

# News Notes

Edited by Helen Morgan

## Australian National University Archives Program

*Correspondent: Maggie Shapley*

### Public programs

Dr Gordon Briscoe of the Australian Centre for Indigenous History at the Australian National University presented the Fifth Annual Lecture for the Noel Butlin Archives Centre in April. He spoke about pastoralists in the Northern Territory, focusing on the half-caste children born to Aboriginal mothers and white men working in the pastoral industry. The Archives issued a new brief subject guide on records about Aboriginal people which is available from our website at: <http://www.archives.anu.edu.au/nbac/html/Aboriginesguide.html>.

The current exhibition coincides with the sixtieth anniversary of the establishment of the University and features photographs and documents about the campus buildings which have been named after people: Chancellors, Vice-Chancellors and other University staff, such as Lord Bruce, Dr HC Coombs and AD Hope. One of our treasures, the minute book of the Operative Stonemasons' Society, which records the early attempts to secure an 8-hour day in 1856, is currently on loan to the University of Melbourne for the exhibition *Under the burning sun of the colony: the 8-hour day movement* at the Ian Potter Museum of Art.

We presented five sessions this year to groups of history students undertaking courses in 'Researching and Writing History' and 'Australians at Work'. Apart from showing examples of correspondence files, minute books, staff registers, cash books and ledgers, we included demonstrations of press copy letterbooks and carbon copies. We also

presented a session for music students focused on the records of the Musicians' Union.

### ***New accessions***

Union deposits to the Noel Butlin Archives Centre include records of the Liquor Hospitality and Miscellaneous Workers Union, the *Canberra Times* Trade Union Chapel of the Printing and Kindred Industries Union, and the Cairns branch of the Waterside Workers Federation.

The University Archives received records of Dr Eric Fry, Senior Lecturer and Reader of History (1959–86) and Professor TH Rigby, Professor of Political Science, Research School of Social Sciences, and photographs from the North Australia Research Unit in Darwin. We have accepted our first transfer of electronic records into the University's digital repository from Pandanus Books in the Research School of Pacific and Asian Studies.

## **Australian War Memorial Research Centre**

*Correspondent: Tim Roberts*

### **Research Centre redevelopment 2006**

In conjunction with the redevelopment of the Memorial's post-1945 galleries, all Research Centre collections have moved temporarily to the Bean Building while the existing repository is relocated. There are new retrieval arrangements. For details see <<http://www.awm.gov.au/research/research.htm>>. Some low use material has been moved to offsite locations and access to these collections is limited. These arrangements will be in place until late 2006.

### **Official Records collection news**

The following are the highlights of what the Official Records Section of the Australian War Memorial's Research Centre has acquired over the past twelve months:

- Official documents and notebooks of an Australian Army officer who served with INTERFET in East Timor (September 1999 to February 2000), and with OPERATION SUMATRA ASSIST (December 2004 to circa April/May 2005), being the

ADF humanitarian assistance mission to Aceh in Indonesia following the 2004 Boxing Day Tsunami in the Indian Ocean.

- Official records of an Australian soldier during his peacekeeping service with UNMOGIP (United Nations Military Observer Group in India and Pakistan) during 1958–59.
- A colour drawing of the inside of a VC command bunker, as it was found by members of 6RAR/NZ in the Viet Cong May Tao Mountain Base Area.
- A sixty-eight page Japanese document relating to surrender of the Netherlands East Indies forces to the Japanese in 1942. Collected in Java by an Australian soldier whilst serving with the 2/40th Battalion in 1945.
- A bound register of sick and lame horses belonging to 7th Battery, 3rd Field Artillery Brigade, 1914–16.
- Records of RAAF Aircraft Research and Development Unit (ARDU), which document testing of various aircraft and equipment during the period 1944–73. Approximately three metres worth. Now designated Series AWM342.
- Various handbooks and pamphlets collected by a Royal Australian Navy sailor, issued by Deployed Force Support Unit (DFSU) as information for personnel serving overseas. Topics include health and safety matters, local culture, operational hazards and language training. Produced for operations such as East Timor, Iraq, Afghanistan, Op Mazurka, Op Azure.

Six new series of records were also created:

- AWM336, Records of Lieutenant Colonel Jack Argent – Commanding Officer – 2/3 Anti-Tank Regiment – later 2/3 Tank-Attack Regiment.
- AWM337, Australian War Memorial Library – Control records (index cards) for File of Research books.
- AWM338, Australian War Memorial Library – File of Research books (2nd series).

- AWM339, Australian War Memorial sheet music accession register.
- AWM340, Australian War Memorial – War Records Section – Library accession register.
- AWM342, Records of Aircraft Research and Development Unit (ARDU) – Royal Australian Air Force.

## City of Sydney Archives

*Correspondent: Mark Stevens*

This report covers the year ending 30 June 2006, plus a note about our thirtieth anniversary in July 2006.

The table below presents some output statistics for the year and comparisons with previous years.

Deliverables	2004	2005	2006
Lending transactions to Council staff	14 089	16 353	<b>34 996</b>
Records accessioned or destroyed (metres)	1 032	1 654	<b>1858</b>
Responses to written research enquiries	1 627	1 719	<b>2 002</b>
Research visits	1 142	1 264	<b>1 449</b>
Records in custody at end of the year (metres)	8 663	10 307	<b>11 018</b>
Total sessions served on archives webpages	106 696	106 623	<b>203 000</b>
Total page views on archives webpages	1 209 720	1 683 930	<b>2 214 673</b>

**Table 1. City of Sydney Archives' output statistics**

Roslyn Kennedy joined the team at the start of 2006 as Assistant Archivist on contract, taking our total to 5.6 full-time employees. The additional position is to allow us to cope with the remarkable increase in Council use of the archives for current business.

The continuing popularity of our webpages is also good to see, and they comprise the most popular suite within the Council's website. During the year we digitised our 40 000<sup>th</sup> image into ArchivePix, which is one of the most popular of our webpages.

We have begun a review of all our early documentations (descriptive entities). Many of these had to be prepared originally under less than ideal conditions and badly need revisiting. We have begun with record series and the business activities they document, and it will take several years to complete this part of the task.

The popularity of the webpages, together with the avalanche of new item-level records being added to Archives Investigator by the volunteer group, and the upgrade of information for series and activity level entities, keeps us well on track for our goal of being in a position to insist that all prospective users use the online tools to identify their records before approaching us.

Records disposal has continued to be a challenge during the year. We have found it difficult to gain approval for disposals from the managers of business units, with disposal authorisations being mysteriously lost or staying firmly and indefinitely on the bottom of action piles. Because of this, most of the disposals due in 2005 have not yet been actioned. Clearly some more effective means of persuading managers to sign will have to be devised.

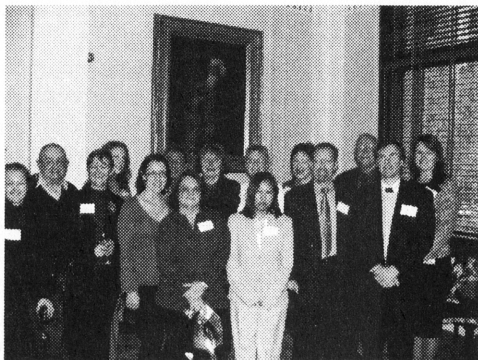
Severe space constraints for current records storage mean that corporate files are 'archived' after only two years of inactivity, which is a major reason for the high use of archival records by Council staff. This practise long predates, and therefore doesn't account for, the recent surge in use by staff.

During the year we launched some new projects as part of our strategy to enhance online access to the Archives. Our volunteer group began to transcribe the City Assessment Books (1845–1950) into spreadsheets that will later be converted to a database and linked to digital images of the original pages. The first online product is likely to be available in 2008.

Work on the Digital Atlas of Sydney also began to gather pace. This online tool will provide access to sets of historical plans of the City, such as the 1865 trigonometrical survey, and Doves and Rygate & Wests' plans from the 1880s. Ultimately it will deliver sets of plans covering the period from the 1840s to near-contemporary.

The Dictionary of Sydney project <<http://www.dictionaryofsydney.org>> is another City online initiative, in partnership with the University of Sydney. As it gathers pace, archivists across Sydney are likely to find researchers looking for records on which to base Dictionary entries. The Dictionary will cover the greater Sydney area (within the County of Cumberland boundaries) whereas the City of Sydney Archives covers only areas that are, or have been, within the boundaries of the City of Sydney Local Government Area.

On 20 July 2006 we held a function in the Lord Mayor's reception room at Sydney Town Hall, to mark the thirtieth anniversary of the City of Sydney Archives. Ken Smith started as the first City Archivist on 4 July 1976. Over one hundred people turned up to help us celebrate, including fellow archivists, researchers, Council managers, and staff who are heavy users of the Archives.



This photograph shows current and former staff of the City of Sydney Archives. Current staff are marked with (\*). L-R: Roslyn Kennedy\*, Ross Connell\*, Anne Picot, Jill Farish\*, Angela McGing\*, Renato Perdon\*, Helen Robinson, Diana Tilley Winyard, Sigrid McCausland, Souphaphone Sounthorn, Janet Howse, Mark Stevens\*, Ken Smith, Tim Robinson, and Susan Fletcher (Manager of Document Management at the CoS). More photos taken at the function can be seen at <<http://www.archivists.org.au/nsw/index.html>>.

## National Archives of Australia

*Correspondent: Mark Semmler*

### Digital Collections Summit

The National Archives participated prominently in a landmark summit meeting on Digital Collections which was hosted by the Collections Council of Australia Ltd (CCA) in Adelaide on 16 and 17 August 2006. The Summit brought together representatives of the archives, libraries, museums and galleries sectors, with the aim of developing a national digital collections framework for consideration and endorsement by the Cultural Ministers Council.

On behalf of the Council of Australasian Archives and Records Authorities (CAARA) the National Archives researched key issues and consulted across the archives sector to gather input and to raise awareness of the event. Archives staff prepared an archives sector discussion paper, 'Digital Archiving in the 21st Century', which was distributed across the sector for comment. On 15 June the National Archives and CAARA hosted a mini-summit of archives sector representatives in Canberra to discuss digital collections issues and to identify the key messages that the sector wished to take to the CCA Summit. These messages were conveyed to the Summit by Tony Caravella, Convenor of CAARA.

The Summit was a very constructive and successful event. A high degree of commonality and consensus emerged from the discussions across the four collections sectors. The Summit was successful in engaging the attention of Senator Rod Kemp, Minister for the Arts and Sport and Senator Helen Coonan, Minister for Communications, Information Technology and the Arts, both of whom addressed the gathering by video. The CCA have been finalising the Digital Collections Framework for submission to the Cultural Ministers Council and will develop a detailed action plan and associated strategy towards the end of 2006.

### 2006 Census

On Tuesday, 8 August 2006, all Australians had the opportunity to be remembered forever as part of the 2006 Census of Population and Housing. Australians were able to choose to have the information they complete on their census form transferred to microfilm and securely stored

by the National Archives of Australia for ninety-nine years before public release.

For those Australians who chose the retention option, their personal information will become part of the Census Time Capsule enabling genealogists, historians, academics, social analysts and other researchers in the 22<sup>nd</sup> century to have access to a unique snapshot of Australian society in the early years of the 21<sup>st</sup> century.

On 6 June 2006, the Minister responsible for the National Archives, Senator Rod Kemp, launched the Census Time Capsule at the Chester Hill Repository in Sydney. Minister Kemp and Chris Pearce, Parliamentary Secretary responsible for the Australian Bureau of Statistics spoke at the event, as did the National Archives' Director-General, Ross Gibbs. At the conclusion of the launch, media representatives and official guests toured the security vault.

### **Recordkeeping in DIMA**

In late 2005, the Secretary of the Department of Immigration and Multicultural and Indigenous Affairs, Andrew Metcalf, commissioned the National Archives to review recordkeeping and records management in his department. On 1 March 2006, the Minister, Senator Amanda Vanstone, published the National Archives' report, *Recordkeeping in DIMIA: A Strategic Review*, along with the results of the department's other internal reviews. The National Archives' report can be found at:

<[http://www.immi.gov.au/about/department/perf-progress/dima-improvements/\\_pdf/naa/Recordkeeping\\_in\\_DIMIA.pdf](http://www.immi.gov.au/about/department/perf-progress/dima-improvements/_pdf/naa/Recordkeeping_in_DIMIA.pdf)>.

Based on the practical experience gained through the DIMA review, the National Archives is currently drafting an Information and Records Management Self-Assessment Workbook (title to be confirmed). This tool will assist agencies to undertake a comprehensive review of their own compliance with best-practice standards and guidelines. It will also guide agencies through the extensive range of advice and products already released by the National Archives.

### **Summers Past: Golden Days in the Sun 1950–1970**

The National Archives' photographic exhibition *Summers Past: Golden Days in the Sun 1950–1970* vividly reminds us of our enduring love affair

with the sun and the sea and was on display at the National Archives in Canberra from December 2005 to July 2006.

The images in *Summers Past* were all selected from the Archives' vast photographic collection, mainly from the store of Australian News and Information Bureau images – half a million photographs dating from the late 1940s to the early 1990s. The exhibition will commence its Australian tour at the Tasmanian Museum and Art Gallery in December 2006.

The National Archives is developing two conservation workshops to support the exhibition tour. One workshop will be directed to the public, providing advice on the care and storage of personal photographic collections. The second workshop will be directed to museum professionals and volunteers in and around the host venue, and will focus on conservation issues associated with storage and display of photographic collections.

The tour will take the exhibition to eighteen venues across the country including Tasmania, Victoria, South Australia, New South Wales and Queensland. The tour concludes mid 2011.

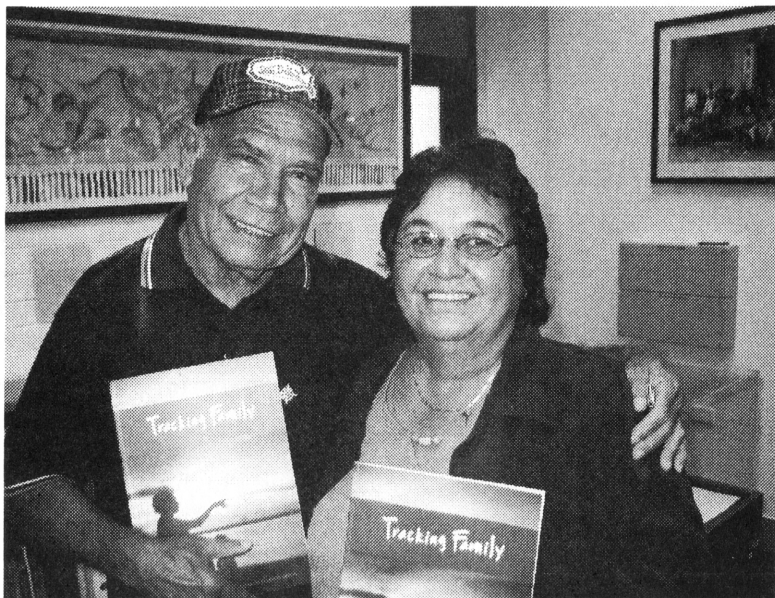
### **Bringing Them Home name index**

An improved reference interface has now been developed for the Bringing Them Home name index, allowing the index to be made available to accredited users through the Archives' website. The index contains the names of Indigenous people in records in the Archives collection and was developed with special funding in response to recommendations in *Bringing Them Home*, the report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families.

Access to the name index through the Archives' website is password protected and limited to people with whom the Archives has made specific agreements. Those people include LinkUp caseworkers in the organisations with whom we have MOU arrangements in the Northern Territory; KARU Aboriginal and Islander Child Care Agency, Central Australian Stolen Generations and Families Aboriginal Corporation; in Victoria, Victorian Aboriginal Child Care Agency and in South Australia, South Australian Link-up.

### Guide for Indigenous researchers

*Tracking Family, A Guide to Aboriginal Records Relating to the Northern Territory*, will assist indigenous people who were separated from their families and communities to re-establish contact with them by identifying potentially relevant records, their location and access conditions. The guide draws together information from a range of government and non-government agencies that hold records relevant to Northern Territory Indigenous people. Ross Gibbs, Director-General of the National Archives, launched the guide in Darwin on 11 August 2006.



Jim Anderson and Sophie Stokes at the launch of *Tracking Family* in Darwin on 11 August 2006.

### Memento online

The design of the online version of the Archives' newsletter *Memento* was released in June 2006. Both a printed and electronic copy will now be produced twice yearly. The online version is available on the Archives' website at <<http://www.naa.gov.au/Publications/memento/memento.html>>.

### **Corporate Plan**

The *National Archives of Australia Corporate Plan 2006 to 2009* was released in August 2006. The Corporate Plan sets out the Archives' objectives and strategic priorities to 2009, 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](http://www.naa.gov.au/Publications/corporate_publications/corporate_publications.html)>, or by contacting the Archives on +61 2 6212 3600.

### **Digitisation Steering Committee**

The Safe and Accessible National Collections Audit Report of 2005 includes the Australian National Audit Office's recommendation that cultural institutions formulate long-term digitisation plans, which contain evaluation criteria for the measurement of success of their digitisation programs. In response to this recommendation and a perceived need within the National Archives, a Digitisation Steering Committee was established in May to coordinate and provide strategic leadership to digitisation activities. One of the first priorities of the Committee was to produce a Digitisation Strategy and Plan with draft documents completed in July 2006.

The Digitisation Strategy highlights the underlying principles, aims and objectives for digitisation within the National Archives and is aligned with the *National Archives of Australia Corporate Plan 2006-2009*. The Digitisation Plan is to be updated annually and highlights important facets of the digitisation process in the National Archives including resources, storage and management of digital images, training, risk management, communication and marketing.

### **Building Recordkeeping Capability project**

The Recordkeeping Capability Framework is currently being finalised in preparation for its release to government agencies. The Framework outlines the capabilities, knowledge, skills and actions for senior managers, information and records management professionals, information and communication technology professionals and staff. This tool will help agencies develop appropriate selection criteria, select appropriate personnel, and identify training and development opportunities to develop best practice recordkeeping.

## Disposal authorisation

In the fourth quarter of 2005–06 the Archives issued two functions-based disposal authorities, one to the Department of Family, Community Services and Indigenous Affairs on 14 June 2006 and another to the Australian Broadcasting Corporation.

The official handover of a Records Disposal Authority (RDA) to the ABC took place on 6 June in Sydney. Mr Murray Green, Acting Managing Director of the ABC, hosted the event at the ABC headquarters in Ultimo. The RDA will help determine which records will be kept as national archives. Many of the programs that will be retained under these guidelines are iconic: programs such as *Mornings with Margaret Crosby*, *Live at the Wireless*, *Foreign Correspondent* and *Kath and Kim*.

## Public Record Office Victoria

*Correspondents: Abigail Belfrage and Allison Hunter*

### What's new in Records Management advice?

PROV is pleased to announce that two new Records Management Advices have been published, and are now available for download via PROV's website <<http://www.prov.vic.gov.au/records/standards>>. These are:

'PROA 06/16 Messaging Technologies and Recordkeeping: Advice to Government Agencies', and 'PROA 06/17 Advice to Victorian Agencies on Records of Outsourced Activity'.

Advice Number 16 covers technical and procedural approaches to issues relating to business use of electronic messaging technologies. Advice Number 17 covers records created by consultants, contractors, and others, conducting business relating to outsourced activities on behalf of an agency.

PROV is in the process of developing a new General Retention and Disposal Authority for records of common administrative functions. Also nearing completion are the new Transfer Guidelines, which outline the transfer process and the tasks that agencies will need to undertake to initiate a transfer of permanent public records to PROV.

PROV would like to take this opportunity to thank everyone who has provided feedback regarding our new Appraisal Policy over our two consultancy periods. The Appraisal Policy is nearing completion, and

will be posted on the PROV website in the near future. Work on the related Specification has begun. It is envisioned that the Specification will relate the methodology outlined in the policy specifically to appraisal conducted for disposal purposes.

### **Digital Archive update**

The Digital Archive was officially launched on 13 December 2005, and has been operational for records transfer and online access since August 2005. The digital repository at PROV can store up to 7.7 terabytes of digital records. To date, over 50 000 VEOs (VERS Encapsulated Objects) have been accessioned. Five vendors have achieved VERS Compliance Certification over the last financial year.

Digital transfers currently underway include Melbourne 2006 (Commonwealth Games records) and the Department of Primary Industries. Work on digital transfers is conducted by archivists, not technologists. Active participation in the digital transfer process has enhanced our understanding of digital transfers considerably. We are working towards the creation of a digital transfer toolkit to assist the transfer process. For more information, please see the PROV website <<http://www.prov.vic.gov.au/vers/digitalarchive>>.

The Digital Archive includes a new online searching and ordering finding aid, Access the Collection <<http://www.access.prov.vic.gov.au>>. Access the Collection has streamlined the records ordering process through an upgraded external user interface to the archival control system. Another main feature of Access the Collection is the introduction of a range of interlinked online resources such as research guides, research pathways, indexes, digitised records and external websites. Researchers can now also get direct access to electronic records stored in PROV's Digital Archive.

### **Koorie records**

The Koorie Records Unit has produced two publications that will facilitate access to personal records by members of the Stolen Generations. *Finding Your Story: A Resource Manual to the Records of the Stolen Generations in Victoria* was launched in November 2005. *Wilam Naling ... knowing who you are ...* is a report to the State Government from the Victorian Koorie Records Taskforce, launched in May 2006. Electronic versions of

both publications are available from the PROV website. Koorie Records staff have commenced a Koorie Records Indexing Project, indexing names.

### **Reading room news**

PROV has increased its record deliveries from three to four deliveries per day by adding a 9.30am delivery. Record deliveries have also been introduced to PROV's Saturday openings at its Victorian Archives Centre reading room. In other records access news, access to open records for government clients is now provided through PROV's reading rooms, instead of PROV's repositories.

### **Online news**

PROV has continued to open its doors and its website for visitors to experience the State's records through exhibitions. PROV's most recent online exhibition, 'Tracking the Native Police', <<http://www.prov.vic.gov.au/nativepolice/home.html>> tells the story of one of Victoria's first police forces, composed mainly of men recruited from the Koorie people around Port Phillip Bay. The exhibition won a Museums Australia Media and Publications Award in the large institutions websites category.

Highlights of PROV's digitising program include the 1891 Women's Suffrage petition digitised for Parliament of Victoria, and photographs from the collection of the Public Transport Corporation. Since 2004 PROV has been working with the Genealogical Society of Utah to digitise wills, probate and inquest files from the earliest holdings up to 1925. Digitised copies of wills up to the 1880s are available through PROV's online catalogue, and new images are being published weekly.

### **Memory of the World**

PROV was delighted to announce the successful nomination of the Kelly Papers to the UNESCO Australian Memory of the World Register in 2006 <<http://www.amw.org.au>>. In 2006 another PROV record, the Ballarat Reform League Charter, added to the UNESCO Australian Memory of the World Register in 2004, was the first document listed on the Victorian State Heritage Register <<http://www.heritage.vic.gov.au>>.

## State Library of South Australia

*Correspondent: Mary Ryan*

Recent additions to the State Library's archival collections include the letter William Light wrote to his friend the artist George Jones in London from the *Rapid* in May 1837. It has a rough sketch showing the site of Adelaide, a proposed canal link with Port Adelaide and notes about the surrounding land. This letter has been added to the Library's 'premier' private record group, PRG 1, the Light papers.

Also purchased recently was the diary written in 1894 by Catherine Helen Spence, the social reformer, novelist and journalist after whom the Library's Spence Wing is named. The diary is probably the only one to have survived from those which Spence kept from her late twenties and into her later years. She was travelling overseas from April 1893 and the diary covers her time in America, Britain and Europe, leaving Italy in November 1894, and her return to Adelaide on December 12 that year.

Purchased too is a handwritten piece by world famous South Australian born baritone Peter Dawson entitled 'Poor Old Ned'. Penned during the Second World War, the music and words were scribbled down during a dinner at the home of a business colleague.

Ned Kelly got the gun  
Whilst he was on the run  
With a nail can pulled over his head  
But before you could say knife  
He was running for his life  
As the coppers pumped his carcass full of lead  
Oh Ya Heh  
Hooray!

And he didn't die beneath a Coolaba [sic] tree  
But the [sic] 'ung 'im stiff and stark  
On a mornin' wet and dark.  
Oh yah heh,  
Hooray

Papers of the Polish-born abstract impressionist artist, theatre director and actor Wladyslaw Dutkiewicz (1918–99) cover the whole of his artistic output. Donated by his family, the papers will be available to researchers after housing, matt-mounting of artworks, and conservation work is complete.

Additional papers have been processed for Mrs Betty Fisher, feminist, Indigenous peoples' advocate and conservationist. Betty was also a key witness at the divisive Hindmarsh Island Royal Commission, where she produced notes and tape recordings which gave evidence of secret women's business.

In the oral history area, statistics for 2005–06 reveal that 367.65 hours of recordings came into the State Library with forty new oral history projects being registered on the database.

Beth Robertson's new edition of the *Oral History Handbook* continues to sell well and orders are coming in from all over the country. Beth won the inaugural Hazel de Berg Award for Excellence in Oral History, an award she justly deserves. Congratulations, Beth!

Some recent additions to the JD Somerville Oral History Collection include: OH 768, a series of interviews about the history of the Onkaparinga area; and, OH 778, recordings related to the life of Margery Irving.

Margery Irving always knew that she wanted to be an actress. She was involved in repertory theatre and worked on radio. Her career in the performing arts spanned an amazing ninety years. Margery worked until her last days appearing each week on ABC radio's evening show, including the eve of her ninety-eighth birthday. She died in 2005 aged ninety-eight.

The very successful joint seminar in which the State Library, State Records and National Archives participated, on the theme of 'More than just shipping lists: archival records of the migrant experience', highlighted the variety of available documents and records in Adelaide on this subject. A further joint seminar is being held on the topic 'Port Adelaide: More than just a football team'.

And, finally, the State Library is gearing up for the arrival of the National Treasures tour, early in 2007. South Australia's contributions include 'Our Bit in the Great War', a scrapbook compiled in a time when patriotism was foremost, and an order book for the iconic Hills Clothes line from the

papers of Lance Hill [D 7318 (Misc)]. Also featured are a Donald Bradman bat and blazer for the cricket fans and many classic wine labels for the wine buffs.

## **State Records NSW**

*Correspondent: Tony Leviston*

### **Colonial Secretary Correspondence Guide now online**

In May 2006 we published our *Colonial Secretary Correspondence Guide 1788 to 1892* on our website. This was a significant milestone in a long-term project, commenced in 2002, to sort, catalogue, copy and improve access to the correspondence records of the Colonial Secretary, particularly for the period 1826–56.

The guide is a finding aid to the correspondence records of the Colonial Secretary's Office/Department (later the Chief Secretary's Department), as well as its predecessor and successor agencies, the Secretary to the Governor (1788–1821) and the Department of Services (1975–82).

Of particular importance to researchers are the item lists of the 'Special bundles', 1794–1825 and 1826–1982, and the 'Main series of letters received', 1826–1982. The latter has been set up as a searchable database allowing searching by year, title, place, name of minister, church and keywords.

The correspondence of the Colonial Secretary is the most important group of colonial records from the period before responsible government in NSW (1856) and the major official primary source for Australian history in this period.

To access the guide on our website <<http://www.records.nsw.gov.au>> go to 'The State archives' page, select the 'Guides & finding aids' menu option and it is listed under the heading 'Subject guides'.

### **Humble and obedient servants acknowledged**

The second volume in a proposed three part history of the administration of New South Wales was launched by our Minister, the Hon Bob Debus, on 8 August 2006. *Humble and Obedient Servants*, written by Dr Peter J Tyler, covers the period 1901–60.

The project was funded by a grant of \$120 000 from the Sesquicentenary of Responsible Government 1856–2006 Committee without which the book could not have been published. Rodney Cavalier, Chair of the Committee, fully supported State Records' bid to publish the second volume in this series and recognised the importance of filling in this gap in NSW history. The author Peter J Tyler almost achieved the impossible: researching and writing *Humble and Obedient Servants* in a little over eighteen months.

### **Revised guide to convict administration records**

A revised Guide to NSW State Archives relating to Convicts and Convict Administration (the 'Convict Guide') was launched in July 2006. The Convict Guide provides an entry into a unique collection of records, created by both the British Government and the Colonial administration, covering the period 1788–1842, including the 'convict exiles' of the 1840s and 1850s. The guide is divided into eighteen chapters that follow the typical career of a convict transported to NSW. It starts with the trial, followed by transportation and ends with information on the records relating to the convict's freedom, later punishments or death.

### **Local government councillors get help with recordkeeping**

A suite of documents aimed at promoting better recordkeeping by local government councillors were issued in June 2006. Like other local council officials, councillors in NSW have recordkeeping responsibilities under the *State Records Act 1998*. While not mandatory, the suite of documents aims to assist councils in informing councillors of their recordkeeping responsibilities and the correct procedures for recordkeeping.

The suite of documents includes:

- a sample records management policy and procedures for councillors
- six templates for councillors to use (e-letter, e-memo, letter, facsimile, meeting note and file note)
- a customised version of our popular 'What have records got to do with me?' leaflet
- a 'Recordkeeping Reminders' leaflet to prompt councillors to create records of business they undertake for council.

The sample policy, procedures and templates are designed to be modified to suit a particular council's needs, practices and corporate style. The documents were developed with the advice of a number of councils, councillors, the NSW Department of Local Government, the Local Government Association of NSW and the Shires Association of NSW.

To access the documents on our website <<http://www.records.nsw.gov.au>> go to the 'Recordkeeping' page, select 'Resources for Local Government' and then follow the link to Recordkeeping in Brief 45.

### **Fee increase for remote copying service**

From 1 July 2006 fees were standardised at \$25.00 for most orders for copies of NSW State archives submitted online or by mail. The fees for remote copy orders of Probate Packets and Divorce Case files have remained at \$45.00 per file and there was no change to fees for copies obtained in the reading rooms.

