancer, user dissatisfaction is high because the resources do not take into account users' information and decision support needs, nor factors such as age, ethnicity or disease stage.

The challenge is to build a quality, evidence-based, user-aware single entry point to breast cancer knowledge online. A multidisciplinary project team has been established, including information needs analysts, medical and consumer representatives, descriptive metadata experts and specialists in knowledge management systems and portal technology.

A central component of the research concerns the development of a framework for user-aware resource description. Existing metadata schema such as Dublin Core and AGLS will be investigated to determine whether these resource-centric schema can be extended to meet the requirements for user-sensitive description.

These projects, along with other major research initiatives in the areas of mobile business, knowledge management for meteorological forecasting and community networking, have made for a busy and exciting start to 2002.

National Archives of Australia

Correspondent: David Swift

Publications

Dr Tim Flannery, Director of the South Australian Museum, launched *An Anthropologist in Papua: The Photography of FE Williams 1929–33* on 10 December in our Treasures Gallery. *Our Collection*, a 24-page booklet, was released in January and mailed out with *Memento*. A survey form was enclosed and results are being compiled.

Websites

The 'Create Your Own Website' section of the Archives of Australia website is being discontinued. The hosted sites are being moved to more permanent sites through 2001–02.

Events

In October the Archives hosted a lecture by Dr Peter Read, Research Fellow at the Australian National University, on Australian experiences of belonging, as part of the Indigenous festival, 'Tracking Kultja'.

950 people attended the 2001 'Where to now, Australia?' lecture series, which featured speakers including Bruce Petty, Judy Horacek, Peter Wilkins, Dr Helen Irving, the Hon. John Bannon and Dr Lenore Coltheart. The 2002 lecture series 'Where's the passion?' began on 14 February with best-selling author, Richard Neville.

The 'Summer Speakers' presentations in January attracted 660 visitors. Michael McKernan gave his view on the politics of 1971, Moya Simpson and John Shortis linked the music and politics of 1971, and advertising expert Jon Maxim explored 1971 advertising culture.

Exhibitions

Jason Yat-Sen Li talked about his experiences of belonging and not belonging at a barbecue to open the *Belonging* exhibition in Canberra. National Library volunteer guides ran regular tours of the exhibition which was on display in two parts at the Archives and the Library.

In December, Michael Leunig launched *A Mad Century! Works by Bruce Petty*. The exhibition presents a collection of prints, films and sculpture by the artist, complemented by items from the Archives collection. To date the exhibition has attracted over 3000 visitors.

Digitisation on demand

Ted Ling (Director, Legislative and Accessibility Projects) delivered a paper on the Archives' digitisation on demand initiative, at a conference on international policy and research in Wellington, New Zealand in January. The service, which began in April 2001, generates 1 500 requests per month. By 31 December 2001 the Archives had digitised 687 778 pages.

Second World War defence service records

The transfer from the Department of Defence of a million Second World War service records continues, with completion expected in September 2002. As part of a Department of Veterans' Affairs Centenary of Federation project, a description of each record is added to the Archives' *RecordSearch* database as records are transferred.

Summer Scholarships Scheme

The Archives 2002 scholars, Michael Kachel and Tim Soutphommasane, spent six weeks at the Archives in Canberra. Michael researched the centenary of the

enfranchisement of women, and aspects of Australia's relationship with the USA. Tim's work involved curatorial development of an exhibition to commemorate the centenary of the High Court.

Frederick Watson Fellowship

The Archives fellow for 2001-02 is Dr Klaus Neumann, who has written extensively on the history and culture of Australia, Papua New Guinea, New Zealand and Germany. In October he began researching the case studies of refugees from the 1940s to the 1960s that ultimately led to the development of a refugee policy in 1977. He is delivering public lectures in Canberra, Melbourne and Sydney based on his research.

AGLS as an Australian Standard

The Archives is working with Standards Australia on the adoption of the AGLS Standard as a national standard in two parts, *Reference Description* and *Usage Guide*. The standard will help web publishers provide access to services and resources available via the Internet. As part of the Commonwealth Government's Online Strategy, Commonwealth agencies must deploy AGLS metadata records for their key services and online information resources.

Commonwealth recordkeeping audits

The Archives recently assisted the Australian National Audit Office (ANAO) to plan and undertake Assurance and Control Assessment audits of recordkeeping in several Commonwealth agencies. The report will be tabled in Parliament during the Autumn 2002 session. The Archives will cooperate with the ANAO on a second round of recordkeeping audits during 2002–03.

Designing and Implementing Recordkeeping Systems (DIRKS)

DIRKS: A Strategic Approach to Managing Business Information is the guide for Commonwealth agencies for assessing and improving their recordkeeping. A new Archives-developed database supports agency staff or consultants in preparing DIRKS project documentation. The DIRKS Database and User Manual were made available to Commonwealth agencies in April 2002.

Collection Management Branch management workshop

In September 2001 the senior management team of the Collection Management Branch met to discuss current projects, plan for the year's objectives, and plan outcomes for the next five years.

Three major issues were discussed: the future of review and sentencing of records in custody; integrating major preservation projects into the work of the Branch; and integrating processes to minimise the physical handling of records.

Visit to the UK and Canada

In September–October 2001 Jill Caldwell (Director, Collection Documentation) attended the launch of the International Standard on Records Management at the Association of Records Managers and Administrators (ARMA) International conference, and a meeting of the ISO committee on records management in Montreal, Canada. Ms Caldwell examined repositories in London and Canada to assist in the development of new facilities for the National Archives.

Transfer, Lending and Location module

After some years of development, the *Transfer, Lending and Location* module of the integrated Archives database, *RecordSearch* has been implemented. This module will ultimately enable computerised item-level control over the physical location of all records in custody.

Preservation funding

In 2001–02 the Archives received funding for the collection of $15 325 000. The priorities for using these funds include identifying critical areas of deterioration in records, establishing research and development projects (especially regarding preservation of digital objects), copying fragile audiovisual material, and training in a standard project management methodology.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

In the last thirty years the National Library has acquired many groups of papers of Dame Nellie Melba. A particularly important collection was purchased at a London auction in 2001. As well as photographs, programs and a silk evening bag, there is a series of lively letters from Melba to her sister Isabella Paterson, mostly dating from 1895–1902. They describe the singer's triumphs in London, Paris, Monte Carlo, Berlin, Vienna, Budapest, New York, Boston and elsewhere.

A wide range of modern personal papers have been received in the last year. They include papers of the botanist Lindsay Pryor, the astronomer David Malin, the historians Allan Martin and Michael Cannon, the writers Christina Stead, Peter Carey, Bob Ellis and Anthony Lawrence, the actors Peter O'Shaughnessy and John Bell, the dancer Rex Reid, the stockbroker and financier Sir Ian Potter, the librarian Allan Fleming, the public servant Allan Griffith, the speechwriter Don Watson and the politicians Sam Cohen and Margaret Reynolds.

A growing number of national organisations have placed their archives in the Library. Among them are the Australian Council of Archives, the Australian Conservation

Foundation, the Australian Political Studies Association, the Constitutional Centenary Foundation and the Australian Council of State School Organisations.

As previously reported, the Library has been digitising the private papers of Sir Edmund Barton, the first Prime Minister of Australia. The task was finally completed in February 2002 and the papers are now accessible on the Library's website. Although not a large collection, the Barton Papers are varied in format and they posed several challenges. As part of the project, the finding aid was expanded and converted to EAD and experiments were made with a number of navigational tools. It brought together archivists, cataloguers, IT staff, multimedia staff, photographers and researchers and the search for a common language and understanding among this disparate group was a valuable experience. In 2002 the Library is digitising the papers of Sir Joseph Banks, a small but important collection that will complement the major collection of Banks Papers digitised by the State Library of New South Wales.

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

Correspondent: Emma Jolly

Since the creation of the new ANU Archives Program in August 2001 we have been busy organising new administrative arrangements and policies. However, several important projects have been commenced and completed.

The redesign of the new website for the ANU Archives Program was a major project for the Archives in 2001. An external IT firm (Maven) was contracted to assist with the major development work which in conjunction with the staff's reworking and extension of the previous website, proved an exciting combination with worthwhile results. The site – *www.archives.anu.edu.au* – was officially launched in December 2001.

An anonymous donor has provided the Archives with funds to transcribe, publish and undertake conservation work on three volumes from the Australian Agricultural Company collection – letter books of Commissioner Sir Edward Parry, 1827–31. The first volume in the series has now been fully transcribed and has received conservation treatment. Work on the second volume was begun in 2002.

In 2001–02 the Archives updated its List of Holdings, providing summary information on individual collections held. The List of Holdings is current to 1 March 2002 and will be updated quarterly on our website. In conjunction with this update, collection level entries were also entered into the ANU Integrated Library Management System (ILMS) Innopac database.

As a second stage in providing further online information about NBAC holdings, issues relating to the conversion of its existing and future finding aids (series and

item level descriptions) to electronic form and their placement on the web are being investigated.

A special project funded by the Canberra Tradesmen's Union Club was begun in 2001. The project will see the construction of an image database (with web interface) of the photographs and images held by the Archives. The Archives holds over 20 000 photographs, albums, illuminated addresses and posters dating from the 1880s to the 1990s covering social and cultural events as well as labour and business activities. The Archives has continued to participate in and feed information to the Australian Trade Union Archives project overseen by the University of Melbourne Archives.

The Archives held two in-house exhibitions in 2001: *The Challenge of Progress, ANU in 1951* and *With Kinds Thoughts & Best Wishes*. As usual we hosted numerous tours, seminars and other events.

A notable occasion was the national conference of the Australian Society for the Study of Labour History which was accompanied by a poetry reading. The Archives contributed various items to external exhibitions too numerous to list here.

Public Record Office Victoria

Correspondent: Ian MacFarlane

The Office's impressive new Victorian Archives building at North Melbourne has settled into an escalating routine of meetings, exhibition launches, overseas visitors and training seminars.

E-records

The Victorian Electronic Records Strategy (VERS) is being prepared for a vendors compliance certification program. Under the program, vendors of records management software can have their products tested and certified as 'VERS compliant'. An online toolkit is virtually complete, with its own web forum and downloadable areas (*www.prov.vic.gov.au/vers/toolkit/home.htm*).

The Integrated Data Management Project (IDMS) is well into its testing phase. *Archives@Victoria*, the web-based access portal to the system should be online before June. Public and government users will have access to PROV's holdings.

Regulation, compliance and relationships

PROV has always had the legislative muscle for regulation and compliance, but for various reasons – as with most government archives – has had difficulty with priorities. Two new project managers have been added to PROV's staff, one solely discovering which government agencies and sub-agencies have, or should have, relationships with

PROV. So far 575 agencies have been identified. A program of seminars for agencies and interested parties has already commenced.

Disposal schedules

A general disposal schedule for tertiary institutions is now under development. In the wind, among other planned schedules, is a disposal schedule for the Environment Protection Authority.

Transfers and reprocessing

During the six months to December, archival transfers totalled 870.6 metres, 330.4 metres have been reprocessed and 354.8 metres are pending.

Exhibitions

Transporting Art – a dazzlingly colourful display of Melbourne's tram art of 1978–1993 – opened in early December at the Victorian Archives building in North Melbourne. Those who can remember being captivated as trams swanned by, gaily daubed by gifted local artists of the time will enjoy another trip down memory lane. The likes of Michael Leunig, the late Howard Arkley or Reg Mombassa (to name only three) are featured. The exhibition has attracted considerable media attention.

The legendary Ned Kelly continues to fascinate Australians. PROV launched the website Ned Online (*nedonline.imagineering.net.au*) in December, presenting a thematic overview of the records, as well as high-resolution copies of the records themselves. The PROV's 'Kelly Collection' has recently been valued by Christies Australia at $16 million.

The collection, in five series according to originating agency (eg Police), has been artificially formed into what is now a supremely valuable collection. There are many Kelly Gang related records elsewhere in the PROV holdings.

Users

There were 11 518 search room visitors from June to December 2001. Of these, 2148 were first-time clients. There were 26 513 telephone reference inquiries, and more than 45 000 copies of records and plans were produced. Issues Office issued 32 462 records from June to December, to researchers and agencies.

Scandinavian Archivists visit Victorian Archives building

A large contingent of Scandinavian archivists, mostly from Norway, visited the new Victorian Archives building in North Melbourne in January. More familiar with archives in older buildings, they remarked favourably on PROV's modern storage facilities and controlled environment. For the rest of their one-day visit, they were treated to a round of tutorials on various PROV programs including VERS.

Queensland State Archives

Correspondent: Jörn Harbeck

The Public Records Bill 2001 was tabled in the Queensland Parliament on 12 December 2001, with the debate expected to take place in the Legislative Assembly in April 2002.

State Archivist Janet Prowse will be holding quarterly morning tea meetings with researchers. This is an opportunity for the State Archivist to inform public clients about topics of interest and for researchers to raise issues of concern. A morning tea was held on 14 February with 30 researchers attending.

QSA hosted the half-yearly Council of Federal, State and Territory Archives (COFSTA) meeting on 8 March. In attendance were the State Archivists, the Director-General of the National Archives with the Chief Archivist of New Zealand and the President of the Australian Society of Archivists (ASA) attending as observers. The Minister for Innovation and Information Economy the Hon. Paul Lucas hosted a dinner for COFSTA members at Parliament House on 7 March 2002.

Staff positions

The position of Manager, Government Records Services has now been filled with a permanent appointment. The Recordkeeping Policy Unit Policy has recruited a temporary officer whose prime responsibilities will be overseeing the implementation of Information Standards 40 (Recordkeeping) and 41 (Managing Technology Dependent Records). The Public Access Unit has engaged 14 temporary staff for an indexing project of immigration records.

Recordkeeping policy

The Recordkeeping Policy Unit has developed strategic and operational implementation plans and workbooks for agencies to assist with the implementation of Information Standards 40 and 41. Information Standard 31 (Retention and Disposal of Government Information) is now under review. The Policy Unit has been analysing data from the responses to the whole-of-government recordkeeping survey undertaken last year.

This data will be useful in monitoring agencies' compliance with the new legislation. The unit is also finalising the Queensland Government functions thesaurus and, in conjunction with ScreenSound Australia, is developing a strategy to improve the management of government audiovisual records.

Government records service

The Government Records Services Unit is undertaking a project in conjunction with the Supreme District Courts in Brisbane. A working group with representatives from

the courts and QSA was formed to address the issues associated with the long-term storage and management of permanent records held by the courts.

QSA has recently received a transfer of Supreme Court records, including registers of ecclesiastical files (1857–1982) as well as indexes to intestacies and divorces. These records are significant because all intestacy files (with a few exceptions) dating from 1946 to 1968 and will files for 1955 to 1956 were destroyed in a fire at the Supreme Court; these registers and indexes constitute the only surviving record.

Public access

The Public Search Room at QSA is as busy as ever, serving an average of 40 researchers every day. Most researchers spend the whole day in the search room, keeping reference archivists on their toes.

QSA has begun its series of joint seminars with the Brisbane Office of the National Archives and the John Oxley Library. The first seminar in this series on postal records was held at the National Archives on 16 February 2002.

Among the new publications prepared by the Public Access Unit is a 'Signpost' on records relating to the Sunshine Coast. Other publications in the Signpost series currently being prepared include guides to records relating to Papua New Guinea, the Capricornia Coast and Innisfail. Public Access staff are currently preparing a new display on outback Queensland to mark the celebration of the Year of the Outback.

Temporary staff are currently engaged in compiling indexes to Immigration records 1860 to 1885, for publication on QSA's website. Other indexes compiled include Justices of the Peace 1857–80, Land selections 1866–85 for Beenleigh, Mackay, Augathella, Burketown and an index to selected Railway Department plans.

Preservation services

A staff member from Preservation Services attended the 5th Conference of the International Council for Biodeterioration of Cultural Property from 12 to 14 November 2001. The conference was hosted by the Australian Institute for the Conservation of Cultural Material (AICCM) and the Australian Museum. It highlighted current trends and practices in Integrated Pest Management (IPM). Improvements to QSA's IPM program will be implemented where appropriate.

The Preservation Services Unit has developed a Preservation Policy paper. Two key issues identified were the need for a preservation assessment survey of QSA's holdings. QSA purchased a database from the National Preservation Office (UK and Ireland) to manage the project.

This will entail selecting 400 sample records from QSA's nine repositories and two microfilm vaults and assessing their overall condition. Another strategy to ensure the

long-term preservation of QSA's holdings will be the repackaging of all older records into archival quality boxes and paper.

Preservation Services are also assisting in QSA's digital archive project, which will control the accessibility of digital images created by the Reprography Section. QSA purchased two new hybrid scanner/microfilm machines, which allow for the simultaneous scanning and microfilming of records. As these machines are the first to be purchased in Australia, the Manager of Preservation Services has hosted numerous inspections from other collecting institutions from around Australia.

State Library of South Australia

Correspondent: Mary Ryan

The State Library redevelopment continues on track for a 2003 Library re-opening and the staff from Mortlock Library have settled in at the Netley complex. Having collections divided between two locations has been challenging but the provision of a twice-daily retrieval service between sites has helped alleviate the situation.

Another round of redundancy packages was offered by the Library in the second half of 2001 and, as a result, the Archival Unit lost another staff member with the departure of Jenny Tonkin, who for many years curated the valuable Mountford anthropological collection. Another staff member has taken a year's leave of absence to manage an historical archive at the Royal Adelaide Hospital.

Work on backlog processing projects continues although slowed by the depletion in staff numbers. Recently processed items and groups include an account from Robert Carr Junior, undertaker of Port Adelaide for the funeral of John Davidson Pennington at Alberton Cemetery, January 1861.

This quirky accession gives a fascinating account of 19th century funeral practices giving detailed information about coffin decoration, crepe-banded hats and even the plumes for the horses!

World War Two items recently processed include two separate poems by soldiers Pat Nicol and Marlow Kimber which give an insight into life at the front. In addition, a collection of humorous sketches done by former Loveday Internment Camp serviceman John Treloar shows personnel who worked there during the war.

The migrant experience is related in the journal of Bulgarian-born Vassil Staiff who was a pioneer market gardener near Murray Bridge. Also of interest is the correspondence (much of it awaiting translation) of Latvian Katrin Rubasko who came to Australia in 1937 and who facilitated her family's migration to Australia from displaced persons camps after the war.Of interest in business records is the Oldfields Bakery group spanning a period of nearly 40 years.

Interviews have been recorded with both John Dowie and Silvio Apponyi, sculptors of renown, in a joint project with the National Library, 'Eminent Australians'. Interviews have also been conducted with the South Australian Homebuilders Association, in association with the University of South Australia.

Ten interviews with South Australian women who have received Queens Birthday or Australia Day Honours, in a wide range of community service areas, will be available shortly. Also, funding has been received from the Department of Veterans Affairs for interviews for the State Library's project 'South Australians at War'. Interviews will be conducted with veterans of Korea, Malaya, Vietnam and the East Timor peacekeepers.

State Records, New South Wales

Correspondent: Martyn Killion

Western Sydney Records Centre

A three-year capital works program at the Western Sydney Records Centre has been completed. The program has resulted in major improvements in State Records' capacity to preserve the growing State archives collection and promote its use and includes:

- an expanded and refurbished reading room seating 65 readers, reopened in February 2002;

- a state of the art conservation laboratory, with associated archives processing areas and staff accommodation, competed in 2001; and

- a climate-controlled archives storage building with a capacity of nearly 80 000 linear metres, completed in 2000.

Improving records management in public health and local government

Between September and November 2001, State Records carried out training for the public health sector across New South Wales. This marked the final phase of a three-year briefing program for all jurisdictions on the *State Records Act 1998*. The training focused on familiarising participants with their responsibilities under the Act and its practical implementation across the jurisdiction. Records management training for local government was also included in the program to take full advantage of our staff being in regional areas of the State. Around 500 people attended the courses, which were held in 13 different locations, from Cooma to Lismore and Sydney to Broken Hill.

In preparation for the training, State Records conducted its first survey of records management programs and practices in the public health sector, with a report of aggregate results released in February 2002. A functions-based thesaurus for local government, *Keyword for Councils*, was released in August 2001.

Guidelines on better recordkeeping

In October 2001, the New South Wales Ombudsman, Bruce Barbour, launched a new set of online guidelines from State Records called *Create and Capture: Guidelines on Better Recordkeeping*. The guidelines promote a range of strategies for fostering and promoting the creation and capture of records into the corporate record and include a number of practical tools that can be used by records managers to improve recordkeeping in their organisations.

Meeting the needs of Indigenous researchers

State Records' Indigenous consultancy project, reported in the previous issue, was completed in December 2001. A range of strategies recommended in the project report will be implemented in 2002.

Community involvement

State Records, in consultation with Lebanese and Sinhalese community groups, provided seminars and hosted displays of photographs and cultural artefacts exploring histories of these communities in Australia.

State Records' first official involvement in the Sydney Gay and Lesbian Mardi Gras Festival took place in February 2002. *Skeletons in the Closet* took a light-hearted but informative look at records revealing gay and lesbian life in 19th century New South Wales.

New on our website

A number of resources have been added to our website including indexes to the 1841 Census and Sydney Bench of Magistrates records, 1788–1820, the Surveyor General's select list of maps and plans and the entire index to the Colonial Secretary's Papers, 1788–1825. In addition, members of the public are able to apply online for a reader's ticket and order a small number of records prior to visiting our reading rooms.

The latest online exhibition – *Around The Rugged Rocks* – showcases the history of The Rocks area. This is the oldest area of European settlement in Australia and the exhibition includes images of some of the earliest records from the State archives. Further information is available at *www.records.nsw.gov.au*.

State Records Office of Western Australia

Correspondent: Martin Fordham

State Records Act 2000

Proclamation of the remaining sections of the *State Records Act 2000*, and the *State Records (Consequential Provisions) Act 2000*, were published in the WA Government

Gazette on 30 November 2001. The Principles and Standards established by the State Records Commission under Section 61 of the Act were published in the WA Government Gazette on 5 March 2002.

The Principles and Standards and the State Records Office website (*www.sro.wa.gov.au*) were launched by the Hon. Sheila McHale, MLA Minister for Community Development, Women's Interests, Seniors and Youth, Disability Services, Culture and the Arts, on 6 March.

On 12 March, the State Records Office held the first of 16 seminars to be held throughout WA to inform government organisations of their obligations under the Act and to advise them on the preparation of recordkeeping plans. More than 900 government officers will be attending the sessions.

The State Records Commission has established the State Records Advisory Committee (SRAC) to advise the Commission in regard to the disposal of government records. Membership includes representatives from the Law Society of WA, Australian Society of Archivists, Records & Information Management Liaison Group, Institute of Information Management, Department of Indigenous Affairs, Local Government Records Management Group, Records Management Association of Australia (WA), Public Sector Chief Executive Officers, and the Local Government Managers Association. Rules for the conduct of meetings have been drafted and will be revisited following input from SRAC members at the first meeting held in May 2002.

The Commissioners are conscious of the need to inform stakeholders of the Commission's activities. Therefore, news items from each meeting will be reported via the State Records Office's website, various industry listservs, and newsletters and journals of relevant interest groups.

University of Melbourne Archives

Correspondents: Elizabeth Agostino

Various sources of external funding allowed Archives staff to work on a number of projects and joint ventures last year, providing also the opportunity to work more closely than usual with peers, colleagues and other professionals. Within the University specifically, the Archives has been involved with student orientation tours and talks, and staff have contributed to undergraduate curricula through the development of archives-specific assessment tasks.

Documenting Australian Business

In November the Archives held a successful day-long forum, 'Business Archives: Collecting for the Future', as part of its Mapping Business Archives Project. The forum allowed the Archives to canvas users of business archives about the types of

business records they have or might wish to use. The twelve invited participants included historians and archivists from other institutions. The forum was held to coincide with the visit to Melbourne of Stephen Salmon, Business Archivist at the National Archives of Canada, who gave the keynote address. Other speakers included business, economic and labour historians, each of whom spoke about their research using business archives and gave their views on businesses or industrial sectors whose records they regard as most essential to preserve. A round-table discussion took place around the issues raised. The forum provided us with much useful information from the research coalface for the Mapping Business Archives Project which UMA has been conducting for the past year.

Australian Trade Union Heritage Gateway project

Work on the ARC-funded project, Australian Trade Union Archives, wound up in February. The project has produced a website at *www.atua.org.au* that links information on more than 1 600 trade unions, employer bodies, their respective peak bodies and individuals involved in the trade union movement with descriptions of more than 1 400 archival holdings and 500 bibliographic entries of published resources. Over the next 12 to 18 months, it is expected that the number of entities and the descriptions of archives will continue to grow. At present the major proportion of the entities are those that have been or are registered under Federal industrial legislation. The partners to the project are now looking at how it can be expanded to include state registered unions and nineteenth-century unions.

Keys to the Past

Last year, the Archives was awarded $10 000 under the 150th Anniversary Small Projects Program Grant to assist with preparations for the University of Melbourne's sesquicentenary in 2003. The funding is being used to support an internal project entitled 'Keys to the Past' aimed at enhancing awareness across the University and in the community of the wealth of resources in the Archives relating to the University's foundation and history. Under the supervision of Archives staff, consultant historian Dr Carolyn Rassmussen is preparing an annotated and illustrated checklist of key documents and other material.

Computerised finding aids

At the end of 2001, more than 50 000 individual items from listings had been entered into the custom-designed and -constructed database. Data entry is expected to continue throughout this year with the goal of having at least 30 lists online and fully searchable, initially for internal reference work, but eventually, as the project expands and the database has been properly tested, for public use.

University of Queensland Archives and the Fryer Library

Correspondent: Eileen Boyldew

Last year a change was made to the management structure within the University of Queensland Library that directly affected the University Archives. Management of the Archives was merged with management of the Fryer Library, the special collections division of the Library. While each remains a separate entity, with separate collection control, storage areas and reading rooms, it was hoped through their joint management to achieve efficiencies of scale. Both the Fryer Library and the Archives hold original material and the same type of expertise is required in both to bring this material under intellectual control and to assist researchers. Because of the common elements in their operations, it was concluded that managing them under the one regime would achieve more effective outcomes for students and other researchers.

Nearly one year later, it seems legitimate to ask whether the benefits envisaged from joint management have eventuated. As the manager concerned, I believe they have begun to be realised. To clients who use both collections, a more seamless operation is presented, despite the different locations. Staff from Fryer now fill in when Archives staff are on leave. They have had to be trained to do this, resulting in a greater mass of knowledge about how the Archives operates amongst Library staff. It is no longer something unknown and mysterious. When original material is offered, I can decide whether it should be accepted, and if so whether by the Archives or the Fryer Library on the basis of objective criteria; previously, whichever entity received the offer tended to accept the material.

Restricted staffing resources have prevented extensive gains being made, although the creation of an additional two positions in December 2001 gives promise of more developmental work being able to be done this year. Digitisation, along with an archives and manuscript management system, and making more finding aids accessible through the Internet are on our agenda for 2002.