

News Notes

Edited by Helen Morgan

Adelaide City Council Archives

Correspondent: Robert Thornton

In connection with the ASA 2003 National Conference the City Archives hosted the Local Government Archives Special Interest Group. This was an informative and inspiring meeting as delegates articulated their respective responsibilities, concerns and ideas for strengthening the position of archives management at the municipal level. The meeting was followed by a tour of the Adelaide City Council's archival facility.

The meeting occurred the day after the new Lord Mayor of Adelaide, Michael Harbison, had welcomed delegates to the 2003 Conference at an official reception in the historic Queen Adelaide Room at the Adelaide Town Hall. At this he acknowledged his support for the archival profession in general and the Council's own archives in particular, which was very encouraging to hear. A new CEO has also just commenced with the Council – Mal Hemmerling, best known for his stewardship of the Adelaide Formula One Grand Prix and Sydney Olympics Committee – and it will be interesting to see what enterprising scenarios he has in store for the Council and how we fit into these. He has already been quoted as saying that 'you can't change history, but can only move forward and my philosophy in business is to drive forward and not backwards'.

Hardware acquisitions

The Lord Mayor's enthusiasm for all things archival has been matched by the Council's level of commitment to its Archives and seemingly ongoing support of senior management. During the past twelve months

Records and Archives have received a significant boost in firepower in the form of new technology. This is probably one of the spin offs from being part of the Council's Information Management Business Unit, which includes its IT area. The list of equipment acquired includes:

- a second A0 wide format Océ CS4030 digital scanner that is being used to run off colour copies of historic maps and plans on a plotter: this one will scan in colour whereas the existing model, which was procured primarily to reproduce copies of building application plans for Archives customers, would only scan and print in black and white;
- a Sony DSC-F717 digital camera used for imaging Civic Collection items: images are being progressively added to the Archives website;
- a top of the range HP Scanjet 8200 slide scanner used for digitising the Archives' various photographic collections: images are progressively being made available online;
- a Fletcher 2100/48 inch mat cutter/framer that has been installed in the new conservation annexe and used to prepare copies of archival materials for display and for sale to the public;
- two new colour printers, an HP Inkjet 2250 and an HP Deskjet 1180C for printing A3, used principally in the publication of archives and records guides and promotional literature.

The acquisition of this new hardware has been largely driven by the Council's desire to improve access to its historic collections through a program of traditional and online displays. It means that the Archives now has the capacity to do high quality reproductions of all archival materials in-house, thereby saving much time and money. This includes glass framed and unframed copies of archival maps, plans and posters, a range of which is currently being developed for sale to the public. The first of these offerings is a series of A1 size early 1920s hand-tinted coloured building application plans showing the external facades of important Adelaide buildings that were erected during this time.

Displays and programs

The Archives display programs are now in full swing, both internally and in partnership with a number of organisations including State Records, the State History Trust and the South Australian Museum. Displays of archival materials feature prominently in the Council's Customer Centre, Town Hall entrance foyer and its recently revamped exhibition room. Copies of framed archival photographs adorn the walls of passageways and offices in many areas of the Council administration, as well as within the Town Hall meeting and reception rooms.

The online program is gathering pace with the development of an interface between the Council's Assets Management System and TRIM, which is the electronic database the Council uses to manage its current, non-current and archival records. This will enable selected data and images of collection items to be published to the web. Eventually the public will be able to search the Archives website for all archives accessions entered in TRIM.

We have also been looking at developing closer ties with State Records for the mutual benefit of both organisations. State Records are returning to the CBD in 2004 with the opening of a new shop front search room facility close to the City Archives so the opportunity to explore ways in which we can cooperate more effectively has arisen. We have committed to working together on an opening exhibition for their new premises, developing reciprocal storage arrangements (whereby we agree to store selected high access local government records now in State Records' custody at our repository in Topham Mall in return for low access Council records being stored offsite at their repository at Gepps Cross), and widening our conservation function to allow the intake of materials conservation work from State Records.

Armaments and archives

We are presently in the process of converting a former lift shaft in the Archives basement repository into an internal strong room in which to store either extremely valuable or potentially hazardous objects. This was prompted by the existence of an ordnance shell from one of the guns of the first HMAS *Sydney* given to the Council in 1925. The shell is part of the Civic Collection, the autonomous museum collection which is managed within the Archives. It is reputed to be one of three Hotchkiss cartridges remaining in the guns of *Sydney* when the order to cease fire

was given during her engagement and sinking of the German cruiser *Emden* off the Cocos Islands in 1914. It seems likely the Council was given it as a token of appreciation for its support for the 1914–18 war effort. As such it is a significant historic relic.

It was assumed the shell had been fully decommissioned – vice marks on the casing certainly indicate this, however no documentary evidence has been produced to support this contention. An inspection by an authority on armaments confirmed that the casing had indeed been decommissioned, however uncertainty exists about the projectile. A small residue of black powder was visible when the cartridge was tipped upside down. This suggests gunpowder rather than nitroglycerine was used as the explosive in the shell. If however the latter was used and is still present in the shell it could become unstable with age. We are also not sure if the detonator mechanism has been completely removed.

The shell had to be placed somewhere relatively bombproof before we could arrange to get it taken away to be professionally stripped down and examined to ensure it was absolutely safe, and the old concrete encased lift well seemed the ideal (and only) solution. This then raised a wider issue relating to the Civic Collection – among its contents are a number of firearms including Colonel Light’s revolver (allegedly found in the garden of his cottage), 1860s Governor Sir Dominic Daly’s pocket pistol (used for his self protection – he was the first Catholic Governor at a time when being Catholic was not popular in public office in South Australia), Queen Adelaide’s two outriding pistols and a flintlock shotgun donated in 1931 that is supposed to have belonged to Colonel Light. There are also various swords, one of which belonged to nineteenth-century Town Clerk Thomas Worsnop, daggers and other historic weaponry which needs to be kept in the most secure environment – hence the decision to create a more impenetrable area within the repository.

Australian National University Archives Program, Canberra

Correspondent: Tatiana Antsoupova

2003 was a very successful year for the ANU Archives Program, which combines University Archives and Noel Butlin Archives Centre (NBAC). It was the year when NBAC celebrated its 50th anniversary and it was marked by a number of events.

Honours

The long-term work of the NBAC in preserving Australia's documentary heritage was acknowledged by the inscription of the Australian Agricultural Company records on the UNESCO Australian Memory of the World Register. This is the first collection of business archives and the first held by a university to be included on the Australian Register. It was transferred to the Australian National University in 1955 and remains one of the most used collections.

Publication

In the Service of the Company: Letters of Sir Edward Parry, Commissioner to the Australian Agricultural Company, June 1832-March 1834 was published after months of meticulous work of the archivists in transcribing and editing a fragile correspondence book (see review in *Archives and Manuscripts*, vol. 31, no.2, November 2003).

Events

On 12 March Professor Geoffrey Blainey was the speaker at the Second Annual Lecture organised jointly by the archives and its support group Friends of the Noel Butlin Archives Centre. Professor Blainey, who is also a patron of the Friends group, entitled his lecture 'When history was rising fast: Australian history and the economic historians, 1930-1960'.

Where have all the archives gone? A symposium on the fate of business archives in the 21st century was held on 24 October. Its participants included a leading business historian David Merrett, National Library of Australia manuscript librarian Graeme Powell, Mitchell librarian Elizabeth Ellis, Commonwealth Bank archivist Chris Hurley, and executive officer of the Pacific Manuscripts Bureau Ewan Maidment. Representatives of interested organisations such as the Australian Society of Archivists, the Records Management Association of Australia, the Institute of Information Management, the Australian Historical Association, and the Council of Small Business Organisations of Australia spoke of the urgent need to address the issue of preserving business records as part of Australia's heritage. The symposium highlighted the problems and addressed the future strategies in dealing with the problem.

Exhibitions

For Economy, Pleasure, Health: Images of Early Australian Cycling explored the contribution of cycling to Australian work, transport, sport and leisure in the late 19th and early 20th centuries. It was presented at the 14th International Cycle History Conference held in February 2003 in Canberra and continued at the Archives' reading room until mid-year. The exhibition included photographs and documents from the collections of Dunlop Rubber (Australia) Ltd, Goldsbrough Mort & Co, CSR Limited, the Australian Postal and Telecommunications Union and the Australasian Federated Union of Locomotive Enginemen.

A major exhibition at Old Parliament House in Canberra was opened on 2 December 2003. *The People's Procession: Australian Popular Movements, 1880s-1950s* consists entirely of records of various trade unions, which are held at the Noel Butlin Archives Centre. In the words of the independent curator Peter Emmett it presents 'a sweeping story of strife and celebration of working class in Australia from the hey-day of the Eight-Hours Day processions in the 1880s to the Ban the Bomb rallies of the 1950s'. The exhibition continues until July 2004.

John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

JCPML first in WA to join *PictureAustralia*

The further enhancement and development of the JCPML's Electronic Research Archive (ERA) made it possible for JCPML to be the first Western Australian institution to participate in *PictureAustralia*. The new ERA system allows for direct linking from external sites to both the descriptive information about our records and the digital objects themselves. Over 650 photographs from ERA are now available via *PictureAustralia*. The images relate to themes such as Curtin's involvement with the Victorian Socialist Party, Timber Workers' Union, World War One anti-conscription movement and the Australian Labor Party.

Photographs from other institutions, not otherwise available digitally, are included in the JCPML images with the support and consent of the originating institutions.

Celebrating John Curtin Day

Each year the Curtin University of Technology commemorates the anniversary of John Curtin becoming prime minister on 7 October 1941. JCPML Visiting Scholar for 2003, Professor Marilyn Lake, gave a stimulating and thought-provoking lecture as part of the celebrations. Her lecture, *John Curtin: Internationalist*, was an exploration of the tensions between John Curtin's belief in international socialism which had 'no concern for race or frontier' and his commitment to a white Australia policy. Researching Curtin's early writings Professor Lake noted his strong belief that the working class must mobilise in a worldwide struggle for emancipation. According to Professor Lake, Curtin 'dedicated most of his life to promoting the trans-national idea of the world's common humanity'. Furthermore, Curtin expressed his views about self-determined government by 'native populations' as early as 1919 when discussing the Versailles Peace Treaty at the end of World War One. Professor Lake concluded that overall, Curtin could be acknowledged as one of Australia's 'early advocates of decolonisation, indigenous land rights and international solidarity.' The full text of her lecture can be accessed from the JCPML website under 'what's on'.

Award-winning play to be seen around Australia

After its very successful world premiere in May 2003, *Shadow of the Eagle* was nominated for Best New Play and Best Production in the WA Equity Guild/International Foundation for the Arts and Culture Awards for 2003. The winners were announced on 15 November 2003 and *Shadow of the Eagle* was a joint winner in the Best New Play category, while actor Geoff Kelso won the Best Actor category for his performance as John Curtin.

Shadow of the Eagle 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 at the 10th annual West Australian State Arts Sponsorship Awards, where the JCPML was awarded a 2002-03 Partnership Endorsement for its role in supporting culture and the arts in Western Australia. The play stimulated much interest in theatres around Australia and will be touring to regional venues from Canberra

to Darwin during 2004 as well as returning for another season in Western Australia.

This dramatic partnership of archives and theatre is a bold venture for the JCPML, and we believe it will help us reach wider public audiences than we would otherwise attract on our own.

Educational activities

A new primary school educational program was launched at the end of 2003. 'A Week on the Wireless' is sure to inspire and delight primary school students as they use their creative talents to explore the mysteries of the golden days of radio and create their own radio plays. The new program encompasses Society and Environment, Maths, English, Drama, Media and Music studies and is based on the premise that throughout World War Two the radio was an important source of communication, information, entertainment and education for the Australian people.

'What is most impressive about the program is the comprehensive support material you receive. The open-ended nature of the program means it could be taken as a focus for a month or a term', said one participating teacher.

The JCPML also hosted and participated in the 2003 National History Challenge with its theme of 'Conflict and Resolution.' As in previous years the judging and presentation was held at the JCPML, with Minister for Education Alan Carpenter awarding Megan Miller the prize for WA Young Historian of the Year for her essay 'The Vietnam War involvement'. In the JCPML special category Eileen Payne, a year 11 student, was the State winner with her essay 'Struggles and solutions', which looked at John Curtin's courage in his approach to all his conflicts. The national winner in the JCPML special category prize was Oliver Rourke from Sydney with his essay 'Conflict and resolution: The life and times of John Curtin'.

Digital news

The JCPML's latest digital project is a finding aid that showcases a new collection of material resulting from the investigative and analytical work undertaken by economic journalist Tom Fitzgerald during his research into a biography on John Curtin. Unfortunately the biography was still a work in progress when he died in 1993. His son, Denis, worked

closely with the JCPML as a Visiting Scholar to help organise the papers and contribute to the understanding and arrangement of this donation, as well as working on the digital project. The digital project allows users to browse through some of the themes Tom Fitzgerald was developing for his biography, as well as some of the sources that he used for his research, including a comprehensive correspondence with Curtin's daughter, Elsie Macleod. Dr John Edwards, economist and 2000 JCPML Visiting Scholar, believes that there is no other comparable resource to Fitzgerald's work in 'pursuing, analysing and annotating the development of Curtin's economic ideas'. The project can be accessed at john.curtin.edu.au/fitzgerald/

Macquarie University, Records and Archives Services

Correspondent: Joshua Hutley

This year, Macquarie University celebrates the fortieth anniversary of foundation of the University in 1964. In response to this significant milestone Records and Archives Services is promoting the University's outstanding collections as well enhancing its archival capacity through a set of projects.

Macquarie University Archives, established in 1978, houses the corporate records of the University along with significant archival items documenting the history and development of the University's administration and teaching. There are also some personal collections, which document important areas of scholarship.

Archives of national significance include the records of the Sydney Kindergarten Teachers College, which was founded in 1897 by the Kindergarten Union, and the records of Nursery School Teachers College, which was founded in 1931 by the Sydney Day Nursery and Nursery Schools Association. These records document the history and development of early childhood teaching in Australia.

Archives of international significance include the Chandra Jayawardena Collection and the Peter Mason Collection. The papers contained in these collections illustrate the life work of two of Macquarie University's greatest academics. A scholar of international repute, Chandra Jayawardena exerted a great influence on the development of anthropology in Australia, and was the Foundation Professor of

Anthropology at Macquarie. He was appointed in 1968, and sadly died as a result of an operation in 1981 at the age of only 52. The Jayawardena collection contains the research materials relating to Professor Jayawardena's field work in Guyana, Fiji and Atjeh (Indonesia) during the 1950s.

Receipt and processing of the Peter Mason Collection was made possible by the Australian Sciences Archives Project (now the Australian Science and Technology Heritage Centre). Peter Mason was a physicist and science broadcaster. He was the foundation Professor of Physics, Macquarie University, from 1966. He also broadcast frequently on the ABC Science Show and published a number of books for the lay reader including a history of rubber, and the story of iron and steel. An online guide to the records of Peter Mason can be found at www.asap.unimelb.edu.au/pubs/guides/mason/mason.htm.

Recently Records and Archives officers tracked down and acquired a series of professionally produced videotaped interviews with the *Founding Fathers of the University* (between 1987 and 1991). These tapes represent a vital source of historical information about the foundation of the University and recount the events of foundation from the people actually involved. At times the provenance of the tapes had been uncertain and they had also been poorly stored. Technical advice indicated that it was feasible to have the tapes cleaned and transferred onto new and more stable media. Our aim is to ensure the long-term retention and accessibility of these historical records.

Broader historical work is being carried out in a project called Chronicle. The first stage of the project draws together information from various sources in the archive to create a complete timeline of events for the University. This resource, with its specific events, will be married to other records such as photographs, audio tapes and films, the contextualised information forming the basis for exhibition development. A second longer-term stage of the project will collate a complete administrative history of the University including its schools, departments and its major personalities.

Finally, our records repository is being reorganised through a shelf audit, reworking of our series location guide, and physical relocations. Where possible related series have been located together and some items have been rehoused while others have been scheduled for conservation action.

Part of this work has focused on the complete collation of the University's many strategic committee minutes. In doing this we are identifying gaps in our holdings and attempting to fill them with the assistance of the original donors.

Mitchell Library, State Library of New South Wales

Correspondent: Maryanne Larkin

Projects

A project archivist is working on collections of papers of Members of the New South Wales Parliament held in the Library as part of the celebration of the Sesquicentenary of Responsible Government in 2006. Descriptions of the papers will be available on the Library's website.

PICMAN, the original materials database, has grown with the addition of over 2000 records which describe the contents of about 12 000 reels of microfilm in the Australian Joint Copying Project and Pacific Manuscripts Bureau collections. A major benefit for researchers is that PICMAN enables free text searching of content descriptions. Access was previously via the manuscript card catalogues, with more details available in handbooks produced by the project. The new records were imported from Kinetica and converted into the appropriate format for PICMAN. These transfers have been very successful and were achieved with the assistance of staff at Kinetica and our system supplier. Together with last year's addition of records from the Register of Australian Archives and Manuscripts, this makes a total of 3650 electronic records added to our database from Kinetica.

Digital news

Digitisation of a range of manuscript and pictorial collections continues. Priority is given to recent acquisitions and items associated with exhibitions. Recent additions include letters by First Fleeter David Blackburn and his family and letters from the Bass-Waterhouse collection. Convict items include letters by Margaret Catchpole and a collection of pardons and other documents. Material of Pacific interest includes a letter by Pomare II, King of Tahiti, and letters of Rev. Joseph Waterhouse, missionary to Fiji. Pictorial additions include portraits from the Freeman Studio in Sydney and official war photographs by Frank Hurley.

The collections

Recent purchases include: an important series of letters by Patrick White to Swedish novelist and critic Ingmar Bjorksten who was influential in securing the Nobel Prize for White; correspondence of New South Wales Colonial Secretary Edward Deas Thomson and his family; a letter from Arthur Phillip to the Marquis of Landsdowne, which includes Phillip's famous description of Sydney Harbour where 'a Thousand Sail of the Line may ride in the most perfect Security'; journals of William Porter relating to the Wellington Valley Mission in 1838; and a miniature portrait of Mary Putland, daughter of William Bligh.

Significant donations include an account by Joseph Barsden of his eventful life in New South Wales and the Pacific. Orphaned when his convict mother died on board the ship bringing them to Sydney in 1800, Barsden was befriended by Anna King, wife of the governor, and later by Elizabeth Paterson. He went to sea aged 13, took part in a war in Tahiti, married the daughter of a chief, and had various other adventures before returning to Sydney.

Exhibitions

The exhibition schedule continues to be very full. Items in the Heritage Gallery are changed on a regular schedule to present a variety of Library treasures. There have been two sport exhibitions: *Champions: Australian Sporting Greats* and an exhibition to coincide with the rugby world cup. Photographic exhibitions featured the work of Max Dupain and portraits by the Freeman Studio.

Two exhibitions are running concurrently from March to June 2004. *Miles Franklin: A Brilliant Career?* features Franklin's personal diaries and papers from her long literary career. Lesser known aspects of her life include her work for a trade union in Chicago, her activities in Macedonia during World War I, and her rivalry with Dame Mary Gilmore. *This Working Life* draws on personal papers and business records to document the changing nature of work in New South Wales from 1824 to 1960.

Monash University, Records and Archives Services

Correspondent: Kathryn Dan

University Archivist and Manager of the Records and Archives Services Branch at Monash University, Dr Ann Mitchell, retired at the end of 2003. The 15 years of Ann's tenure at Monash saw the establishment of the Monash University Archives including: the building of appropriate facilities; development of disposal arrangements for University records; creation of *Monpix*, a database of pictorial material with attached digital images; the amalgamation of records systems from various colleges and institutes that became part of the University; and research into Sir John Monash and his circle – research that Ann will continue in her 'retirement'. Kathryn Dan, previously Assistant Director-General, Government Recordkeeping at the National Archives of Australia, commenced as Branch Manager and University Archivist on 5 January.

In December 2003 the Records and Archives Branch hosted a University-wide Information Management Seminar 'Mapping the Big Picture'. The seminar was strongly supported and attended by colleagues from Information Technology Services, the University Library, our own division of Student and Staff Services, the Faculties of Information Technology, Law, Business and Economics and the Academic and Planning Office. The seminar was extremely successful, providing a forum for divisional and faculty staff to share work-in-progress with like-minded colleagues in the information business. Records and Archives have received strong positive feedback about the opportunity this seminar provided for learning about information management activities across the University, and we intend to make it a regular feature on the Monash information services calendar.

Records and Archives will lead one of the projects discussed at the seminar – the development of a new records classification tool and disposal authority to assist in management of University records and information. Another major undertaking, presently in its early stages, is the review and eventual implementation of records management and document management software required to replace aging records management software.

Monash University Archives has been very active recently. Major acquisitions include: records of the Victorian Pharmacy College and

the Pharmaceutical Society of Victoria; research and teaching files of Dr Andrew Spaul; Dr Alan Holgate's research records related to the engineering work of Sir John Monash; the Faculty of Law archives collection; Frankston Teachers College publications and memorabilia; and a large collection of images related to Gippsland Institute of Advanced Education. The Monash University Archives collection now extends over 2000 linear metres and the online image database *Monopix* includes over six thousand images related to the history of Monash University and its amalgamation partners: www.adm.monash.edu.au/magpie/archives/monpix/

Monash University School of Information Management and Systems (SIMS)

Correspondent: Fiona Ross

Following the redesign of undergraduate and postgraduate courses in 2003, SIMS has maintained strong enrolment numbers in both its Bachelor and Masters courses in 2004. This is particularly pleasing in light of the nationwide trend of lower enrolment numbers in many courses within the information technology spectrum over the last few years. At postgraduate level, an ASA accredited recordkeeping specialisation continues to attract international and local students, most of them participating via distance education.

In 2003 SIMS welcomed two well-known recordkeeping practitioner-scholars to its ranks as Honorary academics. Michael Piggott, currently Archivist at the University of Melbourne, was appointed an Honorary Research Fellow in recognition of his long and distinguished career in the archival profession and his research, publication and teaching collaborations with SIMS over a number of years. Professor Eric Ketelaar, Professor of Archivistics at the University of Amsterdam, was appointed by the Monash University Council as an Adjunct Professor. Professor Ketelaar's appointment recognises his influence in defining the profession and the discipline, and his contributions to archives and records teaching and research programs around the world, including the Monash program. Professor Ketelaar will visit Monash later this year to participate in a range of student, staff and practitioner-focused activities.

ARC research projects

Two Australian Research Council funded research projects – ‘Trust and Technology: Building an archival system for indigenous oral memory’ and ‘Clever Recordkeeping Metadata’ – are both entering their second year. The Trust and Technology project seeks to identify and address the shortcoming of current archival models in accommodating indigenous oral memory. The first component – a study of the needs and attitudes of Koorie people in relation to the storage of and access to their oral memories and stories – commenced in late 2003 with a series of pilot interviews in Melbourne and a number of Victorian regional centres. Industry partners are the Public Record Office Victoria, the Koorie Heritage Trust, the Victorian Koorie Records Taskforce and the ASA Indigenous Issues Special Interest Group. The project website is at www.sims.monash.edu.au/research/eirg/trust/

The Clever Recordkeeping Metadata project (industry partners National Archives of Australia, State Records New South Wales and the Australian Society of Archivists’ Descriptive Standards Committee) seeks to develop strategies and tools to automate metadata creation and enable its re-use across multiple business purposes and application environments. The current focus of research activity is on developing scenarios of metadata creation and potential re-use based on real-world examples. These will inform the development later this year of a proof-of-concept prototype which demonstrates how the goals of automation and re-use can be achieved. More information about the project is at www.sims.monash.edu.au/research/rcrg/research/crm/index.html.

The Electronic Health Records project, also funded by the Australian Research Council, is exploring issues of privacy, law and ethics and trusted shared electronic health record systems over time. Over the last six months the research team has made submissions to the National Health Privacy Working Group and the HealthConnect Systems Architecture Project, as well as presenting research in progress at the Health Information Management Association of Australia 2003 Conference and the BILETA Conference 2003 in London. Further presentations are planned for 2004.

National Archives of Australia

Correspondent: Tonia Vincent

National Archives strategic directions

The National Archives has revised its strategic directions and priorities. A range of activities remain a high priority for the National Archives, including the enhancement of digital recordkeeping across the Australian Government; provision of national leadership within government, the cultural industry and the archival profession; and the enhancement of service delivery through more effective use of the Archives' network of State and Territory Offices. The Archives has developed a Corporate Plan that articulates these priorities and which will inform the Archives' operations to 2006.

Digital Recordkeeping Initiative

The Digital Recordkeeping Initiative has been formed to address the challenge of ensuring the longevity of 'born-digital' records, and to promote collaboration, information sharing and dissemination, and engagement with industry on cutting edge research and development projects. It is convened by the National Archives of Australia and comprises representatives from all state and national archival authorities in Australia and New Zealand. The first plenary meeting of the Digital Recordkeeping Initiative was held at the National Archives on 5 March.

International Council on Archives Committee on Descriptive Standards meeting

During the last week of October 2003 the National Archives hosted a meeting of the International Council on Archives Committee on Descriptive Standards. The main business of the four-day meeting was to finalise the second edition of the ICA's *International Standard Archival Authority Record (Corporate Bodies, Persons and Families)*, known as ISAAR(CPF).

The meeting culminated on 31 October in a seminar at Parliament House, attended by 150 delegates, on the use of standards in the development of online access systems for archives. The Archives has published the papers from the seminar on its website at www.naa.gov.au/recordkeeping/rkpubs/papers.html

Second audit report on recordkeeping

The Australian National Audit Office tabled its second report on recordkeeping in selected Commonwealth agencies on 24 September 2003 (Audit Report No.7, 2003–04). The report found that, although the audited agencies had taken active steps to improve their recordkeeping frameworks and practices, their recordkeeping policies, systems and procedures were at different stages of development. The Audit Office has announced its intention to conduct a third round of recordkeeping audits in selected Commonwealth agencies during 2003–04.

Awards and fellowships

In September 2003 the National Archives launched a new grant program entitled the Ian Maclean Award. Ian Maclean, who was appointed Commonwealth Archives Officer in 1944, is considered the founding father of the National Archives. Ian's death and subsequent discussions with the Maclean family have prompted the founding of this new award in Ian's honour.

The National Archives will be offering Ian Maclean Awards annually from 2004 to individuals interested in conducting research that will benefit the archival profession in Australia. The award is not limited to Australian applicants. The business archivist, Bruce Smith, was announced as the first recipient of the Ian Maclean Award in Sydney on 26 March 2004.

The Frederick Watson Fellowship for 2003–04 has been awarded to Emeritus Professor Geoffrey Bolton of Murdoch University. Professor Bolton will complete an autobiography of Sir Paul Hasluck, using Hasluck's records as a minister and as Governor-General held by the National Archives.

The Archives has established a new scholarship, the Margaret George Award, for emergent historians, academics, independent researchers or journalists with a talent for research. Dr Margaret Lorraine George (1945–74) was a young Australian historian whose work *Australia and the Indonesian Revolution* was published posthumously by Melbourne University Press in 1980, six years after her premature death.

Release of the 1973 Cabinet papers

Unprecedented coverage was generated across all media in January 2004 when the Archives released the Cabinet papers of the first year of the

Whitlam Government (1973). National television news services carried footage and information about the release in their top five lead stories on 1 January 2004. Coverage appeared nationally on Channel 9, Channel 7, Network 10, ABC News and SBS News.

Launch of the Archives' new Brisbane office

The Minister Assisting the Prime Minister and Minister for Citizenship and Multicultural Affairs, the Hon Gary Hardgrave MP, officially opened the new premises of the National Archives at Cannon Hill in Brisbane on 20 February 2004. The facilities at Cannon Hill have undergone major renovation and refurbishment including new reading room, office, records handling areas, conference room and public and staff amenities.

Vinegar film isolation facility

Construction of a vinegar film isolation vault at the National Archives at Chester Hill, Sydney, was completed in late December 2003. The vault will provide a stable low temperature and relative humidity environment for acetate film suffering from vinegar syndrome. The vault houses approximately 40 000 film cans in purpose-designed mobile shelving and more than 200 linear metres of static storage, capable of housing more than 250 000 photographic negatives.

Recordkeeping publications

The Archives has developed a new publication, *Guidelines for Managing Records within a Secured Online Environment*, to assist Australian government agencies. A General Disposal Authority permitting the destruction of encrypted records has been developed to complement the guidelines.

Another new publication, *Overview of Classification Tools for Records Management*, advises Australian Government agencies on classification tools (such as a business classification scheme, records classification scheme and functions thesaurus) to support records management processes in their organisations. It is available on the Archives website at www.naa.gov.au/recordkeeping/control/tools.html

The Archives has also revised an existing product, *Developing a Functions Thesaurus: Guidelines for Commonwealth Agencies*, to provide advice on designing, constructing and maintaining a thesaurus consistent with

the *Australian Standard for Records Management*, AS ISO 15489–2002. The National Archives has developed the second edition of the Australian Governments' Interactive Functions Thesaurus (AGIFT). AGIFT was first released in 1999 as a cross-jurisdictional classification and online resource discovery tool.

Research guides

The Guides to Archives of Australia's Prime Ministers series was launched by author Frank Moorhouse and the Minister for Arts and Sport, Senator Rod Kemp, at Parliament House on 30 October 2003. Guides for the records of the first six prime ministers (Barton, Deakin, Watson, Reid, Fisher and Cook), Stanley Melbourne Bruce, Joseph Lyons and Harold Holt have been published so far.

Allies, Enemies and Trading Partners: Records on Australia and the Japanese, by Pam Oliver, was launched at the Museum of Sydney on 26 March 2004. *Australia in Focus: Photographs in the National Archives* by Peter Nagle and *Collections in Melbourne: A Guide to Commonwealth Government Records* (revised edition) were both released in November 2003.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

For sixty years the National Library has had a representative at Australia House in London and one of their major responsibilities was always to assist with manuscript acquisitions. Sara Joynes, the former Australian Joint Copying Project Officer, has been the agent since 1993. In the last year she has helped acquire a number of early items. They include: letters written by two brothers, James and William Griffiths, in 1822, shortly before they were transported to Australia; letters of John Hutchinson, the first Wesleyan minister ordained in Australia; and a highly illustrated journal kept by Lieutenant James Hay while serving on the Australian Station in 1880–83. Another important acquisition has been the private diaries kept by Sir Ronald Munro Ferguson while Governor-General of Australia in 1915–20. Sara Joynes has also dealt with a number of Australian expatriates in England who have good collections of papers, such as the actor, writer and producer Peter O'Shaughnessy and the historian Max Hartwell.

The Library continues to acquire the personal papers of notable Australians in many walks of life. They have included the politicians Sir Frederick Chaney and his son Fred Chaney, the barrister Bryan Keon-Cohen, the television presenter Paul Lyneham, the feminist and Prime Ministerial adviser Elizabeth Reid, the archaeologist Rhys Jones, the historians Allan Martin and Dymphna Clark, the composer James Penberthy, the artist Hilda Rix Nicholas, the novelist Murray Bail, the folklorist Bill Wannan and the publisher and poet Ian Templeman.

As previously reported, the Library has embarked on the digitisation of papers of Alfred Deakin, in collaboration with Deakin University Library. The Deakin Website was launched on 24 September 2003 at Parliament House in Melbourne, exactly a hundred years after Deakin first became prime minister. Apart from his diaries, the project is focusing on records of his public and political life. The Library is also digitising the diaries of Frank Hurley, which will complement the huge collections of his photographs that are now accessible on the Web.

In its role as a publisher, the Library draws heavily on diaries and letters in the manuscript collection. In 2003 the long-awaited diary of Jane Franklin finally appeared, edited by Penny Russell. It records her overland journey from Port Phillip to Sydney, and thence to the Hunter River and Port Stephens, in 1839. The second volume of the extraordinary diaries of Donald Friend, covering the years 1944–49, was published and the editor Paul Hetherington is now working on the third volume.

Parramatta City Council Archives

Correspondent: Caroline Lovell

Information systems

Parramatta City Council (PCC) is entering a period of major change. May 2004 saw the roll out of the first stage of an ambitious new fully integrated council-wide IT system called Councils Online, which links eight software packages and five councils through the consultancy services of Cap Gemini Ernst & Young. The project is a partnership between Parramatta, Hornsby, Randwick, Lake Macquarie and Wyong councils. Councils Online aims to integrate all council databases and systems enabling the council to carry out almost all services online, such

as development application lodgement, rates payments and venue bookings. It also means PCC will be moving into almost purely electronic record creation and management, challenging us to maintain our electronic archives over time. State Records have been consulted about the issue, and a strong policy and procedural base is place. However, the greatest challenge remains in training staff to recognise that many of the emails and documents they create need to be electronically filed as records.

As a result of the information systems overhaul, the Archives are now trialling TRIM Context and Tabularium as a possible database for the collections, access to which, until now, has been through paper-based finding aids.

Storage facilities

The Council has begun a large building project to redevelop Civic Place, which involves the demolition and reconstruction of the Central Library, main Council administration building and Council Chambers (not to be confused with the heritage-listed Town Hall that will, of course, remain). This will not affect the Heritage Centre, where the Archives are based; however, it will affect some of the archives and records storage areas within these buildings. Seeing this as an opportunity to upgrade the existing storage accommodation, the archivist and records manager have made a submission for adequate space to be provided within the new development or for legally compliant offsite storage in the local government area.

Legislative requirements

Drafts of a Disaster Management Plan for the Heritage Centre and Access Directions for the Council's records have been released for comment amongst the appropriate council staff and finalised versions should be issued later this year.

Outreach

The Archives workshop program continued with several House History workshops over the past six months. These workshops are designed to give people an introduction to the resources available to carry out research on the history of their homes. All sessions were booked out, highlighting this as one of the most popular areas of research alongside

genealogy. Meanwhile the Archives' program of displays have proved successful, with considerable interest shown in the Foundation Day photographic display, which included door prizes of tube stock of Parramatta's floral emblem, the *Parramattensis*. The current display, *Parramatta: Foodbowl of Sydney*, features facts and images about the agricultural pioneers of the area and their achievements. The display was launched to coincide with Australia Day festivities.

Powerhouse Museum Archives

Correspondent: Helen Yoxall

In November 2003 the Museum went online with a new collection management system, KE EMu (Knowledge Engineering, Melbourne), for our object collection and collected archives. Archives had input into the extensive customisation of the system which KE did for the Museum's purposes, so that, whilst primarily a system for museum objects, it deals adequately with standard archival documentation. At the same time we upgraded to the newly released Version 2 of Tabularium for our institutional archives. (We have used Tabularium Version 1 since 1999.)

The Museum celebrates its 125th anniversary this year and Archives is being kept busy assisting with the associated programs. Professor Graeme Davison of Monash University and Kimberley Webber, our Senior Curator of Social History, are co-editing a history of the Museum, a collection of essays by invited historians and staff members. Archives has produced a series of Subject Guides to archival records to assist the authors with their topics.

Records from the Museum's institutional archives were used for the major temporary exhibition *Visions of a Republic: The Work of Lucien Henry*. Business records and family photographs of Wong Sat, who operated a general store at Bolong, near Crookwell, feature in our new permanent exhibition *What's in Store: Shopping in Australia 1880-1930*.

Collections

Funds from a grant received by the Institution of Engineers (Sydney Division) from the New South Wales Centenary of Federation Committee enabled the Museum to document the archive of consulting

engineers Julius Poole and Gibson, 1907–91, consisting of 20 092 engineering drawings (in aperture card format).

Other recently processed collections include papers of Royal de Rohan Barondes, 1944–55 (associate of Alexander Fleming and Howard Florey), papers of Henry Husbands, 1870–1913 (scientific instrument maker, Bristol, UK), records of Martin Boyd Pottery, 1950–1957, papers of Mary Cameron Parkes, 1891–1913 (granddaughter of Sir Henry Parkes), papers of AW Standfield, 1925–2000 (manufacturer of the ‘Supreme’ mouse trap), and the records of the Sydney Electrolysis Committee, 1932–83.

Recently acquired collections include the records of Cornelius Fur, 1943–2000 (fur manufacturers), papers of Ken Done, 1950–2000 (designer and artist), records of Mercedes Australian Fashion Week, 1996–, records of Rousel Studios, 1900–74 (signwriting and graphic design), further records of Speedo Australia (swimwear designers and manufacturers), further records of Victa/Sunbeam/Cooper Engineering, 1915–90 (manufacturers of lawnmowers, domestic appliances, sheep shearing equipment) and records of Sydney Williams and Co (manufacturers of Comet windmills).

As part of our regional services program, the Museum offers internships (of one or two weeks) for museums and galleries workers from regional New South Wales. Archives has recently introduced three interns, from Moree, Bogan Gate and Goulburn to the basics of archival practice.

Our archives volunteer, Barbara Wright, has completed an index to the Museum’s correspondence 1882–94 and 1922–33, filling gaps in the contemporary indexes. She has now embarked on a major project to rehouse the Museum’s correspondence from 1882–1952 in archival quality boxes.

Public Record Office Victoria

Correspondent: Molly Orme

New Victorian Archives Centre Reading Room

On 8 April 2004, the Melbourne Archives Centre, located in the Melbourne CBD, closed its doors for the last time. The new Harry Nunn reading room at the Victorian Archives Centre (VAC) in North

Melbourne opened on 13 April. Record storage and access is once again being managed through the one site. Located a short distance from Melbourne's CBD at 99 Shiel Street, North Melbourne, the Victorian Archives Centre has an onsite café, is close to public transport (train, tram and bus) and will offer all-day parking facilities to clients.

The successful shared reading room arrangement with the National Archives of Australia Melbourne Office, established with the Melbourne Archives Centre at Casselden Place, will continue at the new reading room.

PROV staff have been busy examining a range of relocation issues to ensure we provide the best possible service to our diverse group of users. Some current services are being enhanced and additional new services will be offered. New record guides will be released, new online indexes made available free of charge through our website www.prov.vic.gov.au/access.htm and more frequent record deliveries will be made to the new reading room

With abundant natural light, more than ample space and noise reduction design, the purpose-built facility provides a state of the art environment.

Exciting new exhibition at PROV

To celebrate the opening of the new reading room at the Victorian Archives Centre, PROV is mounting an exhibition focusing on treasures within the holdings in the VAC exhibition space. Rarely seen original records in PROV custody, such as the 1891 Women's Suffrage Petition, Ned Kelly and Eureka related records, and plans from the Historic Plan Collection will be displayed on special 'treasures' days. The exhibits will take visitors on a journey through Victoria's archival history.

Publications

In October 2003 PROV published its new bimonthly email newsletter *Research* for the first time. Each edition is available online and is also emailed to subscribers. To subscribe to the newsletter send your request to ask.prov@dpc.vic.gov.au.

In the lead-up to the relocation of the reading room to the Victorian Archives Centre, PROV has been publishing progress reports in the newsletter *More PROgress*. These newsletters have been made available to the public as inserts in the PROV magazine *PROactive* and are

available through all PROV reading rooms. Posters and flyers detailing the relocation have also been sent to historical and genealogical organisations.

Private Lives Public Records

PROV's popular finding aid publication *Private Lives Public Records* was updated for re-release in April 2004. First released in 2003, the publication is a key resource for family historians in Victoria. The book delves into the most important record groups that family historians may find of interest and provides a number of case studies based around the central business district of Melbourne. Copies of the book can be ordered via a form downloaded from the PROV website www.prov.vic.gov.au.

Volunteers

PROV volunteers have been busy working on a range of projects including the continuing creation of inward and outward shipping indexes, starting the indexing of Victorian asylum registers and transcribing PROV's newest Ned Kelly records purchased in late 2003. Queries about the PROV volunteers program can be directed to Susie Leehane, Victorian Archives Centre on (03) 9348 5600.

Public Records Advisory Council

In December 2003, Jim Berg, President of the Public Records Advisory Council finished his term as president. Ron Beazley, former Victorian Government Solicitor has now been appointed to the position. Mr Beazley has extensive experience in the legal field and a strong interest in public records.

Digital Archive Project

A project is currently underway at PROV to develop and implement a digital archive to preserve and store permanent digital records created by the Victorian Government and provide online access to records.

Following a public tender process PROV engaged a consortium lead by DMR consulting, including business partners Documentum, Fujitsu and EMC to build the Digital Archive. Large groups of staff from various areas of the office, including the Victorian Electronic Records Strategy (VERS) Centre of Excellence, are bringing their expertise to the design stage of the project.

The Digital Archive will store VEOs (VERS Encapsulated Objects). VEOs are an encapsulation of objects that may have originally existed in a variety of formats such as word processing documents, spreadsheets, emails, databases and websites. The VEO is the mandated format for the preservation of electronic records in Victoria and will store records that are of a VERS approved format (currently PDF, TIFF and ASCII) in a record container created in eXtensible Markup Language (XML), sealed with a digital signature.

It is planned that a digital repository will be able to receive records by the end of 2004 and that online access will be available to the public in early 2005. More information about VERS and the Digital Archive can be found through the PROV website *www.prov.vic.gov.au*.

Queensland State Archives

Correspondent: Michael Rogers

The second meeting of the Public Records Review Committee was held on 13 November 2003 to consider a range of papers relevant to the administration of the *Public Records Act 2002*. The Committee reaffirmed the urgency and importance of supporting QSA's proposed research and development program to assist public authorities improve the management of electronic records. Committee meeting dates for 2004 have been confirmed.

The Dutch Ambassador, Dr Hans Sondaal, visited QSA on 25 September 2003 to discuss plans for the 400th anniversary of the *Duyfken* landing at Cape York and to seek support for the proposed project. A non-profit organisation has been incorporated under the name *Australia on the Map 1606-2006*. Among its aims are to give due recognition to all relevant navigators of all nationalities in the mapping of the Australian coast, to highlight the mariners' contacts with the land and with Aboriginal and Torres Strait Islander Australians, and to have strong community involvement, engaging as many Australians as possible. QSA will assist the ambassador with advice and suggestions as to ways this historical event can be commemorated in Queensland in 2006.

A delegation of officials from the Hubei Province Archives visited QSA on 18 September 2003. The delegation inspected the purpose-designed

building at Runcorn and obtained information on archival management procedures and technology.

QSA is undertaking a project, in partnership with the Department of Employment, Training and Industrial Relations, to convert the policy on the management of email to an online learning module. The first draft of the module, developed by the Government On-line Learning Delivery College, has been distributed for feedback to a reference group comprising members from various public authorities.

IntraPower has conducted a site visit at QSA to arrange installation of the equipment to facilitate wireless internet access in the public search room. QSA will participate in the 12-month trial project and promote its use through the dissemination of information and appropriate signage.

Officers from the Sarawak State Library are visiting QSA to gain experience and knowledge in archival management. The officers visited at QSA from 6–27 February.

Agency services

QSA has completed revisions to the *General Retention and Disposal Schedule for Administrative Records* and *General Retention and Disposal Schedule for Local Government Records*, following consultation processes with government departments, local councils and professional bodies.

Disposal schedules that have been completed in the last six months include Department of Primary Industry Forestry Division, Tourism, and Racing and Fair Trading. Schedules in progress include revision of schedule for Office of a Minister of the Crown and a Schedule for all energy sector government-owned corporations. Guidelines are also being developed for the preparation of Retention and Disposal Schedules for agencies.

In response to an enquiry from WorkCover Queensland, QSA met with agency records and business managers to discuss a review of the WorkCover Retention and Disposal Schedule. WorkCover are particularly interested in reducing the retention period for their statutory claim files, which are causing storage and processing problems. A review of the current schedule is in progress.

The Land Court relocated to new offices early in 2004 and approached QSA to discuss the appraisal and transfer of its inactive records. QSA met with the Registrar and other staff to discuss reappraisal options and the development of a new Retention and Disposal Schedule which will be consistent with the recently approved schedules for Supreme and District Court records. The Registrar was supportive of QSA's recommendations and is keen to expedite the approval of the revised Schedule, which was signed off on 30 January 2004.

Russell Fraser (Manager, Agency Services) met with staff of the Office of the Queensland Parliamentary Counsel on 31 October 2003. The presentation focused on improving awareness of the recordkeeping responsibilities of employees.

QSA has successfully negotiated to have recordkeeping competencies included in the Certificate III and IV in Government. Two specialist qualifications, the Diploma and Advanced Diploma of Government (Recordkeeping) have also been created. The Certificate III and IV are available from most Institutes of Technical and Further Education as well as some private providers.

Collections and access, collection management

Among the many transfers received recently are: indexes for plaintiffs, writs, and aliens from the Supreme Court (covering the period 1860–1980); a transfer of records from the Committee of Direction of Fruit Marketing (including minutes of meetings 1923–99); and a transfer of approximately 9 500 hydrographic maps (1870s–2000) from the Queensland Department of Transport. QSA has also received a transfer of rate and valuation cards from the Gold Coast City Council, and minute books from the Pine Rivers Shire Council and the Caloundra Shire Council. Admission registers from various schools continue to be received, and QSA is currently negotiating with Education Queensland to transfer a printout of the Schools Admissions Database, which was implemented by Education in 1996.

The John Oxley Library has recently moved to temporary premises as part of the upgrade to the State Library. During this process, library staff have come across public records in its collection. These records, which include photographs, plans, memoranda, and videos from various government agencies (Department of Premier and Cabinet, Queensland

Cultural Centre Trust, Main Roads, Police Station – Rosewood) were transferred to Queensland State Archives and are currently being appraised for their archival value. QSA will arrange and describe those records that are identified as having permanent retention value.

Michael Rogers (Manager, Archival Collections) attended a forum of archival institutions and recordkeeping professionals at the Sydney Records Centre (The Rocks, Sydney) on 21 November 2003. This was held at the recommendation of the Council of Federal, State and Territory Archives (COFSTA). Many aspects of metadata developments, standards, challenges, and implementation issues were discussed. QSA will provide comment and assistance in the development of a national metadata standard and representation on the development committee for the standard.

Collections and access, preservation services

QSA's preservation services completed a survey of film in the collection with the assistance of ScreenSound Australia, and scanned and microfilmed a number of records including a Convict Register from the Moreton Bay Penal Settlement and drawings and paintings from the George Coates and Frank Olsen Tropical Fish collection. The team also contributed to the release of the 1973 Cabinet Minutes, and worked on the *Heritage in Your Hands* conservation display (October–November 2003), the *Bricks and Mortar* display which was exhibited at Parliament House, and the current *Flood Fire and Famine* display which includes a section commemorating the 30th anniversary of the Australia Day Floods in 1974 that devastated large areas of South-east Queensland.

Collections and access, public access

The then Minister responsible for Archives, the Honourable Paul Lucas MLA, announced the release of the 1973 Cabinet Minutes on 16 December 2003. The embargoed release was attended by several media organisations, and the subsequent media reports focused on flood prevention by the Queensland Government and the purchase of anti-terrorist equipment.

Minister Lucas opened the *Fire Flood and Famine* exhibition at QSA on 22 January 2004. The exhibition includes many major historical events in Queensland's history, including the Brisbane floods of 1893 and 1974,

and the Clermont floods of 1916. The exhibition ran to the end of April 2004.

The Public Access area of QSA continues to conduct seminars and workshops to assist clients in country areas with their research as part of the outreach program. Groups that attended talks or tours of the facility include the Cobb & Co Museum, students from Queensland University of Technology and Martin College, and the Spring Hill History Group.

QSA has recently digitised some of the earliest records relating to Queensland, including a chronological register of convicts from 1824 to 1840.

QSA holds several 'Morning Teas with the State Archivist' to allow members of the public and research community opportunities to provide feedback on services and to discuss research objectives. The State Archivist and Manager Collections and Access co-hosted one of these events on 20 November. Similar events for 2004 are currently being planned.

Policy and research

During 2003 QSA, in partnership with the Office of Economical and Statistical Research, gathered information on the status of recordkeeping in statutory authorities through the development and conduct of a recordkeeping questionnaire. The information obtained through this process will assist agencies to identify strategies to ensure compliance with the legislative and policy framework for recordkeeping in Queensland. In addition presentations on the framework have been provided to senior teams within State and Local Government agencies.

State Library of South Australia

Correspondent: Mary Ryan

As mentioned in the November 2003 *News Notes*, the newly redeveloped State Library of South Australia opened in July 2003. Since then, the impressive Treasures Wall has been launched. The front of the wall is made up of panels containing materials deemed fundamental in the development of the state. These are: abalone, bluestone, cattle hide, coal, copper, green glass, gold, granite, grapevine-prunings, iron ore, lead,

limestone, opal, quartz, salt, silver, slate, steel, talc, wheat, wool and zinc. Treasures currently displayed include items as diverse as a clay tablet, *Antiphonal*, South Australia's first newspaper, a copy of the first book produced in Antarctica and a tyre from a Grand Prix racing car! The Treasures Wall can be viewed via a link from the State Library's home page: www.slsa.sa.gov.au/exhibitions/

With the State Library redevelopment now complete, the Library's director, Bronwyn Halliday, has decided to take up a position with Planning SA. Margaret Allen is acting Director until the position is filled.

Recent additions to the Library's archival collections have included the papers of two diverse architects, Ernest Bayer and Walter J White. Architectural plans 1890-95 by Ernest Bayer for the Bagot family of Forest Lodge, Aldgate, include the original design, in three sections, as erected by contractor Walter C Torode, and later external buildings. One of the magnificent original Adelaide Hills mansions, Forest Lodge had a beautiful garden layout, a plan of which from 1910 has survived among the drawings donated. The Mount Gambier architect Walter J White had a practice in the south-east in the 1920s and 1930s, from which 55 drawings of his commissions have been donated. They comprise residences, commercial and civic buildings, hotels, churches and hospital additions. Also processed recently were a large number of records of various Friendly Societies along with the records of the Institute of Early Childhood Educators.

A recent joint initiative between the National Library of Australia and the State Library is a series of interviews of eminent Australians. Recordings are being made of South Australians who have achieved in their fields either Australia-wide or internationally. To date Professor John Daly (Olympics coach), Stephen Skillitzi (glass artist), and Dr Basil Hetzel have been interviewed. The tapes will be available in both the National Library and the State Library.

Recent additions to the JD Somerville Oral History Collection

- OH 670 Interview with Ruth Russell, who was a 'human shield' during the war in Iraq.
- OH 674 Adelaide Festival of Ideas 2003. Recordings of all sessions of the third biennial Adelaide Festival of Ideas, titled 'Hope and Fear'.

OH 678 Reminiscences of Dr Sadanand Limaye, Mrs Promila Gupta, Dr Veda Rengasamy and Dr Gouranga Dasvarma. The forum was organised for members of the Indian community to share their experiences, knowledge and anecdotes about their migration to and settlement in Australia.

OH 679 Interview with Tony Sharley, who is the Manager of Banrock Station Winery in the Riverland. He talks about the problems faced by the Murray River, the wetlands at Banrock Station and the influence of the Murray River in his life.

And, finally, after 148 years, the Deed of Settlement of the South Australia Company is to come to South Australia at the cost of \$335,000. The deed had been in England since it was established in 1836. The original owner, John Chapman, paid 450 pounds sterling for it 32 years ago when he bought it from a British bookseller. The Library plans to proudly display the Deed in the Treasures wall very shortly after its arrival in Adelaide. In a peculiarly Adelaidean twist, it transpires that one of the volunteers in the archival team is the great, great, great-niece of Charles Hindley, who was one of the original investors in the South Australia Company. Hindley never actually made it out to South Australia but is immortalised in the naming of Adelaide's infamous Hindley Street.

State Records, New South Wales

Correspondent: Rowena Loo

Exhibition

Our new exhibition, *In the Realm of the Censors*, opened on 6 February 2004. The exhibition provides a unique opportunity to enter the world of New South Wales censorship authorities between 1955 and 1982. It features Australian and international publications that were bought, seized or submitted to the censorship authorities for research, review, classification or possible prosecution. The items in the exhibition document a time of great social change. *In the Realm of the Censors* runs until January 2005.

Some people might be offended by material displayed in the exhibition. Children under 18 years of age should be accompanied by an adult.

Records on the move

February saw the recommencement of the move of the State archives from the Sydney Records Centre to the Western Sydney Records Centre. Following the completion of this move, all original records will be held at the Western Sydney Records Centre at Kingswood. The Sydney Records Centre, at 2 Globe Street, The Rocks, will continue to provide guidance and advice in using the records as well as access to the finding aids and duplicated and microform copies of records. The opening hours remain unchanged: 9am–5pm Monday to Friday and 10am–4pm on Saturdays.

Photo Investigator

State Records has commenced digitising selected photographs from the collection, and is now making the images available on the website on a trial basis. *Photo Investigator* is a searchable database, which provides online access to each digital image. Photographs available to date cover the period c.1900–69, and include the Bushmen's Contingent for the Boer War, life on a training farm, mining at Broken Hill, Baby Health clinics, the construction of the Sydney Harbour Bridge and photographs displayed in New South Wales railway train carriages. The photographs are indexed using the *Australian Pictorial Thesaurus*, and we are currently in the process of linking with *PictureAustralia*, the national online gateway for digitised photographs.

Estrays and acquisitions

A Tracing of the Plan of the Observatory Grounds & Buildings Sydney New South Wales, dating from 1877, was purchased in December 2003. The plan shows the main Observatory building, Fort Phillip Signal Station, the various outbuildings, and the positions of scientific instruments such as the earth thermometer, sun thermometer, the evaporator, and rain gauge, and the positions of all trees, shrubs and lawns. Very few maps of the Observatory from this period are still in existence.

Online indexes

Recent additions to the collection of online indexes include the *Index to Randwick Destitute Childrens Asylum*, and the completion of the *Naturalization Index, 1834–1903*. Updates to the *Index to Gaol Photograph Description Books* include records of inmates in Bathurst, Berrima, Broken Hill and Biloela Gaols.

Probate packets

The New South Wales Supreme Court recently opened the Probate packets, 1817+ to public access. Researchers can access probate packets covering 1817–c.1943 at the Western Sydney Records Centre. Later probate packets may be accessed by contacting the Probate Division of the New South Wales Supreme Court. Further information about the Probate packets is available in Archives in Brief No. 84, at www.records.nsw.gov.au/publications/aibs/084/page01.htm.

Volunteers program

State Records' volunteers continue to add item-level information to Archives Investigator. They have just completed over 2 000 entries relating to Series 2 Probate Packets from the Supreme Court. Other volunteer projects include identifying Aborigines Welfare Board photographs, Soldier Settlement, item-level listing of maps and plans and indexes to convict pardons, Ticket of Leave Passports, registers of inmates from Randwick Asylum for Destitute Children and Orphan School records.

Government Recordkeeping Manual

State Records has added a number of new publications to the Government Recordkeeping Manual. These include a suite of guidance on managing records through change, such as privatisation and moving premises. Guidance has also been added which aims to assist small public offices to better manage records, called *How to Take Control of Your Records*.

Review of the State Records Act

As outlined in the last *News Notes*, the State Records Act is under review. An issues paper has been released to stimulate discussion, with public meetings held and submissions sought through March 2004. Following

the consultation process, a report will be tabled in Parliament. Further information on the review process is available at: www.records.nsw.gov.au/about/actreview.htm.

State Records Office of Western Australia

Correspondent: Damien Hassan

Recordkeeping plans

One of the cornerstones of the *State Records Act 2000* is the requirement for all Western Australian State and Local Government organisations to have a Recordkeeping Plan which complies with principles and standards established by the State Records Commission. Recordkeeping Plans must adequately address a range of criteria which are grouped under the following principles:

- proper and adequate records;
- policies and procedures;
- language control (ie thesaurus use);
- preservation;
- retention and disposal; and
- compliance.

The State Records Office has received more than 100 Recordkeeping Plans from government organisations to date. Agencies are required to submit a draft copy of their plan before 7 March 2004 and it is expected that most of the remaining agencies will lodge their plans in the coming weeks to meet this deadline.

As well as providing the framework for the custody and access to State archives, the aim of the Recordkeeping Plans is to provide an accurate reflection of the recordkeeping program within each government organisation. Analysis of the plans will prove extremely useful for identifying areas requiring improvement (at micro and macro levels), providing a platform to assist agencies achieve best recordkeeping practice.

State Records Office features on *Stateline*

The ABC's local current affairs show *Stateline* featured a story about the State Records Office of Western Australia and the lack of storage space for state archives on 6 February 2004. The story was prompted by the release of the State Records Commission's Annual Report for 2002-03, which addressed the critical need for further archival storage to house the State archives.

Since July 2001, the State Records Office has been unable to accept further transfers of archival records from government agencies, as present storage facilities have reached maximum capacity. Ironically, this has happened at a time when the responsibilities for government agencies to ensure timely transfers of State archives has been strengthened under the *State Records Act 2000*. Surveys conducted by the State Records Office have also confirmed that the volume of archival-value records still in agency custody is significant. This is despite the fact that the size of the State archives collection held by the SRO effectively doubled during the 1990s. It is hoped that this situation will be remedied soon.

More detailed information on the requirements for further archival storage is covered in the State Records Commission's Annual Report 2002-03 at www.sro.wa.gov.au. A transcript of the story from *Stateline* can be read online at www.abc.net.au/stateline/wa/content/2003/s1041699.htm

Raising the Bar

State Records Office is currently developing an online exhibition provisionally titled *Raising the Bar*. The exhibition celebrates a century of harbour planning from 1829-1929 and will provide a historical context for Fremantle harbour development, as well as featuring digitised copies of selected treasures from the State archives collection. The exhibition's title refers to efforts to lift the shallow limestone bar that ran across the entrance to Fremantle Harbour, which provided a natural obstacle for vessels entering the river.

Through a collaborative venture between the SRO and Edith Cowan University, a group of Computer Science students have developed the website exhibition's information architecture. The exhibition will be accessible online through SRO's main website by mid-year.

University of Melbourne Archives

Correspondent: Sue Fairbanks

Anniversary projects

The celebration of the University's 150th anniversary in 2003 saw the culmination of many University wide projects that had been in preparation for several years. UMA's own contribution was the development of *Keys to the Past* authored by archivist Dr Mark Richmond and consultant historian Dr Carolyn Rasmussen, and produced as a 'no-frills' online product by Bruce Smith. Part exhibition and part finding aid, *Keys* covers the University's history from 1853 to the late 1970s and thematically links the story of the University with pointers to the UMA's holdings. *Keys to the Past* was launched on 29 October by the University Archivist, Michael Piggott. Further work on *Keys* is planned for 2004. See www.lib.unimelb.edu.au/collections/archives/keys/web/title.html.

Another anniversary project that called upon our collection and assistance was *Treasures* (edited by Chris McAuliffe and Peter Yule), which highlighted the University's cultural collections and included ten items from the Archives and accompanying text by UMA staff. This publication supported an accompanying exhibition, *Curiosity: 150 years of collecting at the University of Melbourne* at the Ian Potter Museum of Art.

Our general (non-150th) program included a major exhibition for the 50th anniversary of the Melbourne Theatre Company; an exhibition held at the Supreme Court Library during Law Week; and small periodic exhibitions in the foyer of the Baillieu Library and in University House.

PictureAustralia

On 19 June 2003 the Archives (through its University of Melbourne Archives Image Catalogue, UMAIC) officially became the 23rd member of *PictureAustralia*, the image gateway coordinated by the National Library of Australia. We were the first Victorian university to join, following the University of Queensland and James Cook University. Joining *PictureAustralia* will deliver benefits to both parties. Membership gives the Archives access to a massive population of potential inquiries. By enabling access to our images, we trust the totality of *PictureAustralia*'s database will also be enhanced.

While UMA's contribution is small compared with that of the largest member, our images add a dimension so far poorly represented in the combined image databases of *PictureAustralia*'s membership. The John Ellis photographs of peace and protest movements are a case in point. Moreover, a grant received from the University's Miegunyah Trust in 2003 will enable us to double the number of our images available online by the end of 2004. We prioritise images for digitisation that are under-represented within *PictureAustralia*, such as those from the Broken Hill South Pty Ltd collection.

Outreach and staff achievement

Staff attendance at conferences and symposia during 2003 was fruitful. In early October, Michael Piggott presented a paper on Australian diaries at the First International Conference on the History of Records and Archives at the University of Toronto, and visited archivists in London, Scotland, Canada and Hong Kong for an exchange of ideas. He also represented an employers' viewpoint at the ASA/RMAA Archives and Records Educators Forum in June, and was invited to address a research seminar at Monash University following appointment in July 2003 as an Honorary Research Fellow in its School of Information Management and Systems. Monash SIMS was also the venue for Sue Fairbanks' receipt of the Penny Fisher Memorial Prize for academic excellence in 2003 for her thesis 'Social Warrants for Collective Memory: Case Studies of Australian Collecting Archives', MA (Archives and Records), Monash University, 2001. Finally, Jane Ellen, the Archives' literary records specialist, spoke at 'Clem Christesen 1911-2003: A Symposium on the Public Life' at University House on 7 November 2003. Titled 'Clem's Cold Wars: As documented in the *Meanjin* Archive', her paper will appear in the first issue of *Meanjin* in 2004.

During the last year plans matured to replace the WMC Resources Ltd Prize as a tool for encouraging research on UMA collections. Forums will aim to maximise research use of the collection by engaging experts to convey information about, and excite interest in, archival collections relating to a broad subject theme; and to indicate how the collections might be used to answer both current scholarly research and immediate/applied questions within that theme. Associated guides and web-based products, including packaged selections of scanned documents, will be used in conjunction with forums to promote collections. Michael Piggott

delivered the first forum on UMA's law-related collections during Law Week in May 2004.

Acquisitions

Major acquisitions for 2003 have helped us to strengthen several collection areas, two of the most interesting being in law and publishing. UMA successfully negotiated with both the Victoria Law Foundation and Liberty Victoria for funding and archival records and have acquired the records of Melbourne University Press from its inception in the 1920s to its refashioning as Melbourne University Publishing in early 2002.

During Bruce Smith's tenure as acting deputy archivist in 2002-03, a Collection Information Audit was initiated, which has been continued into 2004. The report, 'Notes on Collection Information Audit' recognised the multiple complexities involved in the audit due to past unsystematic collection management, and proposed that the first task should be a shelf inspection in which every physical collection of the 14 kilometres of records is identified and checked against its corresponding entry on the accessions database and on the location guide. This aspect of the audit commenced in September 2003 with four archivists planning to devote one day per week to it, other work permitting. The Location Guide is simultaneously being reconstructed. Results so far have been promising with some improvement in retrieval and identification of more systematic difficulties which will need to be revisited later, such as lack of accession records or collections which need reorganisation.

Finally, 2003 saw the passing of Frank Strahan, the founding University Archivist, whose career at UMA spanned 1960 to 1995. While our reflections on Frank are ongoing, we recognise that his great strength was as an avid collection builder and promoter. While much of his legacy remains to be fully documented, there is no doubt that he has left a collection of national significance, and that we are privileged to work with and build upon it.