

# News Notes

Edited by Helen Morgan

## **BHP Billiton Archives**

*Correspondent: David Srhoj*

The pending Head Office relocation from 600 Bourke St Melbourne, to the new QV site in Melbourne (QV is a development covering a Melbourne city block bound by Swanston, Russell, Lonsdale and Little Lonsdale streets – the former Queen Victoria Women’s Hospital site), has resulted in a massive increase in the amount of records transferred to both archives and the secondary storage facility.

The implementation of our new BASIS web-based database is in its final stages. The new database will encompass both our archival and audiovisual collections. It brings many separate databases and other resources together into a single system. BASIS also incorporates a number of enhancements and redesign developments. In a climate of frequent mergers, acquisitions and divestments, the new database will also include the ability to ‘track’ these changes and thus capture the company’s evolution in a more efficient and sustainable way.

BHP Billiton Archives has a greater number of external clientele than ever before, and is the custodian of a large amount of non-BHP Billiton records. A number of recently divested businesses rely on BHP Billiton Archives to manage their records and provide timely advice and retrieval services.

Enquiries at BHP Billiton Archives (which include internal and external, private and business) have doubled in the last financial year. Over this time, a total of 1000 enquiries were lodged, including many of significant strategic importance to the organisation.

Despite all these internal and hands-on activities, BHP Billiton Archives continues to pursue its non-custodial archival management processes and recently brought one of the company's Western Australian businesses online.

## City of Sydney Archives

*Correspondent: Mark Stevens*

This report covers the year ending 30 June 2003. The table below shows the levels of demand to which we responded during the year, and also some new information about public use of our web pages and online finding aids.

Item	2001	2002	2003
Lending transactions to Council officers	7997	12 108	13 299
Records accessioned or destroyed (metres)	812	1334	858
Responses to written research enquiries	1490	1436	1527
Research visits	1110	1234	1089
Records in custody at end of the year (metres)	6814	7116	7575
Total sessions served on archives pages	13 707	40 158	186 548
Total hits on archives pages	222 797	575 806	975 537

Staff numbers remained at four full-time equivalent (FTE) for most of the year, but in May, following boundary changes, we welcomed a new staff member from the South Sydney City Council records team. The volunteer group was also maintained at around thirty people (three FTE).

In February 2003, boundary changes were announced by which the City would reacquire territory previously lost to the neighbouring Leichhardt and South Sydney Councils. The changes took effect on 8 May and at the end of the year the records-related impacts continue to dominate the work of the Archives.

The transfer of records from Leichhardt Council was a fairly smooth affair, managed with few problems, and goodwill on both sides. It was also relatively easy to manage the migration of records data from Leichhardt's RecFind system to the City's new TRIM system. With South Sydney the transfer has been a lot more complex, and is still not complete. Initial disagreement over what records would be transferred had to be resolved (in our favour) by the Minister, which took time, and the migration of metadata and electronic records from Dataworks to TRIM is proving a significant ongoing challenge.



A team of contractors has been hired to process hardcopy files, transferred from South Sydney and Leichhardt Councils, into the City's control system.

L-R: Victor Tupas, Adrian Best, Haven Tsao, Christine Tran, Aaron Tyler, Renato Perdon\*, Tim Robertson\*, Lynette Minucos, Jennifer Buck. Absent: Karen Arnold. (\* Renato and Tim belong to the Archives and Document Services teams respectively). Our experience using contractors has been very positive, and in some cases we have given them wider responsibilities to make use of their crossover abilities in records-related IT areas.

The Archives team have been engaged in the records-transfer project working alongside the Document Services and IT team, and the experience has vividly demonstrated how such a task could not hope to succeed without collaboration like this.

Part of the project has been the accelerated rollout of TRIM as a new records management system for the Council, so that we had an up-to-date system for migrating transferred data and records into. Doing this with almost none of the usual warm-up training and familiarisation has also added to the flavour of the boundary change experience.

We are aiming to have the records and data transfer substantially finished by early October, but it's anybody's guess at this stage.

In the first half of the year, before all this came up, we were able to make progress in other areas.

A project to recreate a virtual series, using digitised images to bring together the 'Planning Street Cards' (1929-94) which have become physically dispersed between five different Councils, was brought close to completion with the scanning of cards now held by South Sydney and Marrickville Councils.

Following the resignation of Frank Sartor (Lord Mayor 1991-2003) we received over eighty cartons of files from the Office of the Lord Mayor. Other records received during the year included applications for buskers permits. We have decided to retain these as archival records because of the light they throw on an otherwise largely unrecorded aspect of the City interstices. For the same reason we may also retain graffiti removal worksheets, which frequently include images of the tags or other damage to be cleaned up.

## **John Curtin Prime Ministerial Library**

*Correspondent: Lesley Carman-Brown*

### **Curtin on stage!**

Each year the John Curtin Prime Ministerial Library (JCPML) commemorates the anniversary of the death of wartime prime minister John Curtin. In 2003 the JCPML marked the occasion with the world premiere of a special play, *Shadow of The Eagle*, which tells of the pivotal events that led to changes in British, American and Australian relations

and the first historic meeting of John Curtin and Douglas MacArthur. The JCPML worked in partnership with the Perth Theatre Company to develop *Shadow of The Eagle* and the partnership was acknowledged in 2002 with a State Arts Sponsorship Scheme award and an Australia Council grant.

The play premiered in May 2003 and the JCPML Foundation Patron the Hon. Gough Whitlam and his wife Margaret attended the post-show function. Reviews of the play were extremely favourable with the *Australian* declaring it:

... gripping and original theatre that succeeds on several levels ... strongly authentic ... gripping personal interplay ... aided by a carefully crafted, laconic script.

There has been widespread interest from the theatre community around Australia to take the play and, depending on funding, a national tour is envisaged for 2004-05.



From left to right: Actors Geoff Kelso (as John Curtin) and Michael Loney (as Douglas MacArthur) with Lesley Carman-Brown, JCPML Public Programs Coordinator, director Alan Becher and Kandy-Jane Henderson, JCPML Archivist

An extensive educational program has also been developed to help year 10 to 12 English, Drama, Society & Environment and History students interpret the play, stimulate their involvement and enhance their understanding of the social and historical context behind the meeting. The educational notes and lesson plans were designed to be used both before and after viewing the play.

This dramatic partnership of archives and theatre is a bold venture for the JCPML but one that it is hoped will reach out to wider Australian audiences with this educational and enjoyable venture.

### **'From Curtin to Coombs' seminar**

In March the JCPML presented a seminar looking at war and peace in Australia, entitled 'From Curtin to Coombs'. Seminar topics ranged from home front issues of wartime tucker to internment; from uncovering the transitional tensions of postwar planning to a new wave of immigration. Special guest speaker for the seminar was well-known author, Nugget Coombs biographer, and historian Dr Tim Rowse whose paper, 'Curtin, Coombs and Labor's full employment promise', provided a detailed look into John Curtin's thinking about the 1945 white paper on full employment. Dr Rowse undertook a detailed analysis of Curtin's handwritten comments on the draft white paper which gave fresh insight into what Curtin wanted in the postwar era. A lively discussion and question time followed the presentations and afterwards visitors were encouraged to visit the exhibition and follow up on the various themes.

### **Wartime records find home in the West**

A series of working folders containing duplicate copies of policy records from major Commonwealth departments and appropriate files in London and Washington covering the years 1937 to 1949 have now been donated to the JCPML. These folders formed the basis of a series of publications on foreign affairs originally launched in the 1960s by Sir Paul Hasluck, then Minister for External Affairs. Early in 2003 the National Archives of Australia (NAA) and Department of Foreign Affairs and Trade (DFAT) agreed that it would be desirable to keep these working folders together as they represented both a comprehensive research resource and also a unique guide to the location of material in the original records. The JCPML seemed an ideal

destination because the papers document in detail aspects of Curtin's work as wartime prime minister.

Once the records have been accessioned into the collection and cleared for public access they will be available to researchers.

### **Digital news**

In August the JCPML launched its new look Electronic Research Archive (ERA). The JCPML has been working in partnership with ExLibris, a leading worldwide developer of high-performance applications for libraries, information centres and researchers, to develop their digital-asset management system *Digitool* to provide enhanced functionality for ERA users. For the JCPML the key benefits are the improved efficiency of both the physical and intellectual management of the collection and the opportunity to ensure that ERA is more compliant with internationally recognised standards of archival description.

For researchers, the move to *Digitool* will provide better access to the collection via a more user-friendly environment with significantly reduced download times for document images, easier access to audio and video files and a 'seamless' interface when accessing linked records held in other collections.

*Without Classification: Hazel Hawke* is the JCPML's newest online exhibition containing images, documents, sound and video from Hazel Hawke's years in the Lodge along with dynamic poster art from the 1980s. Asked whether she saw herself as a family woman or a career woman, Hazel Hawke, then wife of Australia's prime minister from 1983 to 1991, answered 'I don't classify myself.'

The online version is based on an exhibition which was jointly organised by the John Curtin Prime Ministerial Library and the John Curtin Gallery and which was open from November – December 2002. The exhibition was inspired by the collection of material lodged by Mrs Hawke with the JCPML covering her time at the Lodge ([john.curtin.edu.au/hazelhawke/index.html](http://john.curtin.edu.au/hazelhawke/index.html)).

### **Centenary recognition for JCPML archivist**

Kandy-Jane Henderson was recently awarded a Centenary Medal in recognition of her service to the community as archivist of the JCPML. This distinctive commemorative medal marks the achievements of a

broad cross-section of Australian society at the commencement of the 21st century.

## **Monash University, School of Information Management and Systems**

*Correspondent: Fiona Ross*

The School's coursework programs have been reviewed and redesigned during 2003. Extensive input from current and recent students, employers and other industry representatives has enabled the strengths of the SIMS' existing degrees to be retained and perceived weaknesses to be addressed. This will ensure that the courses continue to meet the needs of graduates entering the workplace. The core units of the redesigned Bachelor of Information Management and Systems (now called Bachelor of Information Systems), and related Arts and Education double degrees, follow themes of information systems, information management, organisational contexts, supporting technologies and professional practice.

The innovative studio units have been retained and enhanced, enabling students to experience a simulated industry environment where the focus is on real world, collaborative problem solving, and building teamwork and communication skills. The redeveloped Bachelor of Information Systems still includes the specialised studies in records and archives accredited by the Australian Society of Archivists and Records Management Association of Australia. The specialised studies include core and elective units.

At the postgraduate level a new four-semester Masters offering - MIMS Professional - has been built to complement the existing three-semester Masters of Information Management and Systems (MIMS), and will be offered for the first time in 2004. It aims to provide students with foundation knowledge and skills in information management and systems generally and in-depth understanding of at least two specialisation areas. Specialisations currently on offer are Information Technology Management, Information Systems Development, Business Intelligence, Knowledge Management, eBusiness, Library and Information Services and Electronic Recordkeeping and Archiving. Accreditation for the MIMS Professional will be sought from the ASA and the RMAA.



Two major research projects have commenced in 2003, both in collaboration with the Australian recordkeeping community. In June, SIMS and industry partners the Public Record Office Victoria, the Koorie Heritage Trust, the Victorian Koorie Records Taskforce and the ASA Indigenous Issues SIG won a three year \$293 000 grant from the Australian Research Council for a project titled 'Trust and Technology: Building an archival system for Indigenous oral memory'. This research seeks to identify and address the shortcomings of current archival models in accommodating indigenous oral memory for evidence, policy development and cultural understanding. Key researchers are Kirsty Williamson, Don Schauder and Sue McKemmish, all from SIMS, Lynette Russell from Monash University's Centre for Australian Indigenous Studies and Justine Heazlewood from the Public Record Office Victoria.

Research is also commencing on another ARC funded project 'The Clever Use of Recordkeeping Metadata', involving SIMS, National Archives of Australia, State Records New South Wales and the ASA Descriptive Standards Committee.

This project, led by Sue McKemmish, will develop a proof-of-concept prototype to demonstrate how standards-compliant metadata can be created once in particular application environments, then used many times to meet a range of business purposes. Joanne Evans from Austech has been awarded an Australian Postgraduate Award funded by the grant and joined the project team in August. Further information is available from [www.sims.monash.edu.au/research/rcrg/](http://www.sims.monash.edu.au/research/rcrg/).

In March 2003 Livia Iacovino, with one of her Monash Law co-investigators Moira Paterson, made a joint submission on the 'Draft National Health Privacy Code' in the light of their research activity within the Electronic Health Records: Achieving an Effective and Ethical Legal and Recordkeeping Framework, Australian Research Council, Discovery Grant, 2002-04.

The project has arrived at some preliminary findings which were presented by Livia at the Health Information Management Association of Australia, 2003 Conference, Sydney, 8-10 August 2003. Research findings of all the Chief Investigators were also presented at 28th International Conference on Law and Mental Health, in Sydney, 28 September - 3 October 2003.

In April, about eighty alumni of SIMS' Archives and Records courses and other friends of the School gathered at Monash's Caulfield campus to celebrate fifteen years of recordkeeping education at Monash and to mark the retirement of the program's 'foundation' staff member, Frank Upward. Although officially retired, Frank's enormous contribution to the profession in Australia and internationally continues through a number of teaching and research engagements with SIMS and elsewhere.

## **National Archives of Australia**

*Correspondent: Tonia Vincent*

### **UNESCO 'Memory of the World' Australian Register**

Two significant groups of records held by the National Archives were added to the UNESCO 'Memory of the World' Australian register on 30 April 2003. They are: 14 plans and drawings for the construction of Canberra prepared by Walter Burley Griffin and Marion Mahony Griffin in 1912, and 17 key constitutional documents relating to the foundation of the Commonwealth of Australia.

Seven of these documents are on permanent display at the National Archives Canberra, including the Royal Commission of Assent 1900, the *Commonwealth of Australia Constitution Act 1900*, the *Constitutional Alteration Act (Aboriginals) 1967* and the *Australia Act 1986*.

### **Surveys of the State of Recordkeeping in the Commonwealth**

The Archives has undertaken two surveys of the state of recordkeeping in the Australian Government. The first survey sought information from all Australian government agencies about their structures, policies and recent activities in recordkeeping. Results of the survey revealed that records and information management staff in agencies are usually confined to managing paper format records and their skills and expertise are not being utilised to manage electronic information and records. There is strong awareness of the Archives' e-permanence recordkeeping standards and guidelines. The second survey was completed by almost 1500 randomly selected officers who create records in their daily work. It focused on their recordkeeping practices and showed a strong demand for more training and improvement of electronic systems. The

Archives is using the results of the surveys to inform future strategies for improving recordkeeping in Australian government agencies.

### **Keep the knowledge – Make a record!**

In June 2003 the Archives launched a training package, *Keep the knowledge – Make a record!* comprising a range of materials to assist records staff in Australian government agencies to educate employees about their recordkeeping responsibilities and how to acquit these. Materials in the package include a guide for trainers, presenter's notes, an illustrated booklet and a ready reference card.

The Archives has received a request from the Chief Information Office of the United States of America's Department of the Treasury for permission to use the training package to promote records management awareness and training in the US Government.

### **Off-site customer study**

Analysis is now complete of the extensive survey of customers who contact the Archives reference services remotely by mail, fax, phone or email. The survey revealed that the growth of off-site customers has been rapid and in the last financial year increased by 49 per cent. The majority of respondents found out about the Archives reference services through either the Archives website (24 per cent) or other websites (13 per cent). Thus the Internet has been a very successful way of increasing use of the Archives collection by off-site customers. One of the highlights of the study was that 45 per cent of the survey respondents were from regional and remote areas of Australia, indicating that the Archives is effectively servicing both metropolitan and regional areas through its current access programs. Only 2 per cent of survey respondents found it difficult to access the Internet, with many customers having multiple ways of accessing the Internet.

### **Preserving the collection**

Progress continued on major projects for the preservation of archival materials in a critical condition to ensure their continued accessibility. Re-equipment of the audiovisual treatment labs at the Sydney office was completed and treatment is continuing of several thousand film, video and audio items from agencies such as Film Australia, the ABC and the Australia Film and Television School, as well as from the official

collections of several prime ministers. Over 127 000 paper-based items were treated at the Archives Greenway facility, and major contracts have been arranged for the treatment and re-packaging of 175 000 Immigration selection records in Canberra.

Planning has also begun on the treatment of more than 250 000 service records from the First World War. The project to treat and digitally copy several thousand large-format items in the Brisbane office is nearing completion and planning is progressing for similar projects in the Hobart and Canberra offices. Production of digital masters of 80 000 vinegar affected photographic negatives has begun in the Canberra office.

### **Government House records**

A transfer of documents from Government House was recently arranged by the outgoing Official Secretary, Martin Bonsey. The documents cover conferral of powers on Governors-General, the commissioning and swearing-in of Governors-General, and the Great Seal of Australia. The Commissions include those of Governors-General from D'Lisle to Deane.

Perhaps the most notable single item is a Letters Patent of King Edward VIII with the seal of Queen Victoria empowering Governors-General 'to confer the title, degree and honours of Knights Bachelor ...'.

### **'Displaced Persons' Migrant Selection Documents Project**

Between 1947 and 1953 Australia gave a new home to some 170 000 refugees from Germany, Austria and Italy after the Second World War. In the course of selecting these 'Displaced Persons' for migration to Australia, detailed personal and medical dossiers, including photographs, were compiled for each applicant. The dossiers form a valuable historical and genealogical record of a very significant group in Australian migration history.

The dossiers were in poor physical condition and difficult to access. During the past four years the Archives has undertaken a major project to place dossiers for each migrant in separate acid-free folders and to list them on the Archives' database, RecordSearch, which is available on the Archives' website. This project is now complete.

### **Australia's Prime Ministers website**

Since the launch the *Australia's Prime Ministers* website in November 2002 there have been 14 962 visitor sessions on the website, with the average user spending between 3 and 6 minutes - a long visit by web standards. The website has received positive feedback, particularly from teachers who report that it will be a useful education resource.

### **E-commerce website**

The Archives implemented an e-commerce facility (*shop.naa.gov.au*) in May 2003, providing customers with the option of purchasing publications from the Archives online using the secure online ordering system.

### **Work for the Dole projects**

The Archives has been involved in Work for the Dole projects for the past 18 months. Projects are underway in Perth, Melbourne, Adelaide and Sydney to preserve and list immigration records. These projects are the first national projects in the 'national significance' category ever undertaken as part of the scheme, and meet a new emphasis in government policy to make projects sustainable and of immediate public benefit.

On 9 April, the Archives launched the online Migrant Passenger List database in Perth. This database comprises almost 100 000 names from passenger lists covering the period 1926 to 1928 indexed by project participants.

### **Formation of an Australian digital archives coalition**

The National Archives of Australia, the Public Record Office Victoria and State Records New South Wales are joining together to form a coalition to tackle the challenge of ensuring the longevity of 'born-digital' records. Each institution has agreed to pool their digital recordkeeping resources to develop and promote an Australian solution to the challenge of ensuring future access to the evidence of the digital age.

The coalition will encourage collaboration, information sharing and dissemination, and engagement with industry on cutting edge research and development projects. It will be a mechanism for articulating and promoting a common Australian approach to digital recordkeeping

spanning the entire records continuum from systems design to long-term preservation and access.

The coalition will promote test bed implementations of the new approach and run workshops and publishing programs for the benefit of the IT marketplace and the wider archives and records industry.

An important focus of the coalition will be engagement with leading international initiatives in digital preservation.

## **Public Record Office Victoria**

*Correspondent: Molly Orme*

### **Jim Berg, President, Public Records Advisory Council**

Jim Berg, JP, President of Public Records Advisory Council, finished his term as president at the end of October. Jim will, however, continue his valuable work as Chair of the Koorie Records Taskforce into 2004.

We would like to thank Jim for his tireless work on behalf of PROV and wish him well in his new endeavours. Selection of a new president for the Public Records Advisory Council is currently under way.

### **Keeping the Record Public – 100 Years of Victorian State Archives**

Victoria's state archives began with a transfer of ten volumes of Convict Indent records from the Law Department of the Victorian government to the Public Library of Victoria on 31 July 1903. On 31 July 2003, PROV staged its Keeping the Record Public symposium that explored the significance of the first transfer of government records and the history of the development of a public archival authority in Victoria.

The second issue of PROV's journal *Provenance* was distributed to participants at the completion of the day's proceedings. Its release has completed Professor Bill Russell's two-part essay on the history and development of the Victorian State Archives.

The essay provides a brief glimpse of Professor Russell's complete history of the archives, to be published at the end of 2003 to coincide with the 30th anniversary of the first meeting of the Public Records Advisory Council in December.

## **Victorian Electronic Records Strategy Centre of Excellence - Launch of VERS 2**

The Victorian Electronic Records Strategy (VERS) addresses the cost-effective, long-term, preservation of electronic records. On Thursday 31 July the Deputy Premier/Minister for Victorian Communities, the Hon. John Thwaites, launched a new version of the Victorian Electronic Records Strategy Standard 'Management of Electronic Records' (PROS 99/007 version 2) at the Sir Redmond Barry Room. Around 100 guests celebrated the 100th anniversary of recordkeeping in Victoria and the Launch of VERS 2. Electronic copies of the standard can be found on the VERS section of the PROV website ([www.prov.vic.gov.au/vers/](http://www.prov.vic.gov.au/vers/)).

### **Digital Archive tender**

The launch of VERS 2 also marked the closing of tenders for a \$5 million archive that will hold transfers of Victorian government electronic records and provide online access to records for all Victorians. The archive will provide a solid digital electronic resource for Victoria's recordkeeping and will enable the secure storage of past, present and future records of the state.

The development of a Digital Archive at PROV is one of the key objectives of the VERS Centre of Excellence. The PROV Digital Archive will store digital objects, including permanent VERS-compliant electronic records created by Victorian government, and digital copies of paper records in the PROV collection.

An automated process will be developed to facilitate the transfer of electronic records from government agencies to PROV. Records held in the PROV Digital Archive will be available online through the PROV website in accordance with normal access provisions. It is anticipated that work on the Digital Archive will commence sometime towards the end of 2003.

### **Access services - planning for new reading room**

Planning for the new PROV reading room located at the Victorian Archives building in North Melbourne continues. The purpose built Victorian Archives building has been PROV's repository since its official opening in 2000. The completion of renovation work at the National Gallery's St Kilda Road complex will allow Gallery staff, who have

been located at the Victorian Archives building, to re-join their colleagues at the St Kilda Road site.

PROV expects to open the new Reading Room, which will replace the Melbourne Archive Centre in Lonsdale Street, by mid 2004. The new Reading Room at the Victorian Archives will continue the successful shared arrangement with National Archives of Australia (Melbourne Office).

## **Queensland State Archives**

*Correspondent: Michael Kelk*

Implementation of the *Public Records Act 2002* is continuing with the Public Records Review Committee inducted in April 2003 and its inaugural meeting held on 19 June 2003.

The Chairperson of the Committee is Mr Brian Herd, Partner at Carne Reidy Herd Lawyers in Brisbane. Further details of the Committee are available on Queensland State Archives' website.

*Archives One*, QSA's collection management software, will be further redeveloped over the next two years with increased functionality and enhanced search capabilities added.

### **Agency Services (appraisal, disposal, transfer, regulations and file issue)**

QSA has been working with 15 TAFE Institutes to develop a common retention and disposal schedule for core business records. The new version of the General Disposal and Retention Schedule for Administrative Records is nearing completion, with a final round of consultation expected. This document has been aligned with Keyword AAA: A Thesaurus of General Terms. The Local Government Schedule is also under revision.

Disposal schedules currently under development include: the Department of Primary Industries; the Department of Innovation and Information Economy and Sport and Recreation; the Department of Tourism, Racing and Fair Trading; and the Non-State School Accreditation Board. During the last six months retention and disposal schedules were developed for the Supreme and District Courts, and the Queensland Police Service. The appraisal and disposal area



continues to undertake site visits to assist government agencies in managing records and preparing disposal schedules.

### **Collections and access**

#### **Archival collections**

QSA received a transfer of cemetery records from the Brisbane City Council (1859–1964). The cemeteries include Toowong, Bulimba, Balmoral, Bald Hills, Tingalpa, Coopers Plains, Lutwyche and German Station. Other recent transfers included a rates and valuation series from the Gold Coast City Council and nominated immigrant files (1922–96) from the Yungaba Immigrant Depot. Further transfers are expected from the Redland Shire Council and the Courts at Maryborough, Tiaro, Townsville, Gayndah, and Biggenden. Consignments of admission registers from various schools are transferred on a regular basis.

#### **Preservation services**

Preservation Services conducted a preservation assessment survey of QSA's holdings in 2002–03 with the outcomes expected to inform operational plans for the coming three to five years. The team worked on QSA's '10th Anniversary at Runcorn' display and helped coordinate the current *History in our Own Backyard* exhibition.

#### **Public access**

The Minister for Innovation and Information Economy, the Hon. Paul Lucas MLA, opened the *History in our Own Backyard* exhibition at QSA on 11 June 2003. The exhibition, which features items from 10 different family and local history groups, closes in late September 2003. Public Access continues to conduct seminars and workshops for clients in both metropolitan and country areas. Recent seminars were held in Maryborough and Rockhampton, with future trips planned for Mackay, Moranbah, Clermont and Emerald.

QSA staff continue to give seminars for groups such as law librarians, Probus groups and library technicians as well as local and family history groups. Recent publications include *Items of Interest – People and Guide to the Records of the Commissioner of Crown Lands and the Crown Lands Office*. The signpost for Chillagoe is also completed. QSA organised a display and information stand at Musgrave Park on 11 July as part of

NAIDOC week and promoted its services at the Brisbane Exhibition (EKKA) in August.

QSA has digitised photographs of prisoners who were executed in Queensland from 1883 to 1913 for the Boggo Road Gaol Museum's October 2003 exhibition. The project to index passenger lists for publication on the website is near completion.

### **Policy and research**

During 2003, QSA reviewed and endorsed Strategic Recordkeeping Implementation Plans (SRIPs) from 92 state government departments and local governments. The SRIPs are part of the compliance framework for Information Standard 40: Recordkeeping (IS40). In 2003-04, QSA expects to review SRIPs or survey data from 650 statutory authorities and 22 government-owned corporations as stage two of compliance with IS40.

QSA continues to present information sessions on the new legislative and policy framework for public records management to senior executive teams across the Queensland Government.

In 2003-04, QSA will develop a whole-of-government training and education strategy to raise awareness of best practice recordkeeping among all government employees. As part of this strategy, QSA recently received product development funding from the Department of Industrial Relations to convert its 'Managing e-mails as public records' policy into an online training module for all government employees.

On 3 June, QSA hosted a meeting to establish a Keyword For Councils (KFC) User Group to promote the utilisation of the thesaurus tool across local government.

The policy and research team continues to perform outreach services and visit agencies in regional areas to promote compliance to best practice recordkeeping.

### **Royal Australian Historical Society**

*Correspondent: D.L. Lewis, Executive Officer*

The Royal Australian Historical Society (RAHS) has a small, but excellent library. The collection policy covers mostly books on local

history; the Society has built the best local history library in the state. We also collect industrial histories, some institutional histories and biographies. Although we used to have a large manuscript collection, space has necessitated much of it being placed in more appropriate collections. However, from time to time we get a collection of documents that fit well within our collection policy, and are of sufficient importance to warrant our keeping.

### **The Unilever collection**

Last year, the Unilever Corporation closed their information services department, and we were offered some of their archives. Unilever is one of Australia's better-known manufacturing companies. Lever originally imported Sunlight soap from England, but later expanded into food, domestic cleaning products and other hygienic and cosmetic products. It was based originally in Balmain, but perhaps its better-known headquarters were where the 'Toaster' at Circular Quay in Sydney now stands. This building was demolished several years back to make way for the residential units that now occupy that part of Macquarie Street. Within the collection is a souvenir brochure of the opening of the building Unilever House, in 1958, which apart from being a valuable record of a Sydney landmark, also gives some impressive vistas of the Harbour, Macquarie Street and Bennelong Point, as well as the inside of the building.

Among the documents are reports, including sales reports and management reports. There are official histories of the various companies. One of the reports looks at expanding the meat pie wholesale business. It includes some invaluable photos of pie shops in 1962. (One of the conclusions of the report is 'the better the suburb, the less pies are sold.')

Not all of them are labelled, but there are a couple of photos of pie shops - one from Rose Hill and one from Kingsford. This is, of course, invaluable to local researchers, and even family researchers. There are some streetscapes. This collection, though small, is a boon to researchers looking at family history, corporate history, local history, and even military history.

Each war produced its own commercial challenges. The collection includes a wonderful run of magazines for Unilever employees serving during World War Two. It is a professional production, including news of serving Unilever employees, jokes, stories on Unilever in Australia,

and is also an instrument in morale-boosting. (Looking through it, one wonders if companies today would preserve jobs for their employees over 5 years.) A later report looks at supplying dried food to troops stationed in Vietnam. No decision is reached, but it is costed out precisely, and all ingredients are listed.

The collection also includes advertising swatches. Advertisements, competitions and other promotions have been well-kept. Many people will be reminded of more prominent ad campaigns (remember 'Menage' cologne for men?). The ads themselves are the product of a dedicated public relations team, but also very tied to the times in which they were written. The roles of housewives, single ladies, gentlemen, young professionals, husbands are all firmly stereotyped, but these stereotypes change over the years, giving yet another fascinating insight into Australian corporate culture and its relationship with the broader Australian public.

Being a company concerned with food, there are several cookbooks, showing the growing range of taste of Australian households. There are corporate briefings on the history of Unilever, which give insights not usually found in public documents. More than 60 items have been accessioned to the RAHS library, and many of these accessions consist of five or six pieces of ephemera, making it a fairly sizable collection.

The Unilever collection is a valuable addition to the RAHS library and has been catalogued. The Library is located at 133 Macquarie Street, Sydney, and is open from 10.00 until 4.00 weekdays. The Librarian, Kylie Rees, is available via appointment on Wednesdays, Thursdays and Fridays at these times. There is a small charge for non-members to use the library.

## **State Library of South Australia**

*Correspondent: Mary Ryan*

### **Library redevelopment**

Years of planning have come to fruition in the opening, in July, of the redeveloped State Library of South Australia. The \$41.2 million State Library project has seen the complete refurbishment of the 1960s Bastyan Building. Refurbishment of the Institute Building and former Jervis Wing (formerly the home of the Mortlock Library of South Australia)

continues. The project has also provided a complete upgrade to online services, an increase in public computer facilities and an emphasis on the digital library, in order to increase access to the collections for remote users.

The part of the Library previously known as the Bastyan Building has been renamed the Spence Wing in honour of Catherine Helen Spence, a champion of women's rights, an educator, journalist and writer, social and political reformer and user of the Library. The Jervois Wing has had a name change, too, to the Mortlock Wing.

The creation of over 35 kilometres of shelving space in the Spence Wing has meant that a large portion of the archival collections have returned to on-site storage at North Terrace. Requested material can be retrieved on the half-hour. Material still off-site is retrieved twice weekly.

### **Collections**

Material processed recently has included the family and personal papers of the former Emeritus Professor of Librarianship at Monash University, South Australian-born Jean Primrose Whyte who died in March 2003. Henry Ashcroft Robinson's papers include shipboard diaries of his trip to South Australia in 1883 on the *Myrtle Holmes*, his brief time in Adelaide during June and July of that year, and his return trip to England. Also processed were additional papers of Dame Roma Mitchell, former Governor of South Australia, Chairman of the Human Rights Commission, Chancellor of the University of Adelaide, Judge of the South Australian Supreme Court and Queen's Counsel.

Another valuable addition to the collection is Penfolds Wines' business records and personal papers of the Penfold family. Dating back well before the arrival in Adelaide of Christopher Rawson Penfold and his wife Mary in 1844, the Penfolds Group gives a fascinating glimpse into the beginnings of one of the most famous wine companies in Australia.

Material received into the Library recently includes the papers of Wlad Dutkiewicz, a Polish displaced person who came to Australia at the end of World War Two. His papers include records relating to the Displaced Person camp, migrating to Australia, his artistic life and also photographs. It is a moving set of records documenting the life of a man who lost his home, created a bohemian life in Australia, was full of fun but was also haunted by his war experience.

Also received were papers of the late Shirley Cameron Wilson who was an esteemed researcher, writer, collector and teacher in the fields of art, art history and antiques, with special reference to early South Australia. She contributed enormously to the Art Gallery of South Australia, the Lyceum Club, South Australian Museum, the Pioneers Association, the John McDouall Stuart Society and the State Library. This valuable group includes material related to Australian explorers including John McDouall Stuart.

Oral history additions have included interviews by the Mental Illness Education Group of the Schizophrenia Fellowship of people who have suffered mental illness or those closely associated with them, interviews with Aboriginal women from the Council of Aboriginal Women of South Australia and an interview with Betty Fisher about her involvement in the Conservation Council of South Australia, trade unions, women's movement and an account of her working life. There are also the reminiscences of David Fisher about his trips on the *Nella Dan* to Macquarie Island in 1967–68.

## **State Records, New South Wales**

*Correspondent: Janet Knight*

### **Exhibition**

The *Sydney: Resort of Thieves* exhibition inspired by the Registry of Flash Men, an 1840s police journal documenting criminal life in The Rocks area, was replaced in March 2003 by our new exhibition. *House of Exquisite Memory* honours the archival practices of artists, families and communities. Both exhibitions have attracted large and diverse audiences and significant media attention with their conceptual innovation and imaginative design.

### **Online indexes**

State Records has added a number of indexes to our growing online collection. For example, we have commenced a project to index the New South Wales Gaol Photographic Description Books, with Albury and Armidale now available. New convict indexes include indexes to tickets of leave, certificates of emancipation and pardons.

**E-newsletter**

*Now & Then* is our new electronic newsletter providing information about new research tools, publications and services from State Records; seminars, talks and exhibitions; and additions to the State archives collection. It is published on our website and as an email.

**Estrays and acquisitions**

A Visitors Book, 1886–1910 of the *Vernon* and *Sobraon* was recently discovered in the Royal Australian Historical Society's collection and transferred to State Records. The *Vernon* was commissioned in 1866 as a training ship for 'wayward' boys. The New South Wales Government purchased the *Sobraon* in 1891 to replace the *Vernon* and maintained it until it was sold to the Commonwealth Government in 1911.

The Visitors Book, which was used for both ships, reveals a wonderful cross section of society who inspected the ship from time to time, including State ministers, chief justices, overseas visitors, mayors and other notables. Possibly the most famous signature is that of Sir Edmund Barton, prior to becoming prime minister of Australia.

**Archives in the Bush**

A range of documentation, preservation and infrastructure projects for regional archives were supported in the second year of the 'Archives in the Bush' grants program. Results included an upgraded air-conditioning system at Charles Sturt University Regional Archives (Wagga Wagga) and new shelving and preservation microfilming at the Outback Archives (Broken Hill).

**Digitisation program**

Our digitisation program, established in 2001, is aimed at making archives more accessible. Recent additions to the website include the 1840s *Registry of Flash Men* and the *Lantern Slides from the 1908 Franco-British Exhibition*.

A joint project, undertaken by State Records and the City of Sydney Archives, was to digitise the Trigonometrical Survey of the City of Sydney, 1865 for CD ROM. The City Surveyor and Engineer's Department of the Sydney Municipal Council made the survey, comprising 56 sheets, in preparation for the construction of better sewerage and water reticulation systems. The survey shows the layout

of Sydney, including an outline of property boundaries and the position of buildings. The CD ROM was launched in September 2003 and is available in the reading rooms.

### **Collection management system**

Recent efforts have focused on overhauling our collection management systems so that they fully support the management of the collection and the provision of services. We redeveloped our intellectual control system, a series system-based database, and integrated it with a new system for the physical management of the State archives collection in State Records' facilities and in regional partner institutions.

### **Review of the State Records Act**

It is now more than five years since the *State Records Act 1998* (NSW) was assented to. The Act includes a provision that a review must be undertaken by the Minister five years after the date of assent. We are undertaking this review on behalf of the Premier, as Minister for the Arts, between June 2003 and June 2004.

The review involves issuing a number of papers to facilitate discussion, and holding a series of public and stakeholder meetings in Sydney and regional areas to encourage comment and written submissions. A report will then be forwarded to the Premier. Further information on the review process is available at [www.records.nsw.gov.au/about/actreview.htm](http://www.records.nsw.gov.au/about/actreview.htm).

### **General Disposal Authority for records of a Minister's Office**

A new general disposal authority – *General Retention and Disposal Authority – Records of a Minister's Office* (GDA 13) was issued in December 2002. This is the first general disposal authority to cover records of New South Wales Ministers.

### **Strategies for Documenting Government Business: The DIRKS Manual**

In June State Records released the *Strategies for Documenting Government Business: The DIRKS Manual*. This is a comprehensive online manual to help public sector bodies operate more efficiently and accountably by integrating systematic recordkeeping into business processes and systems. It contains a range of guidance, case studies, tools and tips to support a variety of recordkeeping objectives.



Originally developed with the National Archives of Australia, the New South Wales version has its own jurisdictionally specific format and content. The two manuals continue, however, to share a common theoretical basis for the improvement of recordkeeping. *Strategies for Documenting Government Business* is available on our website at [www.records.nsw.gov.au/publicsector/DIRKS/final/title.htm](http://www.records.nsw.gov.au/publicsector/DIRKS/final/title.htm).