

## News Notes

Edited by Helen Morgan

### City of Sydney Archives

*Correspondent: Mark Stevens*

This report covers the year ending 30 June 2002. The table below shows the levels of demand to which we responded during the year. Please note that the figures for earlier years shown in italics have been corrected from our previous news notes.

Item	2000	2001	2002
Lending transactions to Council officers	7 434	7 997	12 108
Records accessioned or destroyed (metres)	407	812	1 334
Responses to written research enquiries	1 388	<i>1 490</i>	1 436
Research visits	1 085	1 110	1 234
Records in custody at end of the year (metres)	<i>6 745</i>	<i>6 814</i>	7 116

The increase of 51% in loans of records to Council officers follows the decision to transfer planning records (files and plans) to archives without any intermediate or 'semi-current' period. This has been driven purely by accommodation planning decisions by the Council, not by records management imperatives. We will have to consider options for reducing public services if the high level of demand continues.

Staff numbers remained at four full-time equivalent (FTE) throughout the year. The volunteer group was maintained at around thirty members (equivalent to three FTE), undertaking a variety of data entry and processing tasks. Mainly as a result of their activities, 129,000 of the estimated two million identifiable items in the archives are now listed electronically, though not yet all in catalogues available to the public.

In the first full year for which our webpages (including online catalogues) have been available, we recorded 40,158 default page views and 575,806 page views in total, generating 18% of all public access traffic on the Council's website. The URL is [www.cityofsydney.nsw.gov.au/hs\\_archives.asp](http://www.cityofsydney.nsw.gov.au/hs_archives.asp)

An addition to our online resources this year was our website on the history and archival records of Newtown, a suburb in the inner west of Sydney. We have inherited the surviving early municipal records of Newtown, although it is no longer part of the City of Sydney. Members of our volunteer group have designed this site and are adding content, including the Minutes of Newtown Council (from 1863) and the Newtown pages of Sands Business Directory (from 1858).



Archivist Diana Schlicht assisting a researcher who requires access to records of a city building site. Diana's previous experience as a manager in the Department of Public Works is a big help in connecting with clients who need access to site and building information for commercial purposes. This group comprises close to 50% of our public access demand and generates the great bulk of our annual revenue.

Voice-activated software and optical character recognition (OCR) are being used to import the data as searchable files. The site has been a big hit with the public (going by the number of visits it receives, and the enthusiastic emails) and it has been selected for preservation by the State Library as part of the Pandora project. The URL is *www.sydneyarchives.info/newtown*.

As a contribution to the Centenary of Federation celebrations, the Archives curated *Picture This*, an exhibition of posters in the street furniture advertising spaces along Martin Place, during the second half of September 2001. The posters featured early views of Martin Place, positioned so viewers could compare the views shown in the posters with today's perspectives. We continued to add to our photographic holdings of contemporary Sydney by purchasing the photographs taken by Gary Deirmendjian for his book *Sydney Sandstone* (Craftsman House, Sydney, 2002).

We were not able to have our building and development plans database 'Alan' made available from the web, as foreshadowed last year. This remains unfinished business. Along with the much-needed project to review all our Tabularium entities at ambient, provenance and records-series levels (also mentioned previously) it may remain out of reach for a while yet. Once again the prospect has arisen of local government boundary changes for Sydney, and assistance with implementation of a new Electronic Document Retrieval Management System (EDRMS) is also likely to be a big-time item in the months to come.

## **Edith Cowan University, School of Computer and Information Science**

*Correspondents: Karen Anderson and Mark Brogan*

### **Recordkeeping in a Digital World seminar**

The Annual ICA-Section on Archival Education (ICA-SAE) Steering Committee Meeting for 2002 was held in Perth at ECU on 9-10 August 2002. Visiting members of the committee presented a very well-received half-day seminar giving international perspectives on 'Recordkeeping in a Digital World' on 8 August at the Alexander Library Theatre. Presentations showcased recent research on the digital revolution and its implications for archival education. Theo Thomassen of The Netherlands Institute for Archival Education and Research spoke about using a research program to develop digital access to the Archives of the States General to inform archival and information science education programs in the Netherlands. Anne Gilliland-Swetland of the University of California at Los Angeles shared her recent research explorations of the changing expectations of archival graduates and how these might be satisfied in archival education programs. Hans

Scheurkogel, also of The Netherlands Institute for Archival Education and Research, discussed the place of recordkeeping competencies in professional education in a paper 'Will The Twain Ever Meet? Archival Education Versus Archival Practice'. Caroline Williams, Director of the Liverpool University Centre for Archive Studies (LUCAS) gave insights into the complexities and opportunities in recordkeeping in the UK presented by new legislation and the government agenda for e-business. Silvia Schenkolewski-Kroll of The Hebrew University of Jerusalem outlined thesaurus building-initiatives to improve access to Israeli archives. Wang Jian of the Archives College, Renmin University of China spoke on electronic recordkeeping education initiatives in China. Larry Eiring, Chairman of the ARMA International (The Association for Information Professionals) board outlined the attributes required of the Information Professional of the 21st Century and the challenges in acquiring them. The Seminar was an initiative of the President of the Section on Archival Education, Karen Anderson and the State Records Office. A program for the seminar is available on the ICA web site at [www.ica-sae.org](http://www.ica-sae.org).

### ECU and Renmin University forge a new recordkeeping education relationship

The School of Computer and Information Science (SCIS) at Edith Cowan University is pleased to announce an initiative for closer cooperation in archival education and research programs between SCIS and the Archives College of Renmin University in Beijing. This Memorandum of Understanding was signed while Professor Feng Huiling, Vice President of Renmin University and Dean of the Archives College, and Ms Wang Jian, Assistant Dean of the Archives College were in Perth for the ICA-SAE meetings.

### Recordkeeping Educators' Forum 2002

The ICA-SAE group travelled to Sydney to participate in the Recordkeeping Educators' Forum on 14 August, held at the Sydney Town Hall. They discussed current and future challenges for recordkeeping education in their home countries, before hearing a presentation by Sue McKemmish and Anne Gilliland-Swetland on research strategies and methodologies appropriate to the recordkeeping field. A highlight of the morning was a demonstration by Kandy-Jane Henderson and Ann Pederson about the educational initiative of the John Curtin Prime Ministerial Library in developing the website 'Understanding Society Through its Records' ([john.curtin.edu.au/society](http://john.curtin.edu.au/society)). The afternoon was devoted to lively discussions facilitated by Sue McKemmish, Anne Picot and Barbara Reed about understanding the market challenges for professional education and what directions the profession



should take. Curriculum content, competencies and course recognition were just a few of the topics canvassed by the group of forty participants.

### Master of Information and Knowledge Management

A new professional Masters program in Information and Knowledge Management commenced at ECU in February. The program is notable for inclusion of recordkeeping studies content at program core and elective levels. The core also places emphasis on the acquisition of IT knowledge and skills required to manage organisational memory in electronic form. The NETg suite of e-learning materials is used for instruction in XML. NETg provides students with the opportunity to access quality online courses on data mining, warehousing and other facets of knowledge management and knowledge computing.

### Geelong Heritage Centre

*Correspondent: Norman Houghton*

The former Geelong Historical Records Centre was renamed the Geelong Heritage Centre in July 2002 as part of a strategic repositioning. The management committee desired a new name to reflect the current range and possible future activities of the Centre.

A new chairperson, Cr Tony Ansett of the City of Greater Geelong, has set a suite of objectives for the future and has secured over \$150,000 in City funds for capital renewal and refurbishment works, shelving and equipment. Cr Ansett has been a long time user of the Centre and thoroughly understands the role and nature of a regional archives and research facility. A support group has also been formed to assist with fundraising for specific projects, to engage in lobbying, to organise social events and to help with occasional Open Days on Sundays.

The Centre continues to be a popular community facility, handling 30 to 50 clients per day, and receiving regular intakes of records. The Centre has been collecting a large quantity of municipal records from Geelong and District and now has the records of 17 past and present municipalities ranging from 1850 to 1993. The processing task has been a huge undertaking and the quantities involved prompted a thorough review of cataloguing and finding aids and the resulting construction of a new collections database.

A recent acquisition was the Volum Collection of twentieth century shipping resources, a vast accumulation of reference books, ship photographs and shipping journals. Bill Volum was Geelong born and bred (although he left Geelong many years ago) and became a world authority on twentieth century shipping. On Bill's

death his executors sought a suitable home for the collection and decided on Geelong.

## John Curtin Prime Ministerial Library

*Correspondent: Lesley Carman-Brown*

Anniversary lecture

The 2002 John Curtin Prime Ministerial Library Anniversary Lecture was delivered by the Hon. Paul Keating on 5 July. The former prime minister gave a challenging and thoughtful lecture examining political leadership during Curtin's prime ministership and contrasting Curtin's world with present day affairs, particularly the role of the United States within world affairs. As Mr Keating said:

Leaders are significant in history. There is more to history than the determinism of events; personalities do matter, the scope of their minds matters, their courage matters, their capacity to make people believe, matters. And leaders carry that singular burden, responsibility. Being trustee of the nation's safety and its future directions, and the pressure that that involves, makes a leader's thought processes different from other ministers or officials.

The lecture was extremely popular and the JCPML has made a transcript and video of the speech available through its website. Mr Keating was introduced by the Hon. Gough Whitlam, JCPML Foundation Patron, and the lecture was widely reported through national and also international media.

Digital news

In May 2002, the JCPML website was chosen for inclusion in PANDORA (Preserving and Accessing Networked Documentary Resources of Australia). PANDORA is a digital archive ([pandora.nla.gov.au](http://pandora.nla.gov.au)) established by the National Library of Australia and dedicated to the preservation of and long-term access to Australian online publications of national significance. Pandora plans to archive the JCPML site on a yearly basis.

Two new digital resources were also launched in April and June this year:

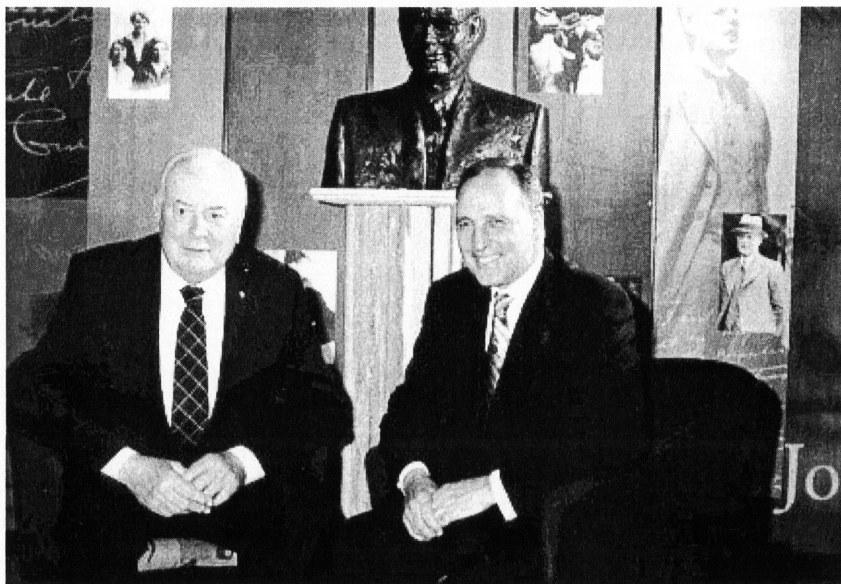
*On Track: Curtin's Railway Journeys* was inspired by the recent refurbishment of the Prince of Wales carriage in which John Curtin travelled as prime minister. As he never learned to drive and disliked flying, travelling by rail became a way of life for him in his journeys around the city and between Perth and the rest of the country. During

his time as prime minister, the Prince of Wales carriage became not only a means of travel for him but also a mobile office and a refuge. The resource explores his railway trips between 1918 until his death in 1945.

*War & Peace, Rationing & Rebuilding* explores what it was like to live in John Curtin's home community of Cottesloe, a beachside suburb of Perth, in the 1940s, as Australia moved from wartime privations to peace and growing prosperity. Covering everything from getting around, keeping in touch, school, work and having fun, this resource contains a wealth of information, plenty of anecdotes and images and online activities for the adventurous.

### Exhibitions

Planning is well underway for *John Curtin's Legacy: Leading Australia from war to peace*, JCPML's first major exhibition curated in-house. The exhibition will examine the social, economic and political changes arising from Australia's participation in World War II. John Curtin's legacy to contemporary Australian politics arises from his stance as a leader with a firm focus on Australian



Gough Whitlam and Paul Keating visit the John Curtin Prime Ministerial Library for the Anniversary Lecture, 5 July 2002.

independence, his ideas for social welfare in the postwar economy and his emphasis on Federal control. The exhibition focuses on the years 1942 to 1951. It will also form a major part of the JCPML's school education program as well as being open to the public. A number of institutions will be contributing material to the exhibition including the Australian War Memorial, the National Archives of Australia and the National Library of Australia.

#### Collaboration wins award

The JCPML is collaborating with the Perth Theatre Company (PTC) to bring to life aspects of John Curtin's wartime prime ministership. Well-known playwrights George Blazevic and Ingle Knight have written a script about the crucial relationship between Curtin and General Douglas MacArthur. The play will open in Perth in 2003 and tour to Canberra to be staged at the Australian War Memorial.

In recognition of the collaboration between JCPML and PTC, the JCPML was presented with a WA State Arts Sponsorship Scheme Prestige Award for *Best Industry Initiative Patron for 2000/2001*. The awards give recognition to corporate sector sponsorship of the arts and over 100 nominations were received for the six Prestige Awards.

## Monash University, School of Information Management and Systems

*Correspondent: Fiona Ross*

A number of major research projects including 'Electronic Health Records: Achieving an Effective and Ethical Legal and Recordkeeping Framework' and 'Breast Cancer Knowledge Online', both discussed in the last edition of News Notes, are proceeding well and will continue throughout 2003. Five PhD students are also researching within the archives and records field:

- Frank Upward's thesis, 'The Records Continuum as a Way of Thinking and Operating', consolidates much of his work over recent years in exploring and articulating records continuum theory and models.
- Gillian Oliver's thesis, 'Information Management and Culture: A Comparative Study', examines the interaction between national, corporate and occupational culture and the management of information. Her research is based around four case studies in Germany, Hong Kong, New Zealand and Australia.
- Livia Iacovino is completing a thesis titled 'The Ethical-Legal Framework of Recordkeeping: Conceptual and Practical Perspectives'.

- Kate Cumming's thesis builds on her work with Monash's Recordkeeping Metadata Research Project, conducted between 1998 and 2000. In particular she is developing a classification of recordkeeping metadata by purpose, and using the SPIRT Recordkeeping Metadata Schema as a framework for developing 'metamaps' which map the relationships between the elements of a range of recordkeeping metadata and archival descriptive standards.
- David Foott is extending recent descriptive and recordkeeping metadata research in a thesis titled 'Past, Current and Future Applications of Metadata to Ephemera'.

Our major postgraduate program – the Master of Information Management and Systems (MIMS) – is currently being reviewed as part of a regular course review cycle. Now in its fourth year, MIMS caters 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 recordkeeping and archiving.

During the second half of 2002 the School will be seeking input into the review from the ASA and a range of employers and industry and professional representatives in the archives and records communities.

## **National Archives of Australia**

*Correspondent: David Swift*

### **Family History Fairs**

About 530 people attended the fourth annual Family History Fair at the National Archives in Canberra on 14 April 2002. The Fair was organised jointly by the Archives and the Heraldry and Genealogy Society of Canberra as part of the ACT Heritage Festival. More than 1500 people attended the Family History Fair held at our Perth Office on 24 March, jointly run by the Archives and the Western Australian Genealogical Society Inc (WAGS). A highlight of the Fair was guest speaker, UK genealogy expert Michael Gandy.

### **Regional tours**

In April, Fiona Burn and Kerrie Jarvis with Lindsay Allen (State Records NSW) travelled 1055 km to speak to 251 people from 21 separate communities in Mudgee, Dubbo, Forbes, Orange and Bathurst during the National Trust Heritage Festival 'Bridging the Divide'. Also in April, Greg Cope, Nola Fulwood

(Queensland State Archives) and Niles Elvery (John Oxley Library) travelled 500 km to speak to family history groups in Dalby, Toowoomba and Roma about the holdings of the three organisations.

### Digitisation

In 2001-02, the Archives received 37,340 requests for digital copies and loaded 1,148,406 pages of collection material to our website. The service is proving a viable means of delivering faster, cheaper and more equitable access to the collection for all Australians.

### Service Charter

The Archives Service Charter, which sets out the standards of service people can expect from the Archives, was reviewed during 2001-02. Comments were sought from archival and cultural institutions, genealogical and historical societies, researchers and visitors. The revised Charter was issued in June. The Archives established a dedicated email address, [yourcomments@naa.gov.au](mailto:yourcomments@naa.gov.au), for receiving comments, complaints and suggestions, and introduced an online client survey. The Charter is available from all Archives offices and on our website.

### Personal records

We have reissued the Personal Records Manual, which defines the Archives target group and what we collect from them. Personal records are being reviewed against the current collection policy. Significant collections received in 2001-02 include records from the Hon. Kim Beazley, Hon. Jim Cairns, Christabel Chamarette, Hon. Tim Fischer, Hon. Malcolm Fraser, Hon. John Howard, Hon. Jackie Kelly, Hon. Jocelyn Newman, Hon. Philip Ruddock, and Rt Hon. Ian Sinclair.

### Publications

Leading architect Professor Philip Cox AO launched *Canberra following Griffin: A Design History of Australia's National Capital* by the late Paul Reid on 23 May in the Treasures Gallery. On 27 May James Weirick, Professor of Landscape Architecture at the University of New South Wales, launched the book in Sydney at an event held jointly with the Royal Australian Institute of Architects. This richly illustrated 400-page book was released in April, together with *A Vision Splendid: How the Griffins Imagined Australia's National Capital*, a 32-page booklet, to coincide with the opening of the Griffin exhibition in our Canberra gallery.

### Archives portal

The Archives of Australia website ([www.archivenet.gov.au](http://www.archivenet.gov.au)) is maintained by the National Archives for all archives in Australia, and suggested new links are welcome. All hosted sites from the defunct 'Create Your Own Website' section have found new hosts and users are being redirected.

### *DIRKS Database: Documenting DIRKS Analysis*

In April the Archives released a purpose-built software tool to support the implementation of *DIRKS: A Strategic Approach to Business Information* in Commonwealth agencies. *DIRKS Database: Documenting DIRKS Analysis* will help agencies to manage and document the analysis they undertake during steps A to C of the DIRKS process. The Archives has offered COFSTA organisations a copy of the database for evaluation purposes, with a view to investigating the development of a generic version.

### New Australian Standard for Records Management

The National Archives is pleased to announce its formal endorsement of the new Australian Standard for Records Management AS ISO 15489–2002 for use in the Commonwealth jurisdiction. This endorsement covers both parts of the standard – Part 1: General, principles and policy framework and Part 2: Guidelines, technical detail and implementation guidance.

The new Standard is based significantly on the groundbreaking Australian Standard AS 4390–1996: Records Management and represents international best practice. The International Organization for Standardization (ISO) officially launched ISO 15489 in October 2001 and in March 2002 Standards Australia withdrew AS 4390 and replaced it with AS ISO 15489. Further information about the new Standard is provided in Archives Advice 58 available on our website.

### ANAO report on recordkeeping

The Australian National Audit Office (ANAO) tabled its Assurance and Control Assessment Audit of recordkeeping in four Commonwealth agencies on 1 May 2002. The audit assessed whether agency recordkeeping policies, systems and processes accorded with requirements under the *Archives Act 1983*, relevant government policies, and accepted standards and principles; and identified better practices and recommended improvements. The Auditor-General found that none of the agencies reviewed fully satisfied the audit criteria. The report made six recommendations to improve Commonwealth agency recordkeeping. The report (No. 45, 2001–02) is available on the ANAO's website. Following the tabling,

Archives staff presented a series of seminars in conjunction with the Audit Office to promote awareness and understanding of the report. A second round of agency recordkeeping audits will be conducted during 2002-03.

### State of the Service report

The Archives cooperated with the Public Service and Merit Protection Commission in preparing recordkeeping questions for the 2002 *State of the Service* survey. Data from this survey in addition to the findings of the recordkeeping audit will be invaluable to the Archives in planning future strategies and priorities for supporting and promoting good government recordkeeping.

### Guidelines for developing a recordkeeping policy

One of the recommendations in the Auditor-General's report was that agencies should develop and implement a corporate-wide recordkeeping policy. To assist in this task the Archives has produced guidelines for agencies that explain why a recordkeeping policy is essential and to explore the issues that agencies should be aware of when developing and implementing a policy. Archives Advice 57 provides a brief introduction to the topic while the complete guidelines can be accessed from the Archives' website.

### 'Crossing Boundaries' with the Australian Historical Association

As part of the initiative to consult the community on appraisal, Archives' staff member Melissa Lawrence presented a paper at 'Crossing Boundaries', the biennial conference of the Australian Historical Association (AHA) held in Brisbane in July 2002. The paper was intended to facilitate professional relations between historians and archivists and to stimulate discussion. It detailed the Archives' appraisal methodology, reasons and expectations for the consultation initiative, recent experiences in consulting with the AHA Archives User Group, and the benefits of consultation to both professions.

## **Public Record Office Victoria**

*Correspondent: Molly Orme*

The Public Record Office Victoria (PROV) has been busy over the past few months with the introduction of an archive management system, the creation of the new Victorian Electronic Records Strategy (VERS) Centre of Excellence and a revived focus on the development of the new Reading Room at the Victorian Archives building.



'Archives@Victoria' website launch

*Archives@Victoria*, an online gateway to Victoria's archives went live on 29 April 2002. This new website is the public interface of PROV's new archive management system Archives One.

The *Archives@Victoria* website allows users to register as researchers, access research guides, search the catalogue, and place orders to view original records. PROV staff undertook a number of training sessions in this new system during March and April. Following the introduction of *Archives@Victoria* we have seen a marked increase in the traffic to our websites, with an increase of approximately 150 users visiting us each day compared with this time last year.

The Archives One system used by PROV was originally developed for the Queensland State Archives. The PROV version of Archives One has been developed over a two-year period in conjunction with the software company Technology One. Archives One replaces the existing PROV archival control and records issuing systems ARCHIE and SMART, which have given between them many years of faithful service. The Archives One system is now used by state archives and records institutions in Queensland, Tasmania and Victoria, and soon, South Australia. The main functional areas of the Archives One system include: repository management, issuing of records to users, user management, ordering records, registration of standards/guides, job management, accessioning, arrangement and description. Visit Archives@Victoria at [www.prov.vic.gov.au/archivesvictoria](http://www.prov.vic.gov.au/archivesvictoria).

## VERS@DOI

The first *VERS* implementation *VERS@DOI* (Department of Infrastructure) is now operational in the three pilot business units. The initial response to the system has been extremely positive, with users commenting on the system's user-friendliness and effectiveness. The Department expects to roll out the system to all business units by the end of 2002.

## Victorian Electronic Records Strategy (VERS)

In the Victorian State Government's May Budget \$8.2 million funding was granted to PROV to set up the VERS Centre of Excellence. The Centre will be housed at PROV and will oversee the implementation of an electronic records repository at the Victorian Archive building as well as providing advice, support, guidance and resources to other government agencies for VERS implementations. Seven staff have been appointed with Justine Heazlewood, former VERS Business Development Manager, as the Centre's new manager.

## Archives and Records Management Week (ARM Week)

Together with the Records Management Association of Australia, and the Australian Society of Archivists (Vic Branch), PROV was a proud sponsor of Archives and Records Management Week in Victoria, 24–30 May 2002. The various events making up the week celebrated the diverse activities of our industry and supported the continuing professional development of records and archives professionals.

All events were successful in terms of both attendance and management. Overall there were 307 registrations for the 10 events held during the week. A full report on ARM is available on the PROV website (*www.prov.vic.gov.au*).

### PROV records authority

Two new PROV records authorities were launched during ARM week. These were the *General Records Authority for Local Government Records*, launched on 28 May at the City of Port Phillip, and the new *PROV Authority for Records of Higher and Further Education Institutions*, launched on 30 May. These launches were a great success with forty-five participants mostly from the higher and further education sectors attending the Higher and Further Education Records Authority launch by Professor David Merrett of the Chair of the University of Melbourne Archives Committee.

### Plans for the development of a new reading room

Development of detailed plans for a new reading room to be constructed at the Victorian Archives building are under way. At this stage PROV will occupy the space currently held by the National Gallery of Victoria at the Archives building in the second half of 2003. The total area of the new reading room will be about 1,240 square metres, which is about two and a half times the size of the current Melbourne Archive Centre reading room.

### Victorian Koorie Records Taskforce

The past few months have been busy for the Victorian Koorie Records Taskforce. Forums were held in Echuca and Heywood (near Portland), and the Taskforce hosted a records access workshop at the Victorian Archives building. All these events continued the relationship building with the Koorie community and networking among record-holding agencies that the Taskforce began in 2001.

On National Sorry Day (26 May 2002) an announcement was made regarding the development of a new agency, the Victorian Stolen Generations Support Agency. The Victorian Koorie Records Taskforce will form part of this agency, and funds

previously committed by PROV will assist in its continuity. The proposed functions of the Victorian Stolen Generations support agency include support for a Stolen Generations network and regional/local self help groups, specialist counselling/healing programs and services, community education focused on supporting both individuals and communities through the process of reuniting, and referrals to Koorie records and Koorie Oral History Programs. The Stolen Generations initiative will complement existing work on records access and family history services.

### COFSTA Archival Statistics Survey 2002

The Council of Federal State and Territory Archives (COFSTA) has responsibility for collecting statistics on behalf of Australia's archival institutions. The 2002 statistical survey is being undertaken for COFSTA by PROV. The survey results, collected from 45 participating institutions, are available on the COFSTA website ([www.cofsta.org.au](http://www.cofsta.org.au)).

## Queensland State Archives

*Correspondent: Jörn Harbeck*

The Queensland *Public Records Act 2002* came into force on 1 July. On 4 July 2002, the Minister for Innovation and Information Economy, the Hon. Paul Lucas, visited QSA with several backbenchers for a policy round table to discuss current and future strategic projects and initiatives. Topics discussed included the *Public Records Act 2002*, Recordkeeping Information Standards IS40 (Recordkeeping) and IS41 (Managing Technology Dependent Records), improved recordkeeping advisory and training services to government clients, the forecasting of storage needs for records in all formats, and the management of e-records.

The Public Records Act charges QSA with the responsibility of facilitating improvements to government efficiency and accountability through better records management practices. The new legislation strengthens the role of QSA as the lead agency in developing and implementing standards for the management of public records of state and local government.

The Public Records Act also makes provisions for the establishment of a Public Records Review Committee, a body established to review disposal decisions and to resolve disputes between CEOs and the State Archivist. The legislation makes provisions for a new access regime to records transferred into the custody of QSA. It makes access principles consistent with the principles of the *Freedom of Information Act 1992*.

Under the Act public authorities are required to respond to a survey identifying records in their custody that are more than 25 years old, in order for QSA to promote public access to distributed archival government collections.

The State Archivist briefed CEOs across government on the Act and met with Information Commissioner David Bevan and his senior staff on 16 July 2002 to provide a briefing on the relationship between the Public Records Act and the *Freedom of Information Act 1992*. There was strong support for the need to develop greater collaboration between QSA and the Information Commissioner's office, especially in relation to improving public access to government information, arranging joint training and awareness sessions and providing input into published guidelines for government.

### Recordkeeping policy

QSA has now begun to evaluate the Strategic Recordkeeping Implementation Plans (SRIPs) that public authorities have submitted for endorsement. Agencies have to demonstrate that they comply with the principles of Information Standard 40 (Recordkeeping). Once SRIPs are endorsed, agencies will be required to prepare and submit Operational Recordkeeping Implementation Plans.

Staff from the Recordkeeping Policy Unit have travelled to Toowoomba, Stanthorpe, Rockhampton and Townsville to present information sessions and conduct workshops for government clients to assist them with completing their Strategic Recordkeeping Implementation Plans.

### Government Records Service (GRS)

The development of revised General Disposal Schedules for Administrative records is nearing completion. GRS will develop disposal schedules for Technical and Advanced Further Education (TAFE) College and general Local Government records. The recently established Court Records Working Group with representatives from the District and Supreme Courts has discussed the first draft of a retention and disposal schedule for operational records of the courts. Agreement has been reached to transfer 72 linear metres of court records, with an additional 105 linear metres to be transferred during the first quarter of 2003.

### Public access

In the first six months of 2002 reference archivists in the Public Search Room at QSA answered 10,230 reference queries. In July the total number of reference queries exceeded 2000. As part of NAIDOC Week activities the QSA mounted a display at the Musgrave Park Family Fun Day on 12 July 2002. Two reference

archivists informed interested people about resources available for tracing families. QSA has continued its series of joint seminars with the Brisbane office of the National Archives of Australia and the John Oxley Library. A 'What's new?' seminar, exploring newly available holdings and finding aids, was held at QSA on 20 July 2002.

Indexes recently added to the QSA website ([www.archives.qld.gov.au](http://www.archives.qld.gov.au)) include criminal depositions (Supreme Court, Brisbane), 1861-85, and an index to justices of the peace, 1857-80. A new publication in the Pathways series ready for publication is a guide to records relating to South Sea Islanders.

### Preservation Services

Preservation Services has completed its sample condition assessment of records of various formats from all holdings and is currently analysing the results from this survey. Among others records, cellulose acetate sheet negatives were identified as needing further assessment and treatment. The Digital Archive project is progressing with the scanning of various records. So far over 15,000 images have been created and this number is expected to be doubled by the end of 2002. Preservation staff are preparing exhibits for QSA's travelling *Year of the Outback* exhibition.

## State Library of South Australia

*Correspondent: Mary Ryan*

With less than a year to go until the State Library redevelopment is completed and with a new organisational structure now in place, staff in the Archival Unit face the challenges of relocations of both staff and collections. In the new functional organisational structure there are just 2.8 full-time equivalent staff - 'Archival Processing Officers' - reporting to the 'Archival Processing Coordinator'. Society Record Groups have been transferred back to their new location in North Terrace and some of the Business Record Groups will soon be joining them.

Among new groups processed are private record groups for Lancelot Eldin de Mole, who was involved in the development of the first Army 'tank' machine during World War I in England; and another for John (as opposed to Brigid!) Jones' diaries. These diaries give an insight into the nature of life on the road during the Depression years. Another record group details the life of a worker at General Motors-Holden at Elizabeth between 1957 and 1982.

New Society Record Groups include the Braeview Progress Association (in the O'Halloran Hill area), founded in 1969, and the Barossa Valley branch of the

Bacchus Club with records covering 50 years. Records of John Todd, blacksmith of Light Square, Adelaide, covering the period around the turn of the nineteenth century make up the State Library's most recent Business Record Group.

Under the organisational restructure the position of Oral History Officer, curator of the J D Somerville Oral History Collection, also ends. However, provision for state leadership in oral history is included in the new Archival Field Officer position in Collection Development.

The Somerville Collection continues to grow by about 350 hours of recordings each year, largely received from community-based interviewing programs provided with advice and technical assistance from the Oral History Officer.

Recent accessions include oral histories of the development of the Professional Historians Association, the work of a twentieth century missionary couple with the Adnymathanha Aboriginal community, Adelaide's Lady Gowrie Child Centre and Red Cross volunteers.

## State Records, New South Wales

*Correspondent: Martyn Killion*

### Archives and Records Management Week

Archives and Records Management (ARM) Week was marked for the first time in New South Wales in May and involved an exciting program of events. The highlight for State Records was an Open Day held at the Western Sydney Records Centre, featuring 'behind the scenes' tours of the facilities, talks on a range of topics and a sausage sizzle. We had over 500 visitors, 65% of whom had not visited State Records before.

### Making records future proof

As part of ARM Week, we launched new records management guidelines, *Future Proof: Ensuring the accessibility of equipment/technology dependent records*. The guidelines offer a range of strategies that can be applied by public sector bodies in different environments and to records in a variety of different formats, to ensure that equipment/technology dependent records remain accessible and usable for as long as they are needed.

The strategies are based on a framework of active management and include using recordkeeping metadata, migration, managing media, using technical standards, practising data management and using viewer/player technology. The guidelines are available on our website at [www.records.nsw.gov.au](http://www.records.nsw.gov.au).

### Countering disasters

In June, after extensive consultation across the NSW public sector, State Records approved a new standard under the *State Records Act 1998* on counter disaster strategies for records and recordkeeping systems. The standard sets minimum requirements for disaster preparedness in relation to all forms of records and recordkeeping systems and is supported by comprehensive practical guidance. The standard and guidelines are also available from our website.

### Digitisation news

One of the first projects in our digitisation program came to fruition with the release in August of the *Registry of Flash Men* website, centred on a journal documenting underworld life in 1840s Sydney, kept by William Augustus Miles, Superintendent, then Commissioner of Sydney Police, 1840-48. In addition to digitised images of the journal, the site features a full transcript, name and place indexes and a glossary of 'flash language'.

### Exhibitions

State Records has embarked on a new program to capture the community's imagination and build new audiences, under the direction of Creative Producer, Exhibitions and Marketing Projects, Susan Charlton. The program commenced in April with the launch of a new flagship magazine, *Vital Signs*, and an exhibition, *[art meets archive]*. The exhibition saw Sydney artists engage creatively with the idea of the archive and featured contemporary artworks juxtaposed with aspects of the State archives collection.

*Sydney: Resort of Thieves* opened in August, featuring the *Registry of Flash Men*. The exhibition explores themes of crime, the city, surveillance, language and the subterranean world of women revealed in the journal. A number of key artworks have been included in the installation to conjure up the images and storylines of the journal.

### Corporate Plan

A new Corporate Plan for the period 2002-05 has been developed by a cross-section of our staff and stakeholders. The plan articulates a new vision for State Records and sets key corporate goals for the next three years. The plan is available on our website.

## State Records Office of Western Australia

*Correspondent: Tom Reynolds*

In the last issue of News Notes our correspondent noted that the Hon. Sheila McHale, Minister for Culture and the Arts, presided over the public launch of recordkeeping principles and standards issued by the State Records Commission in early March 2002. The Commission is required under the *State Records Act 2000* to establish (and publish) six categories of principles and standards governing record keeping by government agencies. During the two months following the release of these standards staff of the State Records Office presented twenty information sessions on the implementation of these principles and standards. The sessions attracted 950 attendees from state and local government agencies. Seven of these information sessions were held in the Perth metropolitan area. The remaining sessions were held in twelve regional centers, including Kununurra in the East Kimberley and Esperance on the south east coast.

The State Records Act requires all government agencies that existed on 30 November 2001 (and remain extant) to submit a draft recordkeeping plan to the State Records Commission within two years of the standards being published, that is by March 2004. New agencies (including royal commissions) are required to submit a plan within six months of their creation date.

The State Records Office website was formally launched (along with the record keeping principles and standards) in March 2002 by the Minister for Culture and the Arts. The new site contains a wealth of information about the functions and activities of the Commission and the State Records Office. A collections guide online section offers the researcher eighteen subject guides that describe many of the more heavily used records series within the State archives collection. News items from meetings of the State Records Commission are also reported on the website. Recent additions to the site include the new recordkeeping principles and standards; a comprehensive index of names mentioned in files of the Chief Protector of Aborigines, 1898-1908; and the July 2002 issue of the State Records Office newsletter, *State of the Record*. The site address is [www.sro.wa.gov.au](http://www.sro.wa.gov.au).

On the first Monday in June 2002, which was Foundation Day in Western Australia, the Premier, Dr Geoff Gallop, presided over the launch of the 1971 Cabinet papers. This was the first official function marking the release of Western Australian Cabinet papers for a particular year. Cabinet papers that are more than thirty years old are available for public scrutiny at the State Records Office. Prior to the launch State Records Office staff compiled a guide to the 1971 papers, which includes an index to all Cabinet submissions for the year. At the Foundation Day



launch the Premier announced that a similar function to celebrate the release of Cabinet papers would be held henceforth on this day each year.

## St Vincent's Hospital, Melbourne

*Correspondent: Barbara Cytowicz*

Foundation of the archives

St Vincent's Hospital Melbourne was established by the Catholic religious order the Sisters of Charity in inner city Fitzroy in 1893 to cater for 'the Sick Poor of all denominations'.

The Sisters of Charity have long held a Congregational Archives in Potts Point NSW (see 'News Notes' in *Archives and Manuscripts*, November 2000 and May 2002). As the centenary of St Vincent's Hospital Melbourne approached there was increasing concern about the long-term preservation of hospital archival records, that without a designated archival repository important records would be dispersed and lost. Concern was heightened because this was a time of great organisational change. As the CEO expressed it:

...the early 1990s are watershed years in the history of St Vincent's Hospital. The transition from religious to lay management, the hospital's incorporation as a company, the organizational changes, the financial and efficiency reviews, the redevelopment [including the building of a new inpatients building] ... all of these are major events in the life of St Vincent's

*St Vincent's Staff Newsletter*, 8/8, December 1992.

The fact that a body of archival records survived this period of upheaval was in great part due to the efforts of a few individuals who were vitally interested in the Hospital's history. These included the former Deputy Medical Superintendent who was commissioned in 1988 to write the centenary history of the hospital and gathered records and recorded oral histories with a range of staff in the process. Another was a senior surgeon who helped to organise a centenary exhibition of St Vincent's photographs and collected material, and continues to do biographical work on some of St Vincent's surgeons of eminence.

In December 1993 the two archivists from the Sisters of Charity Archives in Sydney were invited to do a preliminary survey of semi-active and inactive records at St Vincent's Hospital. Their report included recommendations that 'the Hospital should take responsibility for the management of its archives' and 'the Hospital should engage the services of a consulting archivist to develop an archives management program' (Sister M. Genevieve Campbell and Guilaine Buckley,

Archives Management Project Investigation for St Vincent's Hospital Melbourne, 1993).

An archives committee was set up to respond to the recommendations of the archivists' report. This committee reported to the hospital's Executive Director and had representatives from senior medical, nursing and administrative staff and retired staff. Early work of the committee included identification of potential archival records and their whereabouts, discussion on staffing needs for an archives and administrative arrangements for space allocation.

Impetus towards the establishment of an archives increased in 1999 with the appointment of a former Sister Administrator of St Vincent's as Coordinator of Historical Records. A decommissioned ward (the former plastic surgery ward and before that psychiatric ward) was assigned as an archival base and from there Sister M. Genevieve worked her way progressively through the various hospital buildings, 'trawling' for archival records and shelving, cabinets, plan files, desks and other equipment to fit out the archives. She also undertook archives studies to ensure she had a theoretical base for her work.



St Vincent's Hospital, Melbourne, 1893.

Development of an archives also received a boost in 2000 with the issue of guiding principles for the retention of organisational records by the National Office of the Sisters of Charity Health Service.

In the same year, following the recommendations of the archives committee, St Vincent's Hospital Melbourne engaged a consultant to prepare a strategy and implementation plan for the archives. A key factor in the application of this plan was the appointment of an archivist. In December 2000 a consultant archivist was engaged to work alongside Sister M. Genevieve as the fitting out and equipping of the archives continued and surveying, sentencing and preliminary processing of collected records was carried out. The first permanent archivist was appointed in October 2001, and is employed two days a week.

### Collection highlights

There are an estimated 105 metres of records currently held in the archives. Major holdings include annual reports from 1893 to the present; photographs and negatives of staff, services and departments of the hospital, and celebrations and building works, 1893–2000; surgeons' and clinicians' case books, 1893–1910; nurses' registers, 1893–1973; nurses' identification and training records, c1929–53; instruments and equipment associated with hospital surgeons or used in nurse education; senior staff appointment files, 1930s–80s; minutes and papers of executive and management committees, 1920s–2001 (selected); oral histories and research and manuscript papers for *Ways of a Hospital* (the centenary history of the hospital); newscuttings and publicity material related to the hospital, 1918–2000; and staff newsletters, 1981–98.

### Wesley College Archive, Western Australia

*Correspondent: Barbara van Bronswijk*

Wesley College Archive was set up in 1996, largely in response to demands from the Old Collegians who realised their collection of historical records, photographs and artefacts had become too large to be handled successfully on an ad hoc basis by volunteers.

The school history written by Old Boy, Professor Peter Boyce, was launched in February 2002. The work, *Honest and Unsullied Days*, commissioned as part of the 75th Anniversary celebrations in 1998, focused particular attention on the archive. The author successfully set the 78-year history of Wesley College within the broader social and cultural history of the Methodist (later the Uniting) Church and the Western Australian community while also dealing in depth with the tenures

of the six headmasters, the staff, students and the physical developments that have occurred since the inception of the school in February 1923. The book is generously illustrated with photographs drawn primarily from the archives collection.

Over the past three years more than 30 oral history interviews have been recorded with past headmasters, former senior staff, and Old Collegians. These were particularly useful to the author of the history. To date approximately one quarter of the tapes have been transcribed. The project is ongoing with staff exit interviews becoming an important component of the collection.

In June this year the archive was moved from its original temporary accommodation into refurbished rooms within the building constructed in 1937 as the headmaster's residence. This move to the main school campus at 40 Coode Street, South Perth has enabled the archivist direct access to the school intranet, internet and email (bvanbronswijk@wesley.wa.edu.au). The archive facility, which includes an office, repository store with compactus, research room and museum display area, will facilitate much improved access to this valuable resource.