

## **News Notes**

Edited by Susan Lloyd

### **Adelaide City Council Archives**

*Correspondent: Robert Thornton*

#### **Updated records management policy and operating procedures**

There have been some changes in individual functional responsibilities aimed at improving disposal management and educating and advising Council staff in the application of the Local Government Disposal Schedule (GDS20) within their respective areas of activity. As part of this process a new updated Records Management Policy and Operating Procedures are being prepared and their introduction corporate-wide will coincide with the launch of the latest version of the TRIM electronic records management system (TRIM Context). The new system promises a number of notable enhancements designed to make life easier for users and archivists alike. The system is being configured in such a way that the naming conventions used in new file titling mirror the functional classifications and their associated activities promulgated in the Local Government Disposal Schedule. Appropriate disposal actions will be automatically applied at the point of creation of the file. Some difficulties have been experienced in getting the space management module in TRIM to cut over from the former version, however we have asked Tower Software to help resolve this issue.

#### **Public access to Council records**

All public enquiries for access to Council records, whether current or non-current, are now being directed through the archives including Freedom of Information applications. More staff are now responsible for providing assistance to the FOI Officer in order to cope with what is seemingly becoming something of a growth industry, as well as to meet the new (much reduced) operating time-frames introduced from 1 July this year under the amended state legislation.

#### **New off-site storage facility**

The refurbishing and relocating of many Council offices resulting in dislocation of records and reduction of on site storage capacity has put fresh demands on the

need to provide alternative decentralised storage for non-current records. To accommodate this demand the Archives has secured exclusive use of the former Sturt Street Store, a two-storey stone warehouse built in 1939 and originally part of the old City Engineer's Sturt Street Depot. The building is located about a kilometre from the Archives' Topham Mall facility. This will provide an extra 300 square metres of floor space.

The store has been extensively cleansed, repaired and fitted with uprated security including boarded up windows and monitored alarms. Static steel shelving has been erected on the upper floor with the intention of using the 400 metres capacity for off-site storage of temporary retention non-current records. An electrically operated hoist and lifting cage have been attached to an existing cathead (monorail) to enable consignments of records to be easily winched in and out of the store.

### **City of Adelaide Civic Collection**

The ground floor of the Sturt Street Store is being used to house oversize artefacts that form part of the City of Adelaide Civic Collection, which is also managed and maintained within the Archives as a separate museum collection. The Civic Collection is the name given to a wide assortment of historic memorabilia, artefacts, and other items accumulated by successive councils since the mid-nineteenth century. Many of these items were presented to the City by prominent citizens, others were given to former mayors and lord mayors by visiting dignitaries or royalty, and some were purchased by the Council on account of their historical or sentimental value to the City.

The collection consists of almost 3,000 separate items. While some items are on permanent display in the Adelaide Town Hall, the bulk of the collection is kept in storage at the Council's archives and has not previously been widely displayed or made easily accessible to the public. A program of changing displays is presently being developed for showcasing much more of this material both within the Council and in cooperation with outside organisations. Wherever possible displays will be linked to highlight present-day Council projects or initiatives or staged to coincide with particular events going on in the City. The Archives web site will also be used as a forum for exhibiting selected items from the collection using 360 degree panoramic imaging of items.

Moves are also being made to transfer the descriptive data on all Civic Collection items from the Council's computerised assets management system into TRIM to enable enhanced subject-based searching of the collection, with the intention of making this accessible to the public via the Internet. For security reasons any references to the value of items and their precise locations will not be visible to viewers. A program is also being developed to digitise the Archives collection of 110

oral history tapes and loading some of them onto the website so as to allow them to be listened to via this medium.

### **Conservation**

Finally, we have succeeded in recruiting another paper conservator, this time from the City of Toronto Archives. The Council's senior management have asked us to look at broadening this function. They are keen for the Archives to take a role in exploring and embracing opportunities to undertake work for, or partner with, outside organisations, possibly requiring some sharing of facilities and resources.

## **Archives Office of Tasmania**

*Correspondent: Bill Taylor*

### **ATSIC Elections – Tasmania**

Over the past five years the Archives Office of Tasmania (AOT) has had a role in the two Tasmanian Aboriginal Land Council (TALC) elections. A Committee comprising Indigenous community members appointed by the Tasmanian Electoral Office decided eligibility for the TALC elections.

One of the criteria for eligibility was the ability to demonstrate an aboriginal line of descent acceptable to the Committee. The AOT was requested to assist the Committee in testing and assessing documentation provided by people whose eligibility had been challenged. The Committee made the final decision.

A similar process was adopted for the elections for the 2002 ATSIC Tasmanian Regional Council. The Council established an Independent Indigenous Advisory Committee (IIAC). Again the AOT was requested to undertake an advisory role and this was formalised in the official rules for the elections.

To assist the assessment and determination process, the AOT produced a leaflet for people undertaking work in this area (*Documenting Aboriginal Descent*) and a brief document outlining some of the broader issues (*Issues in documenting Aboriginal Genealogies*). Both documents can be found on the AOT website at [www.archives.tas.gov.au/guides-to-holdings](http://www.archives.tas.gov.au/guides-to-holdings).

The whole process meant a very busy time for the office – we assessed over 400 family trees and provided advice on them to the Committee. At the same time we were assisting those who needed to get family tree information to the Committee and, despite many months notice, most people left their research until the final weeks before the Committee meet to consider the applications.

Of the 1,298 applications to be included on the ATSIC Indigenous Electors Roll, the IIAC found that 444 were not Aboriginal persons – 131 of these appealed their cases to the Administrative Appeals Tribunal (AAT).

The AOT had two roles relating to the Tribunal's deliberations. Firstly we had provided assistance to people who had been requested by the IIAC to provide documentary evidence of a line of descent to an Aboriginal person. Secondly the AOT had provided advice to the IIAC regarding records relevant to the identity of the person identified as the Aboriginal person claimed by an applicant as the starting point of their line of descent. The AOT was not required to comment on the Aboriginality of any living persons.

Over a period of about two weeks, the AAT heard evidence from the appellants in support of their appeals and from two members of the AOT staff in relation to the records used to support our advice to the IIAC.

The AAT upheld the appeals of all but one of the appellants, who have now been included on the ATSIC electoral roll. The elections were held on 12 November 2002. In its *Explanatory Statement* the Tribunal commented that 'archival evidence' did not 'outweigh strong oral histories and traditions if the archival evidence required inference and speculation...', and in the full *Reasons for Decisions* it elaborated this argument. The full decision can be found at [www.austlii.edu.au/au/cases/cth/aat/2002/962.rtf](http://www.austlii.edu.au/au/cases/cth/aat/2002/962.rtf).

## Website

Corrections and additions to Colonial Tasmanian Family Link are now up to date and can be managed as they are received. This part of our site is rapidly moving towards its 800,000<sup>th</sup> visitor. Several new databases are being added as we do the indexing.

The first is the index to a register of convicts who sought permission to marry. The indexing is being done by a volunteer and the Archives Office is matching the spelling of the names to our 'Index to Convicts' before the index is loaded to our website.

We have also commenced loading some of our images onto the website – the sequence we are doing comprises some 10,000 images and is still only a very small percentage of our total holdings of photographs.

In 2001 the Wills and Letters of Administration were transferred from the Probate Office of the Supreme Court. In order to improve access to these records an index has been compiled to the Wills for the period 1824 to 1938 and this is on our website. The index will be added to as time permits.

Another addition to the website is a listing of film titles and precisés of our film holdings – we not only hold the film stock of State agencies such as the Tasmanian Film Corporation, the Tourism Department and the Department of Film Production, but we also have a lot of private footage that has been deposited with the Office. The website listing has been adapted from an in-house management tool so it often has duplicate entries where the same film is available in different formats but this problem will be addressed as the data is refined.

## **Charles Sturt University Regional Archives**

*Correspondent: James Logan*

There have been many exciting developments at the Charles Sturt University Regional Archives since our last report. After the announcement of grant funding from State Records, through its 'Archives in the Bush' program for regional repositories, the Archives appointed Wayne Doubleday as project archivist in December 2001 to oversee the documentation and registration of State Records series from University and State agency holdings. During 2002 the project focused on the identification of approved University records series, including series from the University's precursor institutions. Mr Doubleday is now registering records series on the Business Operations System (BOS), an online database developed and maintained by State Records. As part of the funding package for the project, the Archives received 10,000 acid free archives boxes in June 2002.

The Archives also welcomed two new staff members. With the appointment of Mr Doubleday as Project Archivist, Tom Gibson filled the position of archives officer. A science graduate from the University of Adelaide, Mr Gibson has worked as a laboratory technician in mineral processing and fertilising plants in Adelaide, and for a winery in Griffith, New South Wales. Mr Gibson is enrolled in the Masters of Information Technology course at CSU, and is currently revamping the Archives' website and database system. Mr Gibson's work on the website coincides with recent organisational changes within the University.

The Archives now reports to the Pro-Vice-Chancellor (Research and Graduate Training). Please watch our website for future developments. Our new address is [www.csu.edu.au/research/archives/](http://www.csu.edu.au/research/archives/). Rosalie Grinter meanwhile was appointed archives assistant in January 2002, after the retirement of June Dietrich. Ms Grinter had been working in the position on a casual basis since Mrs Dietrich's departure on long service leave in June 2001.

Historians, professional researchers and genealogists made excellent use of the collection in 2002. Retrievals are up 23 per cent in comparison to last year's figure.

Search room visits are also up 5 per cent for the same period. During the 2001–02 summer vacation the Archives hosted two Summer Research Scholars. Mary Dwyer, funded by the Regional Archives and the Faculty of Arts, completed a pilot study for a larger History of Riverina Newspapers project, under the supervision of Professor Ross Harvey from the School of Information Studies, while Dr Nancy Blacklow, from the School of Humanities and Social Sciences, assisted with advice. Funded by Miller & James, Temora, Steve Hillam commenced work on a centenary history of Miller & James, stock and station agents and land salesmen, under the supervision of James Logan and Don Boadle.

The Archives also funded a pilot project in 2002, managed by Christina Read, which saw the categorisation and boxing of some 20 per cent of Tom Lennon's (1908–92) photographs in special archives acid-free albums. Since the collection contains over 50,000 images, Ms Read aimed to sort a 'representative' selection of images that captured 'Tom Lennon's view of Wagga Wagga and surrounds'. Tom Lennon was the photographer for *The Daily Advertiser* during the 1950s and 1960s. The project, which was supervised by James Logan, ran from June to December. The Archives will endeavour to procure more funding during 2003 for Ms Read to start sorting and boxing another sample.

Last year the Archives accessioned over 183 linear metres of records, mostly from divisions and units within the University. Some notable community and regional accessions include: radio transcripts and notebooks from the office of ABC Radio Riverina; private papers from Jack Gibson, pastoralist and mine owner at Gibsonvale, and cousin of J. Alan Gibson of Hay, whose family were among the earliest depositors in the University's Riverina Collection in 1973; early minute books from the Wagga Wagga Amateur Picnic Race Club; papers from two Masonic Lodge chapters; and records from the Walter Campbell Memorial Trust (including private papers of the pastoralist, Walter Campbell, son of Frederick Campbell of Yarralumla).

An exhibition entitled *Curiosities from the Collection* was mounted in our foyer. The exhibition featured 'curious' items from the Archives' holdings. Undoubtedly the most curious were Jon Winston-Gregson's archaeological samples of broken glass, shards and nails from the ghost village of Hillside. Hillside was founded in the 1840s at the juncture of several large runs along the Old Sydney Road (Hume Highway), between Tarcutta and Holbrook. In its heyday the village comprised two hotels, a cemetery, a school and a few houses. Nothing remains of Hillside today apart from the remnants of an old cemetery, purported to contain as many as 140 graves, and the archaeological samples dug up by Mr Winston-Gregson.

## John Curtin Prime Ministerial Library

*Correspondent: Lesley Carman-Brown*

### Exhibitions

In September the John Curtin Prime Ministerial Library opened two new exhibitions.

*John Curtin's Legacy: Leading Australia from war to peace* examines the social, economic and political changes arising from Australia's participation in World War II and is the first exhibition to be fully curated by JCPML staff. The exhibition forms a major part of the JCPML's school education program as well as being open to the public throughout 2003.

While the exhibition provides a showcase for the JCPML's own collection of material, a number of other institutions contributed to the exhibition including the Australian War Memorial, the National Archives of Australia and the National Library of Australia.

A gold PICA (Printing Industry Craftsmanship Award) was awarded to Image Source for the exhibition's digital graphics.

The other exhibition, which is to be launched in September, is an innovative mix of art-meets-archive. *Without Classification: Hazel Hawke* is an exhibition jointly organised by the John Curtin Prime Ministerial Library and the John Curtin Gallery that brings together important material from the the JCPML's collection of records of Hazel Hawke with distinguished examples of poster art.

During her years in the Lodge (1982–91) Mrs Hawke was a vigorous campaigner for many causes and became patron to a wide range of agencies in welfare, education, arts and the environment. Issues that Mrs Hawke considered important, such as the rights of women, children and Indigenous Australians, were also in the forefront of the minds of many artists working in poster collectives across the country. Poster art used in the exhibition reveals how these artists used their works as a means to define and communicate political and social awareness.

Alongside the artworks the exhibition featured material from the JCPML's collection including speeches, interviews, correspondence, photographs and newspaper cuttings to provide insight into Mrs Hawke's values and aspirations.

While the exhibition closed in November, the JCPML will be working on having a digital version available online from the middle of 2003.

### Digital News

In December the JCPML's latest digital project was launched. *John Curtin: a good sport* celebrates Curtin's passion, both as a participant and as a spectator, for many forms of sport and tells the story of a man well regarded for being 'fairest and best'

in politics. As a powerful leader Curtin often likened his Cabinet to a sporting team and the rigours of politics and wartime with the challenges of the sporting arena. This is an interesting and different look at our wartime prime minister. The project is available at [www.john.curtin.edu.au/sport](http://www.john.curtin.edu.au/sport).

## **Mitchell Library, State Library of New South Wales**

*Correspondent: Maryanne Larkin*

### **Projects**

The Jean Garling Performing Arts Project began in 2002. Named for a Mitchell Library benefactor, the project will provide greater access to the Library's extensive collection of manuscripts, photographs, posters, theatre programs and sound recordings. Initially, the project will focus on dance. Manuscript collections being highlighted by the project include papers of dancers Beth Dean and Victor Carell and records of J.C. Williamson. Pictorial material includes a collection of Max Dupain photographs of Russian ballet companies which toured Australia in the late 1930s.

Records for nearly 1,600 significant manuscript collections were added to PICMAN, the original materials database, in a project that imported records from the Register of Australian Archives and Manuscripts (RAAM) via Kinetica. Work continues on planning the transfer of PICMAN records to RAAM.

### **Digital news**

The range of digital images available on the PICMAN database continues to grow. Many of the items on display to visitors in the Heritage Gallery can also be viewed on the Library's website, including medieval books of hours, First Fleet journals and a series of Bodyline cricket letters. Other recent additions include selections of colonial letters and letters written by Patrick White. Pictorial additions include illustrations from *The Magic Pudding*, a collection of 1940s wedding photographs by Sidney Riley Studios and late nineteenth century views of New South Wales by the Star Photo Company.

### **The collections**

Recent additions to the collection include papers of writers Gillian Mears, Victor Kelleher, Gerard Windsor, Ruby Langford Ginibi, Valerie Parv, Desmond O'Grady and Peter Corris; papers of conservationist Marie Byles; and further records of literary agency, Cameron Creswell.

Significant purchases include the acquisition of George Johnston's draft letterbook for 1803–07, the period in which the controversial marine played a leading role in the suppression of the armed revolt by Irish convicts at Vinegar Hill. In 1808 he led the troops who arrested Governor Bligh. Johnston comments on colonial events, politics and his own business interests.

The Library added to its extensive Antarctic collection by acquiring further papers of Charles Turnbull Harrison, biologist and artist to the Western Base Party of the Australasian Antarctic Expedition. The papers comprise Harrison's sledging journal, sketch book, photograph and menus, and date from 1911–13.

### **Exhibitions**

Australia Day 2003 marked the opening of the Nelson Meers Foundation Heritage Collection exhibition. For the next ten years the galleries will showcase major items from the collections. Items on show include First Fleet journals, William Bligh's *Bounty* logbook and Shakespeare's 'First Folio'. A poignant highlight is Elizabeth Cook's collection of mementos of Captain James Cook. These include a wooden ditty box containing a lock of Cook's hair and a tapa waistcoat embroidered by Elizabeth for her husband. The content of the exhibition will vary over time as items are changed and pages turned for preservation reasons.

The Matthew Flinders exhibition continued its national touring schedule with visits to venues including Melbourne, Port Adelaide, Weipa, Darwin and Bundaberg.

### **National Archives of Australia**

*Correspondent: Tonia Vincent*

#### **Farewell to Anne-Marie Schwirtlich**

The Archives was saddened by the departure of Anne-Marie Schwirtlich in February to take up the position of CEO and State Librarian of the State Library of Victoria. Anne-Marie joined the Archives in 1978, and although she later served with the Australian War Memorial and the National Library, on each occasion she returned to the Archives. In 1998 she was promoted to the position of Assistant Director-General, Public and Reader Services, where she transformed the Archives approach to its programs for the public. Her leadership greatly enhanced the Archives reference services, exhibitions, publications, websites, education and events programs.

From October 2000 until her departure Anne-Marie had been Acting Director-General of the Archives. During her period as CEO, she hosted two visits by the Prime Minister to the Archives Canberra building, the only occasions the Archives

has welcomed a serving prime minister to its premises. She maintained the Archives ongoing role in ensuring that recordkeeping in the public sector is acknowledged as one of the cornerstones of efficient and accountable administration. The Archives now sits with the Australian National Audit Office and the Public Service and Merit Protection Commission (now the Australian Public Service Commission) in encouraging and reporting on this vital aspect of public administration.

Anne-Marie has shown tremendous dedication to the Archives and will be sorely missed.



Standing, from left to right: Mr George Nichols, Director-General, Australian Archives / National Archives of Australia, 1990–2001; Mr Brian Cox, OBE, MVO, Director-General, Australian Archives, 1984–89; Mr Keith Pearson, AO, Director, Commonwealth Archives Office, 1970–71

Seated: Ms Anne-Marie Schwirtlich, Acting Director-General, National Archives of Australia, 2001–03; Professor Robert Neale, AO, Director-General, Australian Archives, 1975–84

### **'Beacons by the Sea' Exhibition**

Australian sailor and lighthouse devotee Ian Kiernan AO opened the Archives' latest major exhibition, *Beacons by the Sea*, in Canberra on 30 October 2002. *Beacons by the Sea* traces the history of lighthouses in Australia from the beginning of European colonisation through to automation in the twentieth century. The exhibition will begin an extensive Australian tour on 16 February 2003.

### **World War II Service Records**

Approximately 1.2 million service records for individuals who served in World War II were transferred from the Department of Defence to the Archives between September 2001 and August 2002, the biggest single transfer of records ever received.

Public use has been greatly facilitated by easy access to service information on the Department of Veterans' Affairs nominal roll and by the listing of all the World War II service records held by the Archives on our online RecordSearch database.

The records have since become the most popular part of the Archives collection. A marked increase in requests for copies followed the launch on 6 November of the Department of Veterans' Affairs nominal roll of Australians who served in World War II. In the week following a story about the records on the *Today Show* on 17 December 2002, the Archives received 5,300 inquiries by email alone.

### **Australia's Prime Ministers Website**

On 14 November 2002 the Prime Minister, the Honourable John Howard MP, launched the *Australia's Prime Ministers* website at the National Archives. This new website draws on a rich store of prime ministerial documents, photographs and personal papers held in archives and libraries around Australia and overseas. It features biographical information, facts, timelines and research maps for records about each of Australia's 25 prime ministers and their wives, from Andrew Barton to John Howard. The address is [www.primeministers.naa.gov.au](http://www.primeministers.naa.gov.au).

### **'Bringing Them Home' Indigenous records indexing project**

In December 1997 the Archives began a project to index, copy and preserve records in its custody relating to Indigenous Australians and their communities. The project was intended to assist Indigenous people (and their descendants) who had been removed from their families to re-establish family and community links. Indexing teams were established in the Archives' Darwin, Canberra and Melbourne offices. The data is held in an Access database that is searched by Archives staff in response

to queries from individuals and Link-Up organisations. For both privacy and technical reasons the database is not available to the general public.

By 31 December 2002 the project had indexed 365,549 occurrences of names in 765,724 folios from 10,820 record items. Over seven hundred inquiries had been received for information from the database.

### **Memorandum of Understanding, South Australia**

The Archives has signed a memorandum of understanding (MOU) with the Nunkuwarrin Yunti of SA Inc to further improve access to Commonwealth and State government records for Indigenous people in South Australia. The MOU will enable people to re-establish family and community links and highlights the Archives commitment to the *Bringing Them Home* report recommendations. Similar MOUs have been signed with Indigenous organisations in Victoria and the Northern Territory.

### **1972 Cabinet Records**

The 1972 Cabinet records were publicly released on 1 January 2003 and were prominently featured in television, radio and newspaper reports. 1972 saw the end of the McMahon Government and the early days of the Whitlam era. Issues covered in the Cabinet papers included the 35-hour week, the recognition of China, Defence cooperation with Indonesia, migrant integration and the establishment of the Aboriginal Tent Embassy in Canberra.

### **Recordkeeping Surveys**

The Public Service and Merit Protection Commission (now the Australian Public Service Commission) tabled its annual *State of the Service* report on 31 October 2002. Included in the report were the results of a survey the Commission undertook on agency recordkeeping systems. Almost 100 agencies were surveyed about their recordkeeping policies and procedures, staff training in recordkeeping, management of electronic records, arrangements for disposing of records and procedures for reviewing recordkeeping performance. The results of the survey indicate a growing level of awareness of the Archives standards, policies and guidelines and the need to manage information and records strategically to meet business and accountability requirements.

In September 2002, the Archives conducted its own recordkeeping survey. The survey comprised two separate questionnaires, one that was distributed to a sample of records creators (3,450 in total), and the other to senior officers nominated as responsible for recordkeeping in all agencies that come under the jurisdiction of the *Archives Act 1983* (approximately 170 in all). In all, 1,486 records creators and

100 agencies responded. The resulting data has provided a comprehensive picture of recordkeeping in the Commonwealth. The Archives will use the data to identify strategies and tools to better assist agencies improve their recordkeeping and also measure progress towards best-practice recordkeeping in the Commonwealth.

### **Australian Standard AS 5044**

On 11 December 2002 Ann Steward (National Office for the Information Economy) and Bala Balakrishnan (Standards Australia) launched the AGLS metadata standard as the Australian Standard AS 5044. Simultaneously with the launch, the Archives released version 1.3 of the *AGLS Metadata Element Set* on its website.

The AGLS metadata standard and the new Australian Standard are designed to help web publishers and virtual communities of interest to provide efficient and user-friendly access to specific areas of the Internet. They define 19 structured information elements that can be used to construct web-based descriptions of information and services. These elements include author, title, subject, audience, function and availability.

### **Storage guidelines**

In December 2002 the Archives released *Storing to the Standard: Guidelines for Implementing the Standard for the Physical Storage of Commonwealth Records*. These guidelines were prepared to assist Commonwealth agencies to apply and measure a series of seven principles promoted in the *Standard for the physical storage of Commonwealth records*. Together, the standard and guidelines provide agencies with a voluntary code of best practice for the storage of Commonwealth records. The two documents can be accessed on the Archives website.

## **National Library of Australia, Manuscript Section**

*Correspondent: Graeme Powell*

On 5 December the Minister for Communications, Information Technology and the Arts, Senator Richard Alston, accepted on behalf of the National Library the personal papers and related materials of Peter Sculthorpe. The most famous composer in Australia, Sculthorpe has been an assiduous recordkeeper. The papers date back sixty years and include family letters; correspondence with other composers, his publishers in London and many notable figures in the arts; the drafts of over 300 compositions; and lectures, reviews, programs and photographs. In addition, there are books and theses, sound recordings and videos, and a remarkable collection of paintings and drawings by Russell Drysdale, Judy Cassab and other artists.

Sculthorpe, who is 73, remains extremely active and has threatened to double the size of his archive. In contrast, a number of acquisitions have followed the deaths of the recordkeepers. The politician Sir John Gorton, the economist Heinz Arndt, the philosopher Quentin Gibson, the writer Ray Mathew, the political scientist Herbert Feith and the scientist and dance writer Shirley Andrews all left papers that are likely to be of value to future researchers. Other notable acquisitions have included the papers of the politicians E.G. Theodore and Jim Forbes, the political activist Sir Robert Southey, the journalist and writer Harry Gordon, the variety artist Jane Churchill, the art critic Paul Haefliger, the Greek community activist Spiro Moraitis and the public servant Sir William Refshauge. Further papers of Eddie Mabo have also been received. The Australian Council of National Trusts and the Australian Olympic Committee have also transferred records to the Library.

With the completion in 2002 of the digitisation of the papers of Sir Edmund Barton, attention has turned to his colleague and successor Alfred Deakin. The Deakin Papers are far more extensive and complex. In conjunction with Deakin University Library, the Library has begun to digitise selected series of the papers, focussing on Deakin's public life. It is hoped that the selections will be accessible on the Internet by September 2003, a century after Deakin first became Prime Minister.

A much smaller but important project was the digitisation of the last diary of the explorer William John Wills. Dating from April to June 1861, this poignant document is extremely fragile and faded. By digitising both the original diary and the transcript, the Library has been able to reduce handling to a minimum and at the same time preserved the last writings of a tragic figure in Australian history.

Another new arrival on the Library's Website has been *Mura Gadi*, a guide to manuscripts, pictures and oral histories in the Library relating to Indigenous peoples. It is based on research carried out over several years and has brought to light important sources on Aboriginal peoples and cross-cultural encounters that had previously been concealed by bland catalogue entries.

The manuscript entries describe papers of leading Indigenous Australians such as Charles Perkins, Neville Bonner, Harold Blair and Eddie Mabo, as well as the papers of European explorers, missionaries, pastoralists, doctors, anthropologists and civil rights activists.

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

*Correspondents: Emma Jolley and Sigrid McCausland*

The reporting structure for this Program was changed slightly in 2002 with its inclusion in the Division of Information under the Pro Vice-Chancellor (Academic Development and Information Services). This has provided the Program with a measure of stability and an opportunity to engage with other related areas.

The Archives held two in-house exhibitions. *Pearl Shells and other shells* was designed to highlight examples of rare carved pearl shells from the collection of Burns Philp & Company Ltd, while *Archives as Works of Art* featured examples of documents from the University Archives and the NBAC and endeavoured to show the artistic merit of records beyond their administrative use. Two new brochures were produced, a general one on the services and holdings of the Archives Program and one on the National AIDS Archive Collection.

In April, Dr Rae Frances of the School of History, University of New South Wales presented the first annual Friends of the Noel Butlin Archives Centre (FNBAC) lecture entitled 'Confessions of a promiscuous researcher'. The lecture was jointly sponsored by the FNBAC and the ANU Archives Program and was attended by researchers, archivists, librarians and members of the general public. Staff presented talks to the Manning-Wallamba Family History Society and the Royal Australian Historical Society State Conference in Wingham.

Overseas academics from Indiana University, Leeds University, University of Notre Dame, Oxford University, University of Sheffield and Heriot-Watt University were among the researchers using our collections in 2002. The Program also hosted a visit from the Archivist of the Archives of New Caledonia and continued to provide tours and seminars to various academic and community groups.

One of the most significant collections received in 2002 was the Maritime Dispute Archives. This rich and diverse collection was the result of a project initiated by the Australian Society for the Study of Labour History and the Australian Council of Trade Unions to ensure that records relating to the 1998 maritime dispute were preserved. The collection was placed with the Noel Butlin Archives Centre due to its extensive holdings in the maritime area.

The University Archives continued to accession records at a steady pace with highlights being records of the Australian Forestry School, the Lord Florey papers and student records, including student record sheets and examination records from the 1930s to the 1990s. A summary List of Holdings for the University Archives was completed.

This year marks the fiftieth anniversary of the first transfer of records to the Noel Butlin Archives Centre (Archives of Business and Labour). The first collections received in 1953, including the County of Bourke Permanent Building & Investment Company, were presented to the University as a result of a 1952 field survey of the location and accessibility of records of pastoral properties and companies conducted by Professor Noel Butlin. A number of events, culminating in an exhibition at Old Parliament House, are planned to be held throughout the year.

## **Public Record Office Victoria**

*Correspondent: Molly Orme*

### **Thirtieth anniversary of Public Record Office Victoria**

This year marks the thirtieth anniversary of both Public Record Office Victoria's establishment (17 April) under the *Public Records Act 1973* and the first meeting (12 December) of the Public Records Advisory Council (PRAC). Research into the history of PROV has revealed that the first transfer of public records and the establishment of Victoria's archival collection took place 100 years ago in July 1903.

April events included the launch of *Historical Records of Victoria* Volume 8 (the cumulative index), *Private Lives, Public Records: A Guide to Family History Resources at Public Record Office Victoria*, and of *provenance*, a new PROV journal. A revised Victorian Electronic Records Strategy (VERS) standard – PROS 99/007 *Standard for the Management of Electronic Records v.2.0* – and the first electronically published PROV standards were also released.

In July, celebrations will be resumed with the publication of the second issue of *provenance* and the opening of an exhibition that visually interprets the history of Victoria's archives. In December, the inaugural meeting of PRAC will be marked by a special meeting of the Council and the launch of a commissioned history of Victoria's archives (1837–2003).

## **Public access**

### ***New Public Access Manager***

In February 2003, PROV welcomed Shauna Hicks as its new Public Access Manager. Shauna came to PROV from National Archives of Australia; prior to this she worked at the Queensland State Archives. As Public Access Manager, Shauna is

responsible for the areas of Reference Services, Public Programs, Online Projects, and the Issues Office.

### **Volunteer indexing program**

PROV has launched a new section of the *Immigration to Victoria* index. The launch of the new section means that the index (available through the 'Access to the Collection' section of the PROV website [www.prov.vic.gov.au](http://www.prov.vic.gov.au)) can be searched for the years 1852–99. Further sections will be added to the website in future. The index has been produced by teams of dedicated volunteers mainly drawn from the Australian Institute of Genealogical Studies (AIGS) and the Genealogical Society of Victoria (GSV).

Efforts of the volunteers working on the *Immigration to Victoria* indexing project were recently recognised by an Arts Portfolio Leadership Award certificate of appreciation. The certificate was accepted by Dulcie Burns and Holt Pettit on behalf of all involved.

### **Digitising**

As part of the City of Ballarat's commemorations of the 148th anniversary of the battle of the Eureka Stockade, PROV has opened an online exhibition, *Eureka on Trial: Archives of the Eureka Stockade* (see [www.prov.vic.gov.au/eureka](http://www.prov.vic.gov.au/eureka)). The exhibition features ninety digitised documents, mainly generated by the trials of thirteen miners for treason following the battle. Vivid contemporary accounts are supplemented by other documents that give insight into reactions to what many people take to be the first flowering of democratic principles in Australia.

Digitisation of the first section of the Public Transport Corporation Collection has also been completed. 4500 images featuring many scenes of early Victoria can be browsed in PROV's online catalogue, [Archives@Victoria](mailto:Archives@Victoria).

### **VERS Centre of Excellence**

Public Record Office Victoria continues to develop its world-leading Victorian Electronic Records Strategy (VERS) for the long-term preservation and management of digital records.

The VERS Centre of Excellence (COE) was established at PROV following a successful budget submission that sees the Centre funded for the 2002–03 and 2003–04 financial years. The COE has a full-time staff of ten, with some short-term contract staff expected to come and go over the course of the two years. The inclusion of a technical expert (on secondment from CSIRO) and a contract lawyer enables the Centre to explore leading-edge technology, tackle the issues of intellectual property and manage COE contracts, using internal resources.

The Centre is supporting the implementation of the VERS strategy across the Victorian public sector, with particular focus on Victoria's ten inner-budget government departments. It is also responsible for building a digital repository to preserve and provide access to the permanent electronic records of the Victorian Government. PROV will go through a public tendering process to develop the repository later this year.

A new version of the VERS standard, *PROS 99/007 Standard for the Management of Electronic Records v.2.0*, was released in April 2003. The revision took into consideration the lessons learned from the VERS@DOI (Department of Infrastructure) whole-of-government pilot project, and advances in technology and international standards. The new version can be found at <[www.prov.vic.gov.au/vers/](http://www.prov.vic.gov.au/vers/)>, along with updates on all VERS projects and the VERS online toolkit.

### **Records Authorities**

Two new Records Authorities (formerly called Disposal Schedules) have been issued by PROV in the past six months – for the Office of the Public Advocate (OPA) and for the Environment Protection Authority (EPA) PROS 02/03.

### **Queensland State Archives**

*Correspondent: Sharon Austin*

The implementation of the *Public Records Act 2002* has been a major focus of staff at Queensland State Archives (QSA) over the past six months. Work has also been occurring behind the scenes to facilitate the appointment of the new Public Records Review Committee, with an announcement expected in February 2003.

On 20 January 2003 QSA celebrated its 10<sup>th</sup> Anniversary of the opening of the archives building at Runcorn. Members of the public were offered free behind-the-scenes tours of the facility, with the day's events opened by the Minister for Innovation and Information Economy, the Hon Paul Lucas.

The excellent design and functionality of the Runcorn facility has been recognised internationally and is of particular interest to countries that have similar climates. An eight-member delegation from Vietnam visited in October 2002 to gather information for the expansion of the Vietnamese Government archival facilities in Ho Chi Minh City.

Delegates were also interested in QSA's preservation equipment and techniques. Archives officials from Shanghai visited in early January 2003 and counterparts from Sarawak are expected to tour the facility shortly afterwards.

### Government Records Service

The application of the *Public Records Act 2002* has changed the operational procedures required for setting restricted access periods for records. Restricted access periods must be defined by public authorities at the point of transfer to the Runcorn repositories. The Act enables chief executive officers of public authorities flexibility in determining access periods, enabling records to be potentially available to the public earlier.

Projects have also been a major focus of the Government Records Service during this period. A data clean-up project to provide enhanced access to holdings from the old Provenance Catalogue is progressing satisfactorily and will continue in 2003. The revised *General Disposal and Retention Schedule for Administrative Records* is due for release early in the New Year. Projects in train include a generic core business records retention and disposal schedule for Technical and Advanced Further Education (TAFE) Colleges; the revision of the *General Disposal and Retention Schedule for Local Government Records*; and the publication of appraisal criteria for permanent records. Significant progress has also been made by the Court Records Working Group with a draft Retention and Disposal Schedule for Supreme Court Records being endorsed without amendment by Chief Justice de Jersey, the Supreme Court Judges and the Judges of the Court of Appeal. The schedule will be forwarded to the State Archivist for approval shortly.

### Preservation Services

Preservation Services have completed a Preservation Assessment Survey of all records held at Queensland State Archives. The survey was carried out using the British Library's National Preservation Office (NPO) *Preservation Assessment Survey*, which has been widely used in the United Kingdom. Preservation Services staff are assessing the results provided by the NPO, which included the list of records that require preservation action, and the final report of the survey is expected by February 2003, when work will commence on the preservation action plan. A condition survey has also been carried out on the collection of cellulose acetate sheet film negatives. Copying and storage strategies are now being reviewed for these records.

A review of QSA audiovisual records is currently being undertaken and staff from ScreenSound Australia will visit QSA to complete this assessment in the New Year. They will then advise on the future preservation needs of the audiovisual records for Queensland government agencies and QSA and provide training for Preservation Services staff. Progress is also being made on the development of the Digital Archives Guidelines for the creation and control of digital images within

QSA. The findings from all of these projects will contribute to the development of a new Preservation Policy for QSA and an in-house training program for Preservation Services staff.

### **Public access**

The Minister for Innovation and Information Economy, the Hon Paul Lucas, opened QSA's exhibition, *The Outback Discovered*, at Runcorn on 10 October. Records with an outback theme, relating to transport, health, education, Native Police and Aboriginal workers, water supply, land tenure, mining and primary industries were included in the display. QSA's next display will celebrate the 10<sup>th</sup> anniversary of the opening of the Runcorn facility.

Staff in Public Access are currently updating publications relating to pre-separation, crown lands and prison records. Forth-coming volumes include Pathways to Ethnicity in Records, to Local Government Records and to Police Records.

Queensland State Archives joined with the Brisbane Office of National Archives and the John Oxley Library for the 2002 seminar program and two country tours. This proved to be very successful and plans are underway to continue this collaboration in 2003.

### **Recordkeeping Policy**

QSA continues with its implementation of *Information Standard 40 – Recordkeeping* across 800 Queensland State and Local government public authorities. As part of the IS40 implementation program public authorities are submitting to QSA Strategic Recordkeeping Implementation Plans (SRIPs) for evaluation. Overall the standard of the plans has been high and has demonstrated a high level of commitment to comply with IS40. Recently, QSA released the *Operational Recordkeeping Implementation Plan Workbook* to provide guidance for public authorities to implement their endorsed SRIP strategies across their organisations. To support this second phase of the IS40 implementation QSA is providing further recordkeeping tools, training and assistance through its website at [www.archives.qld.gov.au](http://www.archives.qld.gov.au), and through ongoing advisory services of the Recordkeeping Policy Unit and Government Records Service.

In October 2002, QSA received an award from the Archives, Information and Records Joint Venture (AIRJV) Committee. The AIRJV Committee (a joint venture of the Queensland branches of the RMAA, ASA, IIM and HIMAA) presented a range of awards as part of a 4-day conference and workshop program. The award in the category of "Innovation and Excellence by a Public Sector Agency" was received for QSA's development and implementation of the Queensland Government Recordkeeping Framework.

## State Records, New South Wales

Correspondent: *Martyn Killion*

### Spiritual cleansing of the archives

A traditional smoking ceremony was held at the Sydney Records Centre in November 2002 to spiritually cleanse the State archives collection, which contains often painful records of interaction between European officialdom and Aboriginal people. It was a powerful and moving ceremony for the many members of the Aboriginal and white communities who joined us to participate in it.

### History prize for using archives

In October 2002, the New South Wales Premier, Bob Carr, presented the inaugural John and Patricia Ward History Prize, sponsored by State Records to recognise the use of original materials in the research and writing of history. The prize commemorates Professor John Ward and his wife Patricia, who made great contributions to the management and use of archives in NSW before their tragic deaths together in 1990.

The winner for 2002 was Thom Blake for his work *A Dumping Ground: A History of the Cherbourg Settlement* (University of Queensland Press, 2001), a powerful and evocative account of the impact of government policy on the lives of the Aboriginal people from this community.

### Estrays and acquisitions

In August 2002 several estrays relating to the capture of the bushranger Ned Kelly and his gang were returned to our custody, and are now available as digitised images on our website. The documents, from the Colonial Secretary's papers on the reward and capture of the gang, include telegrams giving a vivid picture of the progress of the Glenrowan siege.

In September we acquired a map from 1817 depicting the outline of the NSW settlement, thought to have been given by John Oxley, the first Surveyor General of New South Wales, to Louis de Freycinet, the French explorer who visited Sydney in 1819. We successfully bid for the map when it was auctioned as part of the Freycinet Collection in London, but failed to secure a second important Oxley map dating from 1812.

### Collection management system

A major milestone has been the re-development of our core collection management system, the State Records Control System, as a centralised Web application. Implemented in December 2002, the new system uses Microsoft.NET technology

and gives our staff a range of additional functionality and a greatly improved user interface.

### **Compliance review on aspects of the State Records Act**

As part of a range of mechanisms for monitoring public offices' records management programs, we asked the Audit Office of New South Wales to conduct a review of compliance with specific aspects of the records management provisions of the *State Records Act 1998*. The Audit Office presented its report to Parliament in December 2002.

The review assessed compliance with a records management standard issued under the Act in 1999 relating to records management programs. A secondary focus was the requirement under a further standard to establish mechanisms for capturing email into the corporate record. The review was limited to NSW Government agencies and State owned corporations, only part of our broad jurisdiction.

The findings of the review were mixed. While most agencies fully or substantially complied, a significant number did not, particularly among very small agencies. Results in relation to several key requirements showed major improvements over our most recent survey in 2001. Undoubtedly the review itself prompted action by some agencies in relation to these requirements.

The review was of particular interest as the first use of a rigorous and comprehensive audit approach to the requirements of our legislation. We worked closely with the Audit Office in designing the review and accepted all their recommendations for improving compliance in the future.

### **Researching chief executives' attitudes to recordkeeping**

We have commissioned qualitative research into the attitudes of chief executives of NSW public sector bodies to records, recordkeeping and records management, along with some exploration of their perceptions of State Records and our legislation. Chief executives have specific obligations under the State Records Act and their commitment is crucial to achieving good performance in recordkeeping in their organisations and across the sector.

The research was conducted during September/October 2002 by a market research firm via focus groups and interviews involving fifty-three chief executives drawn from government agencies, local government, State owned corporations, health services and universities.

The results have provided many valuable insights into the attitudes and perceptions of this important group of stakeholders, providing us with the necessary basis for developing strategies to engage with them better.

## University of Melbourne Archives

*Correspondent: Jane Ellen*

### Staff changes

Bruce Smith has been acting Deputy University Archivist during Suzanne Fairbanks' period of leave since May 2002.

### Projects

The Archives received funding at the end of 2002 from the MacGeorge Bequest Management Committee to re-house and process the collection of the Melbourne artist and critic, Norman MacGeorge.

The digitization of images on our UMAIC catalogue is progressing with an over 700 images being added, including many from the University's Media and Publications Unit photographic collection. These images will give a more contemporary view of the University and complement the large collection of historical images of the University already on UMAIC.

The trade union collections have been the subject of an audit by labour archivist, Sarah Brown, to inform future collection development and to prioritise further processing.

The Mapping Business Archives project is nearing completion. The results will enable us to strategically target industry sectors and specific companies within those sectors for future collecting priorities.

### New collections

Notable amongst recent accessions were records from:

- History Institute of Victoria;
- Committee for the Restoration of Democracy in Greece;
- Norman Rothfield;
- Socialist Forum;
- Sixth International Feminist Book Fair; and
- Frank Knopfelmacher.

### Awards

In December the Archives was one of the three recipients of the 2002 Rupert Hamer Award for Innovation and Excellence in Records Management. The award was for the Australian Trade Union Archive Website developed by the Archives in association with the Noel Butlin Archives Centre, Monash University School of Information Systems and the Australian Science and Technology Heritage Centre and funded by the Australian Research Council. The award was presented to the

University Archivist Michael Piggott and the Project Manager Bruce Smith by Jim Berg, President of the Public Records Advisory Council.

### **Usage**

Usage of the Archives continues to grow. During 2002 there were 1,380 research visits to the Reading Room and the repository. Researchers accessed over 800 collections. In addition there were 1,150 telephone and e-mail reference enquiries.

### **Exhibitions**

University Archivist, Michael Piggott, was curator of a well-attended exhibition of diaries called *Inscribing the Daily* which was displayed in the Baillieu Library from June till August 2002. The exhibition was launched by poet, Chris Wallace-Crabbe.

During the year UMA hosted numerous talks and tours to groups including students, University staff, historical societies and visiting archivists, including delegations from China and Malaysia.