

News Notes

Edited by Helen Morgan

Adelaide City Council Archives

Correspondent: Robert Thornton

The key functions of the Council's Records and Archives Team may be summarised as:

- Primarily responsible for the preservation and management of current, non-current and archival records.
- Providing mail courier, scanning, registration and electronic workflowing, centralised filing, records management, TRIM training and support services.
- Providing records disposal, storage, preservation, conservation and curatorial services.
- Managing the return of records to Council staff for continuing business purposes and regulation of public access to them.
- Managing the Council's Civic Collection and the Oral History Collection, and dealing with Freedom of Information applications lodged with the Council.

Within this overall framework the team is committed to meeting a series of corporate key performance indicators closely aligned to its annual business plan. This year the plan focuses on initiatives aimed at improving access to archival collections and services. Of these the copying and scanning of the historic glass lantern slides, the photo-documentation of the Civic Collection and the extension of the conservation function stand out as the most ambitious projects.

Lantern slides

The glass lantern slides collection was begun in the 1920s by then Deputy Town Clerk, Alec Morison, and coincided with a period of growing interest among the City Councillors in the history of their City. Morison suggested that slides be made of old photographs and prints which had been given to the Council, along with a selection of historic photographs to be borrowed from the South Australian Public Library, 'as a way of recording the City's progress and heritage since its earliest days'. Many photographs were copied from the South Australian Archives collection, as well as the Government Tourist Bureau, while some were obtained through the office of the Agent General in London. By 1927 the collection had grown to more than 600 slides, having been supplemented by those made available by Sir Langdon Bonython from his private collection. Many other citizens came forward offering to donate or loan photographs to the Council for copying. Between 1928 and 1936 Morison presented a series of lantern slide lectures in the Adelaide Town Hall on the subject of 'Early Adelaide'.

By 1929 Morison had managed to put together a second series of slides which featured some interesting 'then and now' views of well-known buildings and landmarks, intended to show the progress of the city, together with a fine set of 'magnificent' panoramic views taken from an aeroplane.

As part of the state centenary celebrations a special exhibition of slides took place on 3 December 1936, the last recorded public showing of the slides. (Morison became Town Clerk in 1937 and possibly did not have time to devote to the presentations). By now the collection totalled over 1000 slides, each one numbered, catalogued and stored in purpose-made wooden boxes.

The Council's glass lantern slides collection is still held in the City Archives where it has been supplemented by several hundred slides from Morison's own extensive personal collection, given to the Council after he retired as Town Clerk in 1946 due to ill health. These slides are referred to as the Morison Collection and, like the official Council collection, contain slides on many historical subjects as well as some depicting Morison's personal travels into Asia and Australia in the 1920s and 1930s. In addition to these there are a small number of slides which

his successor, WCD Veale, used to illustrate lectures during the time he was City Engineer (1929-47).

Thus, the entire collection of glass lantern slides amounts to almost 2000 items. Unfortunately about 12% of the collection has either been lost or damaged beyond salvation, but the remaining slides can now be reproduced to a high standard using modern methods of reprography and imaging technologies. These imaging services are provided by an external specialist, Acacia Photographics.

To date some 1500 slides have been copied and the results are stunning. Adelaide City Council Archives is now in the process of making this entire unique, hitherto mostly unseen, collection of historic photographs accessible to the public by providing:

- a set of medium format negatives from which high quality prints can be copied,
- a set of hardcopy contact prints to be stored in binders to be placed in the public search room, and
- a gallery of selected images of slides which have been scanned and added to our website.

Towards the end of this year, Council Archives will be producing large format prints of a small selection of these images to be included in a public display about Morison's remarkable collection.

Photo-documenting the Civic Collection

This project continues the process of photo-documenting items in the Civic Collection to enable images of items to be stored in TRIM and made available on our website.

The Civic Collection is the name given to a wide and eclectic assortment of 3000 historic items, many of which were gifts to the City. Among the more unusual items are Queen Adelaide's slippers, King William IV's christening gown dating from 1765, a silver cradle given to the then Mayoress in 1867 to mark the birth of her first child and a brick from Colonel William Light's cottage, which was demolished in 1929. The collection also boasts 146 paintings, including Colonel Light's original paintings of Adelaide, and Queen Adelaide's china dinner service.

In order to better manage and improve access to this unique collection it was determined in 2003 to transfer much of the controlling accession data from the Hansen Asset Management software application to a TRIM record type which could be made searchable online via the Archives website. As part of this project it was always intended that the data stored in TRIM would be accompanied by images of the collection items. Also, it was planned to work towards posting a descriptive catalogue and image gallery of the collection on the website with a view to presenting digitised three dimensional 'fly around' panoramic images of items as part of an online virtual museum.

Photo-documenting the Civic Collection involves using a digital camera to record digital images of collection items, including those kept in storage at Archives as well as those on display in the Town Hall, and downloading these images to a PC. They can then be attached to the TRIM record, which will be accessible via the website. To undertake this work City Archives have been given a small budget to employ a part-time photographer.

Conservation

The proposal to widen the conservation services function was originally floated in 2003, however because of the pressing need to deal with the backlogs of conservation and display work the full implementation of this initiative was delayed. The first phase of the project was completed earlier this year with the allocation of more space to conservation and the purchase of framing and matt board cutting equipment, subsequently allowing for high quality reproductions of archival maps and plans to be produced for sale to the public. A small amount of commercialisation of the conservation function has also occurred with the City Council conservator undertaking a couple of small projects for State Government agencies on a fee for service basis. It is also proposed to offer a limited conservation advisory service to the public, commencing with a free 'conservation clinic day' once a month.

Digital devices policy

In addition to these business projects, Adelaide City Archives has also tackled the thorny issue of public researchers using digital devices (cameras and portable scanners) in the search room. Staff were becoming concerned that the unregulated use of these devices would:

- be detrimental to the preservation of archival materials,
- violate copyright and reproduction policies,
- contravene donor restrictions, and
- result in loss of revenue to Archives' copying services.

A review of how other archives, libraries and museums both within Australia and overseas have dealt with this issue led to the conclusion that the 'Notice to Users of the Adelaide City Archives and the City of Adelaide Civic Collection' be amended. The City Archives decided to include the following access condition: 'unauthorised use of digital devices for the purpose of reproducing archival materials is strictly prohibited'. It will then be at the discretion of the Archives Access Services Officer whether to permit the use of such devices if so requested by search room users. The Archives Officer's determination is to take into account the four factors listed above as well as the particular circumstances of the request, and should be made in consultation with the conservator and, where necessary, the Archives Manager.

Australian Science and Technology Heritage Centre

Correspondent: Gavan McCarthy

Looking back on 2003

2003 was a year of significant changes and challenges for the Australian Science and Technology Heritage Centre (Austehc), with the usual large number of projects requiring some sort of action during the year. The staff of the Centre were active in 135 registered projects, twelve of which were responsible for the bulk of our income and the working hours available.

From an administrative perspective perhaps the most important change was the move from 203 Bouverie Street to the Old Arts Building, which happened in the middle of the year. While this was certainly disruptive, the move was managed well and Austehc staff used the opportunity to

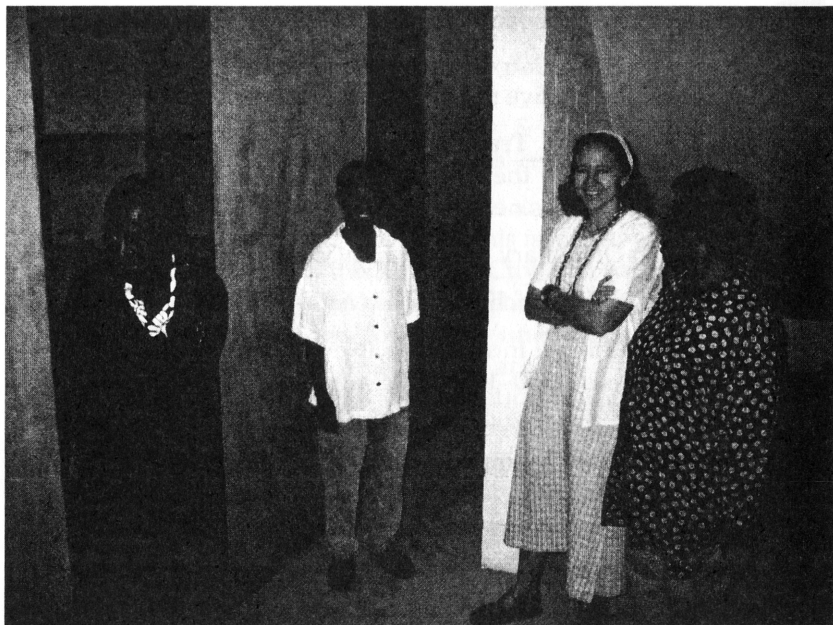
stocktake the archival collections in custody and to plan their future disposition.

From a projects perspective the most important work in 2003 was on:

- The Agreements, Treaties and Negotiated Settlements project, funded by the Australian Research Council (ARC) <<http://www.atns.net.au>>
- Australian Dictionary of Biography Online pilot project
- Koori Health Research Database (ARC funded)
- Images of Chinese in Australia, New Zealand, China and Southeast Asia, 1850-1950 (ARC funded)
- The Where are the Women in Australian Science? project funded by the Commonwealth Office for the Status of Women through the National Foundation for Australian Women <<http://www.austehc.unimelb.edu.au/wisa>>
- Various other Australian Women's Archive Project online exhibitions, including an ARC funded work on the online register at <http://www.womenaustralia.info/register_home.htm>
- The Archival Imaging for Access system, which has had a profound effect on the whole range of services Austehc can offer at <<http://www.austehc.unimelb.edu.au/guides/brow/brown.htm>>.

Financially, the year was challenging as the budget was derived from many small projects and there were substantial costs associated with the move to the Old Arts Building. Austehc made a small loss in cash flow terms for the year, but ended in a positive cash position due to a surplus from 2002.

2003 was also notable for the activity of our overseas and interstate projects taking place at least once every month of the year. Activities included work on projects in Vienna for the International Atomic Energy Agency, in London for Imperial College London and the Bethlem Royal Hospital Archives and Museum, and in Goroka for the Papua New Guinea Medical Research Institute.



(left to right) Sam, Irene, Deb and Dianne from the Papua New Guinea Institute for Medical Research, inspecting their new archival storage area, December 2003.
Photographer: Gavan McCarthy.

The dominant highlights of 2003 came in the fourth-quarter when Austehc heard about the success of the ARC application to fund the Australian Dictionary of Biography Online project for 2004. Through a concerted effort from Janet McCalman, then Head of the university's department of History and Philosophy of Science, a special grant was approved by the Vice-Chancellor providing \$100 000 per year for 2004, 2005 and 2006. This grant will enable Austehc to play a more active role within the university, enable it to further develop its research activities and to develop bids for larger projects. The Centre began 2004 with a full budget, the first time since 1999, and with began the year with the confidence to enthusiastically pursue its vision.

Australian War Memorial Research Centre

Correspondent: Tim Roberts

Since the last 'News Notes' by the Australian War Memorial (AWM) Research Centre in the May 2002 issue of *Archives and Manuscripts*, the various teams within the Research Centre have been actively working on diverse projects. These have included: collection-related work, creating new displays, and exploring and promoting uses of digital media. Also, series of public talks and an online encyclopedia have helped increase the exposure of the Research Centre's services to the public.

Official Records Collection — Series Notes Project

This project involves detailed research into correspondence files and administrative dossiers, as well as delving into individual items from each series. The result is a series of descriptive notes covering administrative details, function and provenance, content, arrangement and control details, and advice on how best to use each series. Commenced in January 2004, more than forty new series notes have been produced, and added to RecordSearch. The project, being completed by Joyce Bradley, will finish in early 2005.

Digitisation projects

From May 2002 to July 2004, several substantial digitisation projects have been planned, initiated and are now in progress. The aim has been to create a significant set of historical resources available through electronic media and expand the range of Research Centre services and products. This will also provide much greater protection for the original records by eliminating the need to manually retrieve them from archival storage.

The key digitisation projects in progress are:

- Korean War diaries (AWM85)
- Vietnam War diaries (AWM95)
- The CEW Bean diaries (AWM38), an in-house digitisation project to make these rare and fragile treasures available online. The diaries will complement the online Official History series that is already available.

- War Artists files (AWM93), original War Memorial administrative files relating to commissioned war artists in the Second World War, Korean War, and Vietnam War.
- In-house digitisation of selected Gallipoli maps to meet an anticipated increase in demand for access in 2005, the 90th anniversary of the Gallipoli landing.
- Second World War Unit War Diaries (AWM52)
- AIF Embarkation Roll for First World War (AWM4). This project requires a very significant contribution by Research Centre volunteers. There are approximately eleven thousand pages of roll entries to be checked and indexed, using Optical Character Recognition (OCR) software. The halfway point of this project was celebrated in May. Every six weeks the volunteers prepare about one thousand pages in total.

Private records

One of the key private records project undertaken in 2004 involved enhancement of original catalogue entries for approximately 680 collections in the first major collecting series, 1DRL (Donor Record Lists). This is a significant group of records developed by founding Memorial Director John Treloar with Arthur Bazley and Charles Bean during the late 1920s and 1930s. This set of records formed the core of Bill Gammage's book *The Broken Years*. The project will add contextual information about the collection as well as enhanced catalogue descriptions and more comprehensive subject coverage. Detailed item lists, describing content in the correspondence and diaries, are also being created.

Olwyn Green and Rowley Richards, two particularly significant donors to the AWM private records collection, were interviewed on Andrew Denton's *Enough Rope* chat show on Anzac Day. Olwyn's special interest and collection relates to the Korean War, in which her late husband, LtCol Charles H Green, DSO, served as a commander of 3 Battalion, Royal Australian Regiment. Dr Rowley Richards, MBE, OAM, ED, who served with 2/15th Field Regiment, managed to keep, hide and then retrieve very significant and detailed medical records of Australian troops while also being a Japanese prisoner of war on the Burma-Thai Railway. Private Records staff contributed towards the research necessary for this special episode.

Research Centre talks and displays

In the past two years, the AWM research centre has prepared many talks and displays, including:

- Valentine's Day *Love Letters in War* talk and display in the reading room that proved very popular, as it was booked out for both sessions.
- Women's History Month talks in March 2004, by Private Records staff Jennifer Coombes and Kate Walker.
- A program of talks to coincide with Canberra's major floral festival, *Floriade*, to present a variety of topics connecting military history and gardening. Topics for this year included growing vegetables on the Home Front in Australia.
- Website displays using scanned photo of collection items
- And various collection displays in the research centre.



AWM reading room. Photo courtesy of AWM Multi-Media.

City of Sydney Archives (CoSA)

Correspondent: Mark Stevens

This report covers the year ending 30 June 2004. The table below presents some output statistics for the year and comparisons with previous years.

<i>Item</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>
Lending transactions to Council staff	12 108	13 229	14 089
Records accessioned or destroyed (metres)	1 334	858	1 032
Responses to written research enquiries	1 436	1 527	1 627
Research visits	1 234	1 089	1 142
Records in custody at end of the year (metres)	7 116	7 575	8 663
Total sessions served on archives web pages	40 158	186 548	106 696
Total page views on archives web pages	575 806	975 537	1 209 720

The drop in number of sessions on the archives web pages is largely because for the period November 2003 to April 2004 the statistical package attached to the web pages was malfunctioning and the correct figures could not be retrieved.

Staffing levels for the Archives remained at four throughout the year. In 2003 we had two transferred records clerks from South Sydney attached to us briefly, but they both took voluntary redundancy.

The project to integrate records from the boundary changes (reported in our last 'News Notes') was completed in November 2003. In February 2004, the remaining area of South Sydney City Council was amalgamated into the City of Sydney, so the whole process will have to

begin again. CoSA will be starting on this in July 2004 and have received all the funding requested to complete the job by about May 2005.

Alongside the integration project for South Sydney and Leichhardt Council records that dominated the work of City of Sydney Archives in 2003 to 2004, we were able to make useful progress in other areas too.

We joined PictureAustralia, going live in June 2004 with an initial 22,000 images. It's going to be interesting to see how much extra activity is generated by this additional means of access to ArchivePix.

In September 2003 the Minister of Lands launched a digital version of the 1865 Trig Survey of Sydney. This was a joint project with State Records and Lands, funded by sponsors including Sydney Water, the Historic Houses Trust, and the heritage architecture firms Godden Mackay Logan and Tropman & Tropman. CoSA took the lead in this project because the Trig Survey was done by the City in the days when it had responsibility for management of water and drainage. The function and the records were later transferred to what is now Sydney Water, and the plans thence to State Records.

Completion of this project marked the first stage towards an online digital atlas of the City of Sydney, which is planned to be available by mid-2006. Meantime, any ASA members who would like a copy of the CD can contact Mark Stevens at <mstevens@cityofsydney.nsw.gov.au>.

Our volunteer group continued to flourish during the year, and added a further 50 000 item-level records to Tabularium. Almost all building and development records to 1978 (when the City started to use electronic records management) are now catalogued into Tabularium and available through Archives Investigator. Other ongoing projects include inventorying early twentieth-century correspondence files, captioning photographs into ArchivePix, and building content for the immensely popular Newtown website. At <<http://www.sydneyarchives.info/newtown>>.

Council management has instructed the Archives to make some important changes to the process used to approve the destruction of corporate records. Firstly, all proposals by the Archives to destroy records from the central registry system now have to be approved by the business managers of the units that primarily used the records (previously approval was given by the corporate services manager).

Secondly, all proposals must now also be vetted by a panel comprising experienced researchers plus the Council's risk manager.

The most obvious impact of these changes so far, is to slow down the process of gaining approval to destroy records. The statistics in the table above (records accessioned or destroyed) include only a small amount of destruction because records due for destruction at the start of 2004 are still awaiting approval. It'll be a challenge to see if we can build the confidence of business managers to the point where they will sign destruction approvals without discomfort. We haven't convened the 'expert panel' yet, so that's an experience we can look forward to.

Fryer Library and University Archives, University of Queensland

Correspondent: Deborah Stumm

Deborah Stumm took up the position of Manager, Fryer Library and University Archives in January 2004, following Eileen Boydew's retirement in 2003. Deborah previously worked at the State Library of New South Wales.

Recent acquisitions — Fryer Library

The Fryer Library continues to actively collect literary and other manuscripts. In 2003 and 2004, the Library has acquired manuscript collections from several notable Australian writers including a large collection of literary material from Janette Turner Hospital to complement the existing holdings of her work, and a collection of EV Timms material.

Two significant acquisitions representing the entire literary production of local Brisbane writers Venero Armanno and Nick Earls were also added, as well as drafts by John Birmingham of his latest novel *Weapons of Choice* and correspondence and related material from a former Editor of the journal *Australian Literary Studies*.

In February 2004, seventy-five titles were acquired at an auction of the Ron Douglas Library. Ron Douglas was a Toowoomba antique trader who began collecting books in the 1960s with the aim of gathering a comprehensive collection of nineteenth and twentieth-century general and local historical material relating to a vast number of regions in

Queensland. Notable purchases made were published works on early twentieth-century travel, tourism and history and two albums of original photographs to complement an existing manuscript collection.

Friends of Fryer

The Friends of Fryer has been re-invigorated over the last twelve months with a new Committee, a program of events and we also have plans to publish a newsletter once again.

The Friends hosted an extremely successful event with the opening of a display from the Denis Murphy Collection on 17 June 2004. This event was held in conjunction with the Royal Historical Society of Queensland conference *Remember Denis Murphy* at Parliament House.

Denis Murphy was a distinguished historian and academic of the university, a former president of the Queensland branch of the Australian Labor Party and member of Queensland parliament who died prematurely in 1984. According to the Premier of Queensland, the Hon. Peter Beattie MP who spoke at the opening, Denis Murphy 'was the best premier Queensland never had'. Other speakers were the former Governor-General of Australia, the Hon. Bill Hayden; AC Professor Kay Saunders, School of History, Philosophy, Religion and Classics; Emeritus Professor Colin Hughes, School of Political Science and International Studies and the University's Vice-Chancellor Professor John Hay AC.

Accolades from guests who attended from as far away as South Africa continue to pour in and the event has done much to raise the profile of the library and the Friends of Fryer.

University Archives

Archives staff are collaborating with Library multimedia staff to create a 'UQ Memory' website. It will contain historic images of the university, oral history interviews with former university staff, clips from digitised films and founding documents of the university. The site will be added to regularly.

The Archives is represented on the University's Law Heritage Committee. A project associated with the Committee is the annual Anzac Day display. Created by Archives' staff, it commemorates five law students who died in war service in World War II and is mounted in the Law Library.

Significant recent additions include a large volume of historic material from the Office of Marketing and Communications, containing audiovisual material, press releases and material relating to the Brisbane Customs House, and records from the Open Learning Institute and the Social and Economic Research Centre.

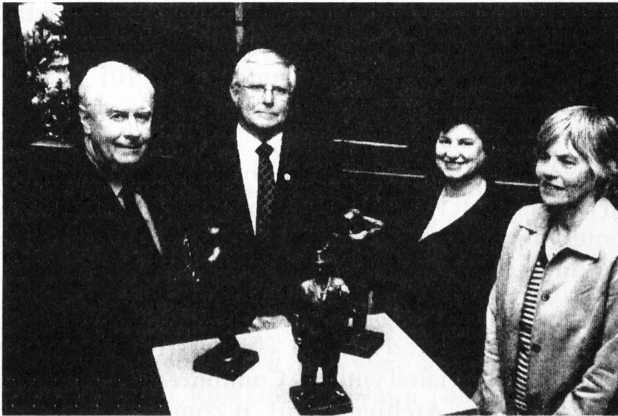
John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

Commemorating John Curtin

On 5 July 2004 as part of the commemoration of the anniversary of Hon. John Curtin's death, a set of three statues of the Prime Minister were unveiled at a special afternoon tea with members of Curtin's family and special guests Gough and Margaret Whitlam.

The three poses depict John Curtin as an impassioned orator; show him reflecting on his speech notes; and reveal him in a casual pose. During 2003 the sculptor, Canberra-based Peter Latona, worked extensively from photographs and film footage supplied by the John Curtin Prime Ministerial Library (JCPML) to make the 30cm high bronze sculptures as lifelike as possible. The sculptures have been commissioned by the JCPML and will feature in its new exhibition to be opened in February of 2005.



Admiring the newly commissioned bronzes of Prime Minister John Curtin are (from left to right): *Australian* Editor-at-large, Paul Kelly, with John Curtin's grandchildren John Curtin, Beverley Lane and Barbara Davidson.

The 2004 John Curtin Prime Ministerial Library Anniversary Lecture was delivered by Editor-at-large of the Australian newspaper, Paul Kelly. In his thought-provoking lecture, 'An Australian Vision: Foreign policy challenges in the 21st century', Mr Kelly said:

Australia now lives in a time of upheaval in global power, in the nature of threat, and in the rules of the international system. Curtin had to deal with the survival issue in a way that confronted no other prime minister. However, the feature of the 21st century is that opportunities have not been as great and nor have the risks been as unpredictably complex.

In comparing Australia's current situation with the 1940s, Mr Kelly paid tribute to Prime Minister John Curtin:

Curtin is fascinating for who he was, not just for what he did. His story involved a personal transformation from revolutionary agitator to wartime leader in conditions more demanding than those confronting any other prime minister. It is a remarkable odyssey and a very Australian journey. It typifies one of the finest qualities of our democracy – how an ordinary man can achieve extraordinary things and in the process come to be deemed as extraordinary himself.

A transcript and video of this popular lecture is available through the JCPML website <<http://john.curtin.edu.au>>.

Visiting scholar

The JCPML Visiting Scholar for 2004, Dr James Curran, delivered a stimulating lecture examining the rhetoric of Australian prime ministers and the issue of Australian nationalism in April.

The lecture was based on Dr Curran's recent publication, *Power of Speech: Australian prime ministers define the national image*, which is the first in-depth Australian study of prime ministerial rhetoric in the modern era. This examination of prime ministerial rhetoric was of interest to the JCPML as a further exploration of its collection focus in the area of the prime ministership as an office. The JCPML was very pleased to encourage the publication of Dr Curran's thesis as a book and together

with the Bob Hawke Prime Ministerial Library, provided support for it to be published by Melbourne University Publishing.

The lecture is available on the JCPML website <<http://john.curtin.edu.au>>.

Museums award

In May the JCPML was awarded the Museums Australia (WA) Organisational Award for 2004 by the Minister for the Arts, the Hon. Sheila McHale. It was presented for achievement in innovative partnership development for the theatre production *Shadow Of The Eagle*. The play was the result of a partnership between the JCPML and the Perth Theatre Company and provided an innovative way to broaden the library's outreach program.

Independent review

An independent review of the JCPML was undertaken in 2003 as part of Curtin University of Technology's quality improvement cycle to evaluate the JCPML's performance over the past five years. George Nichols, former Director-General of the National Archives of Australia, undertook the brief and spent several weeks interviewing appropriate people. The JCPML provided extensive background information and access to all its corporate documents.

The review concluded that the major investment made by the university in terms of resources and its own reputation in creating the JCPML has been repaid by the establishment of a first class institution which has also earned the professional respect of the major cultural and collecting institutions with whom it collaborates. All of the report recommendations were accepted.

Education evaluation

Since the JCPML's on-site education program was first presented in 1999 the JCPML has conducted surveys to evaluate the presentation and appeal of the programs to both teachers and students.

At the end of 2002 the surveys were collated and the statistics were analysed, revealing that teachers and students enjoy their visits to the JCPML and believe the educational activities tied in with work they were doing at school. A majority of students thought they had learned

a lot about Prime Minister John Curtin. While these results were informative, they did not reveal in-depth what the students learnt from their visit, so in 2003 JCPML staff undertook an evaluation to discover what the students learnt and how much information they retained after several weeks.

The conclusions from the further evaluation showed that school visits to the JCPML have a significant impact on student learning. Even after a considerable length of time has elapsed between the visit and the evaluation the students still retained a significant amount of worthwhile information.

Overall, the evaluation of the JCPML on-site education programs and their content has been extremely satisfactory. With 96% of teachers indicating the programs met or exceeded their expectations and 100% being happy to recommend the program to other teachers, this is high praise indeed for the program and a reflection of the hard work and creativity of the JCPML Education Officer and support staff.

Educational activities

The JCPML's newest resource is a self-contained cartoon interpretation package designed to develop teachers' confidence and proficiency in using cartoon resources.

Cartoon interpretation has been identified by the Tertiary Entrance Examination (TEE) markers as an area of weakness in the teaching of history in WA schools. *Cartoon PD in a Package* trains teachers in methods to develop cartoon interpretation skills in students as young as 15 years old (year 9). The resultant improvement in student understanding and interpretation of cartoons is expected to flow on and eventually lead to better performance in this area in the TEE, as well as producing citizens with a lifelong appreciation of this form of social and political commentary.

The development of *Cartoon PD in a Package* was supported by a grant from the Public Education Endowment Trust. The package is available at no cost online from the JCPML website at <<http://john.curtin.edu.au>> under 'education'.

Monash University School of Information Management and Systems (SIMS)

Correspondent: Carol Jackway

Courses

On 9 June 2004 SIMS launched a new degree, the Master of Information Systems (MIS). This differs from other Monash Masters degrees in that it aims to provide advanced education opportunities for those who already have prior qualifications and work experience in the Information Systems (IS) and Information Management (IM) industry, including records and archives. It is aimed at those practising IS and IM in contemporary organisations who want to move into senior management or strategic leadership positions within their domain. For more information see the SIMS website <<http://www.sims.monash.edu.au>>.

Another exciting initiative relating to SIMS courses was the commencement of the Monash University Indigenous Archives Scholarship, which will have its first student intake in Semester 1, 2005. This covers the full cost of fees for an Indigenous person to undertake studies at Graduate Diploma or Masters level, specialising in Electronic Recordkeeping and Archiving. Partners with SIMS in this scholarship are the National Archives of Australia (NAA), Public Record Office of Victoria (PROV), and the Faculty of IT at Monash.

Visiting academics

For about six weeks during July to August 2004, we were delighted to host a visit by Professor Eric Ketelaar, recently appointed an Honorary Professor to Monash University. Professor Ketelaar is Professor of Archivistries at the University of Amsterdam, and was formerly National Archivist of The Netherlands from 1989 to 1997. During his visit Professor Ketelaar led a number of seminars for postgraduate students, staff, and industry members. A highlight was a three day intensive professional development workshop in early August entitled *Archives and Collective Memory: Challenges and issues in the pluralised archival role*, involving Professor Ketelaar, Associate Professor Anne Gilliland-Swetland and others.

We were also fortunate to have Associate Professor Anne Gilliland-Swetland from UCLA visiting us for a week in August. Associate

Professor Gilliland-Swetland is Director of the Center for Information as Evidence at UCLA, which was launched in February this year. Professor Sue McKemmish of SIMS was the keynote speaker at the launch, and is an Affiliate of the Center.

Research projects

There are two Monash-based Australian Research Council (ARC) funded research projects relevant to archives and records running at SIMS currently: Trust and technology: Building archival systems for Indigenous oral memory, and Create Once, Use Many Times: The clever use of metadata in eGovernment and eBusiness recordkeeping processes in networked environments.

The Trust and Technology project is still in the first phase, which explores the needs of Indigenous communities in relation to access to oral memory. At the time of writing, thirty-six interviews had been conducted with Indigenous people across Victoria, and this data is being analysed. Another fifty-four interviews are planned in 2004. Phase two commenced around September and involves exploring the extent to which existing archival services meet Indigenous needs, and modeling alternative Indigenous community-driven approaches. For more information visit the project website <<http://www.sims.monash.edu.au/research/eirg/trust>>.

The Clever Recordkeeping Metadata project is also still in the first phase, which involves development of a proof of concept demonstrator prototype. The National Archives of Australia agreed to participate in this research by allowing data to be gathered from their employees in relation to a scenario of metadata creation and re-use. Information was gathered using focus groups at NAA in August, and is feeding into the development of the proof of concept demonstrator prototype, which should be completed late this year. The second stage of the project will involve implementing the prototype in a real world test-bed site to provide a model for best practice. The project website: <<http://www.sims.monash.edu.au/research/rcrg/research/crm/index.html>>.

The Electronic Health Records project is another ARC-funded project involving SIMS researcher Dr Livia Iacovino as a Chief Investigator, based at Deakin University. The research already completed has been disseminated to those who need to be critically aware of the

government's health initiatives regarding shared electronic health records. A symposium held in April, *Shared Electronic Health Records: ethical, legal and recordkeeping perspectives*, provided an opportunity for an interchange of ideas in a multidisciplinary context, exploring a wide range of legal, ethical, record and system issues relevant to shared electronic health records, from Australian and international perspectives.

SIMS researchers Associate Professor Julie Fisher and Dr Linda Dawson have recently been awarded another ARC grant for a research project that will investigate the implementation and acceptance of wireless devices, such as personal data assistants, in a hospital ward setting.

Awards and honours

Professor Sue McKemmish, Head of SIMS and Director of the Records Continuum Research Group, has been appointed to the Chair of Archival Systems within the Faculty of Information Technology at Monash University.

SIMS researcher Dr Livia Iacovino has been awarded the Faculty of Information Technology Mollie Holman Doctoral Medal 2003, for her PhD thesis entitled *Ethical-legal Frameworks for Recordkeeping: Regulatory models, participants and their rights and obligations*. This medal is awarded to the best doctoral thesis in each faculty, each year.

National Archives of Australia

Correspondent: Tonia Vincent

Dhakiyarr Wirrpanda

While researching for an exhibition to mark the centenary of the High Court of Australia in 2003, the National Archives identified records about Dhakiyarr Wirrpanda in its collection. Dhakiyarr, an elder of the Dhudi-Djapu clan of east Arnhem Land, was the first Aboriginal person to have his case heard by the High Court 70 years ago. The Dhakiyarr story was recognised as one which deserved fuller treatment than the High Court cases featured in the exhibition and in an accompanying interactive, and it was decided to feature his story on the National Archives of Australia's (NAA's) *Uncommon Lives* website. His story on

the website was launched in November on the 70th anniversary of the High Court case.

The Dhakiyarr story, since featured in a Film Australia documentary based on the Archives' records and broadcast on the ABC, is a tragic story of interaction between traditional communities and government officials enforcing European law. After a police party wrongly identified the community where Japanese fishermen had been murdered, they took Aboriginal women captive. Dhakiyarr responded by spearing one of the policemen. He was later persuaded to travel by boat to Darwin, was taken into custody and found guilty of murdering a white policeman, Albert McColl. He was sentenced to death by the Northern Territory Supreme Court. After a public outcry against the verdict, a successful appeal to the High Court was lodged on his behalf. The High Court found that his earlier trial had been unfair and his conviction was overturned. Dhakiyarr was released from jail and was to return to Arnhem Land, but he disappeared in mysterious circumstances a day after his release. His disappearance meant that his family could not perform the Wukadi ceremony to take his spirit home.

The National Archives prepared an album titled *In memory of Dhakiyarr* reproducing copies of documents and photographs held in its collection for presentation to the Wirrpanda family on 28 June 2004. The album records Dhakiyarr's life, trial and disappearance and the Wukadi ceremony that took his spirit home, which was finally held in 2003 in a reconciliation ceremony between the Wirrpanda and McColl families.

The album was presented to Dhakiyarr's family by His Honour Justice David Angel, acting Chief Justice of the Supreme Court of the Northern Territory, at Dhuruputjpi in east Arnhem Land, to mark the first anniversary of the Wukadi ceremony. The event was also attended by Ross Gibbs, Director-General, Phyllis Williams, Director of the Archives' Darwin Office, members of the Wirrpanda family, members of the McColl family and Tom Pauling QC, Solicitor-General for the Northern Territory. The Wirrpanda family is assisting the Archives in telling Dhakiyarr's story and selecting documents to feature on the website.

Digital Recordkeeping Initiative (DRI)

The national, state and territory archives and records authorities of Australia and New Zealand have joined together to form the *Digital*

Recordkeeping Initiative (DRI). Members of the Initiative will collaborate on the development, articulation and implementation of a common set of strategies for enabling the making, keeping and using of digital records. The Initiative will promote a single Australasian approach to digital public recordkeeping across all jurisdictions and provide a space for communication and information sharing between the members.

The Secretary of the Department of the Prime Minister and Cabinet, Dr Peter Shergold AM, announced the formation of the DRI at the *Business e-Evolution of Government* conference hosted by the Institute of Public Administration Australia (IPAA) ACT Division and the Australian Government Information Management Office on 26 May 2004.

As part of the National Archives' contribution to the future development of DRI, the Archives held an international digital preservation seminar in Canberra during September. The seminar *Advances in Digital Preservation: An international working meeting* was attended by a number of international speakers.

Digital preservation

The Archives continues to develop software for the Digital Preservation Process, Xena, the application that 'normalises' digital records into an archival data format (XML) for long-term storage. Rigorous testing of the application is currently underway and will ensure that Xena is fully robust before it goes live in the coming months.

A programmer has been engaged to begin work on an application known as the Digital Preservation Recorder, which will establish an audit trail by recording information about all actions performed on digital objects in the digital facility. Work has commenced on developing the specifications for the final software application that will be used in the digital repository.

Digital recordkeeping publications

To complement its work in developing software to convert digital records into a stable and permanent format, the National Archives launched several major new publications in June 2004 to help Australian Government agencies to make, keep and use digital records. The Archives has made these publications available online at <<http://www.naa.gov.au/recordkeeping/er/summary.html>>.

The new National Archives digital recordkeeping products include:

- *Digital Recordkeeping: Guidelines for Creating, Managing and Preserving Digital Records - A comprehensive guide to managing digital records*
- *Digital Recordkeeping Self-Assessment Checklist*
- *Recordkeeping and Online Security Processes: Guidelines for Managing Commonwealth Records Created or Received Using Authentication and Encryption and*
- *General Disposal Authority for Encrypted Records Created in Online Security Processes.*

Melbourne opening

The Hon. Alex Somlyay MP, House of Representatives member of the Archives' Advisory Council, opened the Archives' new reading room in the Victorian Archives Centre on 20 May 2004. The Melbourne reading room is a shared facility with the Public Record Office Victoria and continues the partnership and collaboration that has existed between the National Archives and the PROV since 1997. The three Victorian members of the Archives' Advisory Council, Mr Paul Santamaria SC, Professor Graeme Davison and Mr Patrick Morgan, entertained guests with readings that highlighted the richness of the Archives' Melbourne collection. Mr Santamaria introduced an audio taped recording of Vladimir Mikhailovich Petrov deciding whether to defect to Australia in April 1954.

Spies Who Loved Us

The National Archives commemorated the 50th anniversary of the Petrov Affair with the *Spies Who Loved Us* event on 6 June. The aim of the event was to highlight our amazing collection of ASIO and Department of Foreign Affairs records and to encourage people to access the collection for their own research.

Dennis Richardson, the Director-General of ASIO, Michael Thwaites, the ASIO officer who assisted the Petrovs to settle into their new life, and David McKnight, senior lecturer in Journalism at the University of Technology, who has written extensively on ASIO and the Australian Communist Party, spoke at the event. Children's activities were held

throughout the day at 'The Spy Institute' and *The Mysterious Miss X* documentary was played for visitors. National Archives' reference staff were on hand to assist visitors with accessing and researching ASIO records held in the National Archives collection.

Who's Who of Australia's Prime Ministers

The Archives has developed a substantial education supplement, *Who's Who of Australia's Prime Ministers*, which was published in the *Canberra Times* on 18 June 2004, and also distributed nationally to schools as a teaching resource. Feedback on the supplement has been very positive. Teachers like the clear layout of the supplement, the timeline and manageable chunks of text.

This supplement has been produced as part of the Archives' revamped education program. In addition, the Archives has developed resources to allow students to self-guide through the Archives, reducing the need for guided tours. These new resources include teachers' notes, focus cards and web-delivered resources for post-visit learning.

The Archives is liaising with curriculum developers and teachers to determine the content most relevant to their classrooms, and the preferred method of delivery. The widespread use of IT in schools, together with NAA's digitisation program, clearly makes electronic delivery the focus of Archives' commitment to the education sector.

Corporate Plan 2004 to 2006

The Archives published its Corporate Plan in May 2004. The Corporate Plan sets out the Archives' objectives and strategic priorities for the next three years, highlighting the ways that the Archives will serve the public, support good recordkeeping, manage the collection and run the organisation. The Corporate Plan is available on the Archives website at <http://www.naa.gov.au/Publications/corporate_publications/corporate_publications.html>, or by contacting the Archives on +61 2 6212 3600.

Public Record Office Victoria

Correspondent: Christine Mitchell

Access services

PROV is pleased to announce the success of its nomination to include the Ballarat Reform League Charter on the UNESCO Australia *Memory of the World Register* for 2004. A recent initiative of UNESCO, the register acknowledges important documents of cultural significance. The Ballarat Reform League Charter is a four-page handwritten manifesto of democratic principles and demands, presented to Governor Charles Hotham in 1854. Written by members of the Ballarat Reform League, this document was a central feature of the Eureka story and instrumental in the campaigns for democratic reform in Victoria. The document also had profound influence on future Australian politics.

Another activity currently underway is the digitisation of the 1956 Melbourne Olympic Games publicity photographs. A selection of these 2000 images was made available online through the PROV website during the Athens Olympic Games. The online exhibition includes educational resource material.

As part of the Indigenous Access to Records Project, a questionnaire was sent to all state archival authorities and the National Archives of Australia. Responses have provided a snapshot on how authorities handle access to Indigenous records and how they have responded to the 1997 *Bringing Them Home Report*. The Indigenous Access to Records Project will report back to the Victorian Government in early 2005, to provide a new framework to accessing Indigenous records. The results from the questionnaire have now been collated and are available from Cate Elkner at <cate.elkner@dvc.vic.gov.au>.

Transfers

PROV has recently finalised the transfer and documentation of teacher employee records dating from the nineteenth to mid twentieth-century from the former Education History Unit, a complete set of Hansard from the Victorian Parliament and the regular transfers of inquests and body card records from the State Coroner's Office.

PROV has also completed an indexing project in collaboration with Goulburn Murray Water Authority of correspondence records of the

former State Rivers and Water Supply Commission to assist in the \$30 million project to upgrade the Eildon Dam.

Disposal authorisation

PROV has recently issued the following disposal schedules:

- *Department of Primary Industry,*
- *Residential Tenancies Bond Authority,*
- *Office of the Director of Public Prosecutions,*
- *Victorian Cervical Cytology Registry and*
- *Victoria Police – Communications Records.*

VERS Centre of Excellence

Since its establishment at PROV in 2002, the VERS Centre of Excellence has worked with agencies to assist them as they move towards compliance with the VERS standard. The work of the Centre has included an extensive training program, consulting services to agencies (such as assisting in the development of business plans), and a compliance program for systems and products. In the first half of 2004, the electronic document management system installed at the Department of Justice was certified as being VERS-compliant. More compliance certifications will happen in the next few months, particularly as vendors work towards compliance against Version 2 of the standard. In the training area, VERS Technical has been very popular, giving participants an opportunity to ‘get their hands dirty’ with metadata.

Digital Archive project

As part of the PROV digital preservation program, the Digital Archive project will deliver the capability to capture, store and make accessible the permanent digital archives of the Victorian Government. There are two key outputs of the project: a digital repository and a website. The digital repository will enable the online transfer of digital archives from Victorian Government agencies to PROV, and the safe and secure storage of the archives within the PROV collection. The repository will be ready for use in early 2005. The website will replace PROV’s online catalogue, archives@victoria, and integrate access to both the paper and digital

collections at PROV. A single point of access will provide PROV's government and public clients with improved searching and ordering facilities, as well as online viewing of digital archives and digitised archives. These new services will be available in mid-2005. Fujitsu Australia is working with PROV to deliver the Digital Archive solution, which is being developed on a Documentum platform to interface with PROV's archival management system Archives One. For further information about the project or the new PROV services, please contact Lucy Hastewell on +61 3 9348 5717 or <lucy.hastewell@dvc.vic.gov.au>.

Standards and advice

PROV is undertaking a major review of its Records Management Standards, with the objective of consolidating all PROV records management requirements into one comprehensive and user-friendly package. The appraisal policy package, currently in development, will provide a clear and explicit framework for appraising public records in Victoria.

Other areas of policy development include:

- copyright and the implications for recordkeeping of the recent Digital Agenda reforms
- systems administration and records management
- digital rights management and recordkeeping
- websites and records management.

State Records of New South Wales

Correspondent: Rowena Loo

Estrays and acquisitions

A collection of records from the former Crown Street Women's Hospital was returned to official custody of the State Records of New South Wales in June 2004. The collection includes board minutes, annual reports and photographs. The hospital played a leading role in the improvement of maternity and health care for women, and the records will make a valuable contribution to our knowledge and understanding of public health provision in New South Wales.

Government Recordkeeping Manual

State Records has added a number of new publications to the *Government Recordkeeping Manual*. These include guidance on outsourcing document storage, information rights management and building better records management skills. The manual is available on State Records' website at <<http://www.records.nsw.gov.au>>.

Revision of standards

The revision of the first two standards issued by State Records, the *Standard on Full and Accurate Records* and *Standard on Records Management Programs*, was completed in early 2004 and represents a significant milestone for State Records as we move into the development of 'second generation' standards. The revised standards — *Standard on Full and Accurate Records* (No. 7) and the *Standard on Managing a Records Management Program* (No. 8) — retain the key concepts and purpose of the original standards but they are more streamlined in content and are more outcomes-focused.

Archives and Records Management (ARM) Week (NSW)

The 2004 ARM Week (NSW) was held from May 23 to 29. State Records' key event was the Open Day at the Western Sydney Records Centre on Thursday 28 May. Nine talks were offered on topics such as convicts, shipping, probate and estate records, and conservation of family records. In addition, there were tours of the building throughout the day and a 'conservation clinic'. An estimated 150 to 200 people attended the event. 409 people attended the nine talks offered and 112 people toured the building during the day. A random head count of 62 researchers in the reading room at one time was made at one point in the day.

In addition, State Records, in collaboration with the Royal Australian Historical Society (RAHS), conducted a seminar on *The Dutch experience in NSW* on 24 May. Speakers included representatives from the Dutch community and National Archives as well as State Records. State Records also had its usual stall at the annual Society of Australian Genealogists (SAG) Showcase. The Showcase is always very popular with the genealogical research community and this year it attracted around 600 visitors.

Aboriginal Family History Training at the Emu Plains Correctional Centre

State Records took part in a four-day joint training session in February 2004 at the Emu Plains Correctional Centre, which introduced Aboriginal women to family and community history research. The program was facilitated by Kim Katon, Trainer and Consultant from Indigenous Identities and organised by Elizabeth McEntyre, Manager of Corrections Health Service Aboriginal Health Unit. Kirsten Thorpe (Archivist Aboriginal Liaison, State Records) and Melissa Jackson (Indigenous Services Librarian, State Library of New South Wales) took part in developing and delivering the course. As far as we are aware, this is the first time that a State or Territory archive has been involved in training with Indigenous inmates on access to government records.

The objective of the training was to teach participants about the steps required to access material held in archives and libraries for personal, family and community history research. A key aim was to connect participants to their family and community to give a better sense of belonging and identity. The training also addressed Recommendation 53 of the Royal Commission into Aboriginal Deaths in Custody, which focused on providing access to government records. Feedback from participants was positive and enthusiastic. State Records hopes to participate in future training when it occurs.

Online resources

Work has been continuing on the item listing of the probate packets which are being transferred by the Supreme Court following its decision late last year to open probate records over 30 years old to public access. The number of probate packets accessible through Archives Investigator now totals approximately 30 000.

State Records is also continuing to add to its range of online resources. Highlights include:

- The *Index to the Randwick Asylum for Destitute Children*, which covers the years 1852 to 1915, with 5890 entries. This the first indexing project completed by State Records' volunteers. State Records gratefully acknowledges the volunteers' valuable contribution in helping to make these records more accessible to the research community.

- The completion of the *Index to convict exiles, 1846–50*. Although convict transportation to New South Wales effectively ceased in 1842, between 1846 and 1850 exiles were transported to the colony. These so-called exiles had served part of their sentence in a penitentiary in Britain and were granted a conditional pardon or ticket of leave on arrival in the colony.

In addition, existing indexes including gaol photograph description books, convict pardons and ticket of leave passports continue to be updated.

Marketing agreement for sale of Colonial Secretary's Papers

In 2002–03 State Records entered into an agreement with Adam Matthew Publications to sell the Colonial Secretary's Papers 1788–1825 on microfilm under the product name Australian Colonial Life and Settlement. This has proved a successful initiative with a number of sets sold around the world.

Review of the State Records Act 1998

The *State Records Act 1998* has been the subject of a statutory review to determine whether the policy objectives of the Act are still valid and whether the terms of the Act are appropriate for meeting those objectives. The review found this generally to be the case. Following release of an Issues Paper for public consultation, public meetings were held in Sydney and regional centres and written submissions received. Recommendations have been made for minor improvements to the terms of the Act.

University of Melbourne Archives

Correspondent: Sue Fairbanks

After the excitement of the University of Melbourne's 150th Anniversary year in 2003, the first half of 2004 has seemed deceptively routine. In reality the University of Melbourne Archives (UMA) has been concentrating on major collection management projects, which have involved the coordinated effort of all senior archivists.

Collection Information Audit

At the end of May UMA completed the first and major stage of the Collection Information Audit. This involved a shelf inspection in which every physical collection in our fourteen kilometres of records was identified and checked against its corresponding entry on the Accessions database and the Location Guide, which were being simultaneously reconstructed. Results so far have been promising, with some improvement in retrieval, and identification of more systematic difficulties that will need to be revisited later. Stage two of the Audit began in August, involving the implementation of a new data standard for Accession records, and standardisation of existing records. Simultaneous mini-audits of our RioTinto and official university holdings will give us greater control of these vital parts of our collections, improving their management and access.

New positions and staffing

While senior archivists have been grinding away on these essential but unglamorous tasks, we have been making progress on a number of other fronts with the assistance of project staff, information management students and volunteers. We have also filled two permanent positions essential to UMA.

The Co-ordinator: General Reference and Outreach, Jason Benjamin (former Archives Repository Officer), is based in our Baillieu Library reading room and has responsibility for administration, for co-ordinating reference systems, and for outreach activities such as exhibitions and publications. He has developed expertise in our photograph collections, supervising the digitisation of images and their placement onto our image catalogue, UMAIC, and liaising with the National Library's PictureAustralia project. He and colleague Jane Ellen are currently liaising with the university's Law Resource Centre to develop a website to highlight the university's law archive and rare book collections.

The Co-ordinator: Repository and Collection Systems replaces the Archives Repository Officer position, recognising that both this and the Co-ordinator: General Reference and Outreach positions are a core pair in the routine functioning of the Archives. Mr Tony Miller is the new Co-ordinator: Repository and Collection Systems. He formerly worked in the ANZ Bank Archive, and his experience has contributed much to the improvement of the repository. He is responsible for the daily

retrieval and return of archival material to the reading room for researchers, a task in which he supervises two casual assistants. His major contribution in the last year has been to monitor the detailed audit of the whole collection by senior archivists, and to reconstruct the location guide from the results.

In recent years we have also been fortunate to have Sarah Brown working with us part time as Labour Archivist. Sarah is the former Librarian, Records Manager and Archivist at the Victorian Trades Hall Council. She is currently writing our Trade Union Collection Development policy, assisting with our audit, and processing collections as funds become available. She also supervises our volunteers on peace and labour movement collections.

Bruce Smith, winner of the National Archives' inaugural Ian Maclean award for his business archives project, has had many roles at UMA in the past few years, from Project Officer for the creation of the Australian Trade Union Archives website to Acting Deputy University Archivist. He is currently with us processing the papers of Lord Clive Latham Baillieu, and modifying the online exhibition and finding aid 'Keys to the Past' established in 2003 as a history of the University in its 150th anniversary year.

Information Division Collection Conservation Program

Another project that has brought new faces to the Dawson Street repository is the *Information Division Collection Conservation Program*. Since 2003, Louise Wilson, conservator from the university's Centre for Cultural Materials Conservation, has been available to the Archives and other collections within the Information Division to conserve materials of high significance. Archives nominated the Bright Family papers for treatment, as it is one of our most significant collections for its evidence of merchant activity and the slave trade out of Bristol and Jamaica from the seventeenth-century onwards.

With the assistance of Louise a work program has been put in place in which she systematically conserves individual fragile items from the Bright Family papers, and supervises the complete repackaging of this collection by two conservation technicians, who are based at the

repository three days per week. They are already confidently advancing the repackaging much to the relief of all staff of UMA, who long felt that such a precious collection needed this attention.

Finally, we are often called upon to provide professional placements to information management students. This year we have supervised one from Monash University's School of Information Management and Systems, and one from RMIT University. As a result we have had the Australian Association of Social Workers and Hospital Almoners Association collection arranged and described, as well as the personal papers of amateur musician, Matthew Lennard.