

News Notes

Edited by Helen Morgan

Adelaide City Council Records and Archives Services

Correspondent: Robert Thornton

The team is responsible for managing the Council's current records using the TRIM electronic recordkeeping system, the storage and preservation of the Council's archives, and the safekeeping and display of its Civic Collections (consisting mostly of artefacts and artworks presented to the City, and the oral history collection).

Major achievements for 2006 were as follows:

Records Management

- Promulgation of new Records Management Operating Guidelines.
- Launch of a new Records Management Intranet site.
- Development of new corporate-wide records management training and support programs.
- Installation of additional shelving for 20 per cent increase in storage capacity for current records.
- Upgrade to TRIM 6 records management system.

Archives

- Implementation of online searching and requesting of records listed in TRIM.
- Installation of a new humidifier in repository air conditioning system.

- Creation of high security vault in basement repository.
- Installation of public user PC in Archives search room.
- Publication of two new finding aids (Source Sheets).
- Microfilming of two more twentieth-century Rate Assessment Books.
- Ongoing conservation and rehousing of archival maps and Civic Collection items.
- Publication of an official history, *Those Turbulent Years: A History of the City of Adelaide 1929-1976* by Rob Linn.

Civic Collections

- Drafting of new Accessioning and De-accessioning Operating Guidelines.
- Displays of early lantern slides of City streets and buildings, history of Adelaide's trams and the Beatles visit in 1964.
- Photo-documenting of more than 250 Civic Collection items, attaching these images to TRIM and posting them on the Archives' website.
- Upgrading of security in the Council Chamber to permit Roy Inwood's World War I Victoria Cross Medal to be put on permanent public display.
- Digitisation of four more oral history interviews.

Key plans for 2007 are to prepare a new Records Management Strategic Plan 2007 to 2011 that aligns our record and archive keeping practices more adequately with State Records new benchmarks for records management within the South Australian public sector, extension of the Archives conservation laboratory and upgrading of our fire protection systems.

Archives Office of Tasmania

Correspondent: Jill Waters

Digital repository

Work on the business case for a digital repository continues. The first project proposal submitted in late 2005 did not receive funding. The Office is liaising with the Tasmanian Government's Inter Agency Policy and Projects Unit to revise the strategy and further develop an implementation plan preparatory to the next budgetary process.

Records management

During 2006 the Archives Office began a comprehensive survey of recordkeeping in the Tasmanian state and local government sector. This ongoing program is providing information on the status of records management in government which will enable the Office to address areas of concern through training and through the development of formal Advices and Guidelines. It also presents the Office with the opportunity to assess its own service delivery to government.

The Archives Office is currently undertaking a major revision of its Disposal Schedule for the records of local government in consultation with a number of councils state-wide. Other functional disposal schedules recently issued by the State Archivist include those for records of the Tasmanian Corrective Service, records of the Parole Board and records of the Local Government Board. These schedules are available to download from http://www.archives.tas.gov.au/legislative/disposal/list_of_schedules.

Online news

The complete redesign and ongoing development of the Office's website has improved its service to both government and reference clients. Over the last two years Internet site usage has doubled. More researchers, both search room and remote, are quoting precise references. Three new online indexes have been added - 'Index to Tasmanian Convicts, Index to Departures 1817-67' and 'Index to Public Works 1877-1935'. Projects currently underway include an Index to Inquests and an Index to Free Arrivals which involves the transfer of data from old card indexes to a database by Office volunteers.

Over the last financial year, more than 100 000 item entries were made to Archives One, a significant number of these made possible by temporary staff working on preservation and access projects. Many of these entries were for records which had been held in the Archives Office for some time but had never been itemised and had therefore been difficult to retrieve. A particular project, made possible by special funding, was the upgrade of descriptive information on welfare records in the custody of the Archives Office which were consulted by the Tasmanian Ombudsman for a Review of Claims of Abuse from Adults in State Care as Children. The Office's data entry work assisted the Ombudsman and research team to effectively identify and retrieve information and overcame some earlier deficiencies in the relevant agency's recordkeeping systems.

Collaboration with other institutions

The Archives Office continues to participate in the Joint Tasmanian Archives Consultative Forum with the Hobart Office of the National Archives of Australia. This organisation was established as a means for communication, feedback and collaboration between these two main archival institutions with representatives of identified stakeholder groups in Tasmania. It focuses on the public reference and education services of the two institutions.

The production of a Joint Guide to Railways is an initiative that has arisen from this forum and the guide will be the first of its kind. It will contain short descriptive listings of records that will increase public understanding of the holdings which are split across both the state and national repositories. It is to be launched later in 2007.

The Archives Office has recently entered into a partnership with the University of Tasmania in a cultural heritage scholarship scheme. University honours students are offered an internship where the projects are designed to benefit both the student and the host institution. The first projects for 2007 involve research into the early patient records of the Royal Derwent Hospital, the government's first asylum, and records of lighthouses in the colonial period.

Australian National University Archives Program

Correspondent: Maggie Shapley

Pacific Research Collection

Funding from the International Centre of Excellence in Asia-Pacific Studies, the Research School of Pacific and Asian Studies and the Division of Information, has allowed the appointment of a Pacific Archivist for three years to establish a Pacific Research Collection based in the Menzies building. It is anticipated that many research papers will be received from former and current scholars at the Research School. Karina Taylor from the Alexander Turnbull Library has been appointed to the position and has already received the papers of a former Director of the Research School, Professor R Gerard Ward from the Department of Human Geography. His extensive collection includes research data relating to sea currents and prevailing winds which support migration patterns in Polynesia and maps documenting surveys of land use in Fiji.

Recent accessions

The Noel Butlin Archives Centre has taken custody of the Industrial Relations and Labour History Archives previously held in the Community Research Archives at the University of NSW. This was done after obtaining the agreement of all depositors. The Community Research Archives was established in 1980 but in recent years the records have been virtually inaccessible as the archives was no longer staffed. There are sixteen collections which mostly relate to NSW unions, organisations and people. The nine pallets of records arrived in late November 2006 and are being progressively shelved.

Other additions to the Noel Butlin Archives Centre collection include nineteenth-century records of Victorian lodges of the Manchester Unity Independent Order of Oddfellows, records of the industrial equipment manufacturer William Adams and Company (1884 - 1994), and a small collection donated by Jon Belmonte who was employed by Patricks during the 1997 Maritime Dispute.

The University Archives received an extensive collection of photographs documenting the demolition of heritage buildings at Mt Stromlo Observatory following their destruction by bushfires in January 2003. The oldest document in our collection is now a framed document from the Law Library, an indenture between John Burton and Elizabeth Venn

dated 1734. Further investigation is needed to establish its provenance but it is likely that it was donated to the University by a past staff member.

Conservation projects

Reboxing of the collection into acid-free containers has commenced. The first priority is to replace over-sized cartons which when filled present an occupational health and safety hazard for staff. The reading room was closed for the week before Christmas so that all staff could work in the repository to rebox and shelve material in cartons held on pallets. A contract conservator was engaged to flatten several hundred rolled-up maps to enable their assessment for retention and disposal of duplicates, and to house those retained in map cabinets.

Australian War Memorial Research Centre

Correspondent: Tim Roberts

Since the Research Centre's report for the May 2006 issue of *Archives and Manuscripts*, there have been various projects underway, new content has been added to the Research Centre's part of the Memorial website and more building works have started at the Memorial.

Light Horse unit war diaries online

The Australian Light Horse unit war diaries from the First World War have been digitally scanned in full colour and are progressively being made available online. This marks the start of a project to digitise all of the archival series AWM4 Australian Imperial Force unit war diaries, 1914-18 War. More diaries will be added to the website as they are completed. See: <<http://www.awm.gov.au/diaries/ww1/diary.asp?diary=67>>.

Official Records guide

The newly-revamped Official Records guide is now available on the Memorial's website. The new guide is now up-to-date with the latest series included; is more easily navigable through the use of links to a variety of other pages including all series notes, National Archives of Australia information pages, the *Archives Act* and various Research Centre pages. The guide has been revamped and reorganised to include post-Vietnam conflicts and peacekeeping, with the scope to add to it as we

acquire new collection material. See: <<http://www.awm.gov.au/research/guides/index.htm>>.

Unit War diaries for Vietnam War

Australian Army unit war diaries are one of the most important archival sources that the Australian War Memorial holds in its collection. They contain firsthand accounts of each unit's day-to-day activities during wartime, and are a mine of detailed information for researchers. The collection includes war diaries (or commanders' diaries as they were later called), compiled by high-level headquarters down to individual battalions in the field, from the First World War through to Vietnam.

Their purpose was to record each unit's activities whilst on active service, with a view to future learning and improvement, and as an accurate record for the writing of war histories. Each diary covers a month and typically begins with a concise daily narrative of activities, operations, movements and situation. More important events are covered in greater detail in the appendices. Routine administration is recorded, including movements of personnel, as well as the unit's progressive strength in men and equipment. Communications to and from the unit are also recorded including signals, orders and reports. Appendices typically include maps, diagrams and intelligence reports.

At present the Memorial has made available on its website selected war diaries from over 600 commands or units from the Second World War, BCOF, Korea and South East Asian conflicts (primarily Vietnam). The great advantage of this work is twofold; firstly, it helps preserve the original documents, and secondly by vastly increasing their public accessibility beyond those able to make the trip to Canberra. More good news is that these records are available online for free. Much more is planned to go online in the years to come including more from the aforementioned conflicts, and the entire series of the First World War AIF. Digitisation of these diaries commenced in late 2006, and already the first few units of these, including the famed Light Horse, are now online.

Unit war diaries can be viewed at:

<<http://www.awm.gov.au/diaries/>>.

New blog on Lawrence of Arabia and the Light Horse

To promote and support an upcoming exhibition about Lawrence of Arabia and connections with the Australian Light Horse units, the Research Centre has created and launched the Memorial's first blog: 'Lawrence of Arabia & the Light Horse': <<http://blog.awm.gov.au/lawrence/>>. Mal Booth, Head of the Research Centre, explains:

we are using this blog to introduce and inform people of our forthcoming exhibition 'Lawrence of Arabia and the Light Horse' - the focus being the operations involving Lawrence and the Arab Revolt in the desert and the Australian Light Horse in Palestine, 1917-18 ... We will be telling some stories about how we are putting the exhibition together and the items we will be displaying ... Feedback will be moderated and some may be put up on the blog ...

Already the blog has generated some lively discussion about the taking of Damascus in October 1918 and has proved useful in exposing and re-using other online resources on the Memorial's vast website.

The exhibition, which will draw on the Memorial's collections and the assistance of the Imperial War Museum in London, will also feature significant loans from UK institutions such as The National Archives, the Museum of Costume in Bath, All Souls College, King's College London, The Royal Collection, The Tate and the Royal Society for Asian Affairs. The exhibition opens at the Memorial in December 2007 and will run for approximately five months.

Redevelopment and reading room news

Construction work continues on the redevelopment of the Memorial's Post-1945 galleries, which involved some noise leakage into the reading room. In conjunction with the redevelopment, all Research Centre collections were temporarily moved to the Bean Building. Construction is expected to continue to June 2007. It is intended that the Centre's collections will then be returned to the Main Building. Temporary retrieval arrangements will be in place up to June 2007 (subject to change). All researchers are advised to contact the inquiry line prior to visiting: +61 (02) 6243 4315, or complete the 'Visiting the Research Centre' form available online, by clicking on ReQuest at: <<http://www.awm.gov.au/request>>.

Commonwealth Bank Archives

Correspondent: Vivienne Larking

Background

The Commonwealth Bank's Archives Section was established in June 1954. Legislative changes formally dividing the two functions of a central bank and savings/trading bank led, on 14 January 1960, to the establishment of the Reserve Bank of Australia, which assumed control of all central banking functions, and the Commonwealth Banking Corporation, which assumed control of all trading/savings bank functions in addition to the newly constituted Commonwealth Development Bank.

Following separation the Reserve Bank maintained control of the Archives Section, which served both the Reserve Bank and the Corporation until January 1965 when the Archives Section was transferred in total to the Reserve Bank.

A new Archives Section was established within the Corporation and assumed custody and management of all permanent Corporation records.

Documentation and Archives Centre (DAC)

In February 2003, following a review of the function of information management and archives, a new structure was established and new staff appointed. As a result of the Colonial Ltd merger with the Bank in June 2000, the Archives became responsible for the Colonial Archive (including archives of Colonial Mutual Ltd, the Rural Bank of NSW, and the State Bank of NSW). To provide for this expansion, new purpose built premises were opened at 133 Liverpool Street, Sydney, in March 2003.

The Archives, also called the Documentation and Archives Centre (DAC), is currently part of the Banks Data Integration team within Enterprise IT. The Archives will remain at the current location when other city based units of the Bank move to Homebush as a result of the Bank's Nova initiative.

Since 2003 we have instigated a number of initiatives. We have developed and built an Archival Management System (ArMS) based on a three-entity model: organisation structure, sequences (series) and functions.

Work is well advanced in:

- Populating the database with information about our holdings.
- Processing the archives of the Rural Bank and Colonial Ltd.
- Deploying a major update to the Banks retention rules (managed as sub-entities of functions within ArMS).

We have added an Archives homepage to the Bank's Intranet site. The updated retention rules and other reports from ArMS will be added to the Intranet as look-up reports as a first stage. When that phase is completed, we will be looking at taking ArMS into interactive mode to enable online searching.

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National Archives of Australia

Correspondent: Mark Semmler

Memory of a Nation

Launched during March 2007, the National Archives' exhibition *Memory of a Nation* features iconic records from the National Archives' collection that tell the story of Australia as a nation. In a purpose-built, permanent gallery, over three hundred objects from the National Archives' collection are on display.

For the first time, visitors can see Edmund Barton's handwritten notes drafting the Constitution; a letter from Don Bradman to Prime Minister Menzies; the moon rock gifted to the Australian people by the US government; Douglas Mawson's original Antarctic proclamation, which forms the basis of the Antarctic Treaty; Charles Kingsford Smith's application for a pilot's licence; and Prime Minister Harold Holt's personal briefcase. These unique treasures from the National Archives' collection, and many more like them, will enhance visitors' knowledge of our nation's history.

One of the key features of the exhibition is a large photo wall displaying over two hundred photographs from the extensive National Archives

photographic collection. This wall is a commemoration of ordinary Australians and their way of life.

Memory of a Nation places the National Archives as a major cultural institution in Canberra's parliamentary triangle and is a must-see for all Australians.



In 1963, Australian cricket legend Sir Donald Bradman came out of retirement to captain the Prime Minister's XI side against England at the request of then Prime Minister Robert Menzies. *Memory of a Nation* features the letter from Sir Donald to the Prime Minister accepting the captaincy. This photo shows Sir Donald at the match, signing a bat for local Canberra boy, Rick Scheeran. NAA: A1200, L43048

A Gift to the Nation

The National Archives' Gift to the Nation is the fully digitised online service records of those Australians who served in the First World War. From Anzac Day, 25 April 2007, the Australian public can view online the service records of Australia's 376 000 First World War diggers - details of enlistment, promotions, combat, health and leave, former occupation and next of kin.

The Archives has repackaged the records in folders and boxes to protect the papers and photographs and ensure their long-term preservation. They have been listed on the Archives collection database, RecordSearch, and a digital copy of each record has been placed online to ensure the records are freely available to all Australians.

1976 Cabinet records release

On 1 January 2007, the National Archives once again released thirty-year-old Cabinet records, with records of 1976 coming into the open period. Most people remember 1976 as the year after the political upheavals of 1975. But to those who were in government it was a year of almost constant Cabinet meetings and massive workloads as Prime Minister Malcolm Fraser drove forward his vision for Australia.

Much of Cabinet's time was spent on the economy. Inflation was in double figures, unemployment was rising, investment was stagnant and the budget deficit was huge. The government's attempts to check inflation by opposing full cost of living wage rises also brought it into conflict with the trade union movement. Pressure on the Australian dollar became a problem and the government decided to devalue it by 17.5 per cent.

Budgetary problems were compounded by calls for help from many areas of Australian industry. Manufacturers wanted tariff protection from rapidly increasing Asian imports. Farmers wanted support to get them through low commodity prices and an El Niño drought.

Overseas, the government sought to strengthen relations with Japan, China and ASEAN following the end of the Vietnam War and the Indonesian annexation of East Timor. At home, it passed land rights legislation for the Northern Territory and grappled with the uranium controversy. It even had time to give us a choice of four national anthems.

Most of the 1976 Cabinet submissions, papers and decisions have been wholly released and were made available to the public on 1 January 2007. A small amount of material in the Cabinet records has been withheld from public access to protect Australia's defence, security or international relations.

For a full description of the Cabinet records, including indexes, registers and records of meetings, see the National Archives' Fact Sheet 246 at <http://www.naa.gov.au/Publications/fact_sheets/default.html>.

Review of reading room hours

Following a 2005 review of the National Archives' reference services and extensive consultation with stakeholders, a shift in the way researchers seek to access our collection was realised. Over eighty-four per cent of inquiries from those seeking to access the collection are now received through our website or the remote reference service, rather than through reading room visits. As a result, the National Archives has revised the opening hours for some reading rooms.

In addition, the Archives has considerably expanded its digitisation programs. This will mean that significant quantities of digital copies of records held in our state offices will be available through our website.

These changes allow the Archives to refocus resources to meet the increasing demand for online services and access to records, while maintaining reading room services in every state and territory.

The opening hours of National Archives reading rooms in Sydney, Brisbane, Darwin, Perth, Adelaide and Hobart have changed: they are now open three days a week, from Wednesday to Friday. There has been no change to reading room hours in Melbourne or Canberra, and Saturday reading room hours remain unchanged.

Joint reading room in Perth

In March 2007, the National Archives' reading room in Perth became co-located with the State Records Office of Western Australia in the Alexander Library building. This move allows researchers to access records of Australian and Western Australian state and local governments from the one reading room in Perth.

Special access arrangements

In September 2006, revised special access arrangements for National Archives' records were approved by the Prime Minister.

Section 56(2) of the *Archives Act 1983* allows certain categories of people to apply for special access to Australian Government records that are not publicly available because they are either exempt or have not yet entered the open access period.

The four categories of people who may apply for access are specified in Regulation 9 of the *Archives Act*. They are:

1. Former governors-general, federal ministers and senior federal public servants who wish to refresh their memories of events they dealt with while in office.
2. Authorised biographers of the above people.
3. People connected with the Australian Government who have deposited their personal records with the National Archives.
4. People preparing major works of national importance for publication.

E-commerce

A new e-commerce facility has been implemented through the National Archives website. The new facility provides greater functionality, including a shopping cart, and allows the secure online purchase of photocopies and digital copies of records from the National Archives' collection. Further modules of the e-commerce facility will be developed in 2007 and 2008 to facilitate the online purchase of merchandise, publications and high quality photographic and digital copies of images.

Digital Futures Colloquium and industry briefing

During November 2006, the National Archives and the Council of Australasian Archives and Records Authorities (CAARA) held a week long colloquium focusing on digital collections and the work of the Australasian Digital Recordkeeping Initiative (ADRI).

The *Digital Futures Colloquium* was a response to the outcomes of the Collections Council of Australia's Digital Collections Summit held in August 2006 and was funded by sponsoring bodies with the objective of providing personal and professional development opportunities for

nominated senior and executive archives staff and to strengthen networks between CAARA institutions and the profession in a structured way.

Held in Bungendore NSW, the twenty-two participants from across Australia and New Zealand were provided:

- An overview of the issues surrounding digital archiving.
- An insight into the range of research being conducted in the areas of digital archiving and digital preservation.
- An understanding of the similarities and differences in approach to digital archiving and digital collection preservation.
- Experience in identifying the issues surrounding the design of an operational digital archive;
- An overview of the objectives and work of ADRI and how that relates to other project initiatives.
- An introduction to the techniques and practices that underlie digital curation.
- Hands-on experience in digital preservation.

In tandem with the colloquium, the National Archives presented a half-day program entitled *Digital Futures - an Industry Briefing* bringing together a range of expert speakers outlining the developments in digital curation and digital archiving across cultural and academic communities. Speaker's notes from the briefing can be found on the National Archives website at: <<http://www.naa.gov.au/recordkeeping/rkpubs/papers.html#06>>.

Frederick Watson fellowship and Margaret George award

The National Archives has recently announced the recipients of two annual awards. The successful Frederick Watson Fellow for 2006-07 is Ms Pip Deveson, a research and media project officer at the Australian National University Centre for Cross-Cultural Research. Ms Deveson aims to analyse aspects of anthropologist and filmmaker Ian Dunlop's documented film footage. Ian Dunlop made twenty-two films and Ms Deveson worked with him on these projects as a research assistant, sound recordist and production assistant.

The successful Margaret George Award winner for 2006-07 is Dr Melanie Oppenheimer, a senior lecturer at the University of Western Sydney. Dr Oppenheimer will examine the dynamic of volunteering from 1945 to the present.

An additional research grant was offered to Dr Heather Douglas to investigate the policy, process and problems involved in officially naming and registering Aboriginal people in the Northern Territory during the assimilation period of 1953-57.

Community Heritage Grants

The Community Heritage Grants are jointly awarded by the National Archives, the National Library of Australia, the Department of Communications, Information Technology and the Arts, the National Film and Sound Archive and the National Museum of Australia. The grants provide financial support of up to \$10 000 for preservation projects undertaken by community groups.

Recipients of the 2006 Community Heritage Grants were announced at an awards ceremony held at the National Library of Australia in November 2006. The grants awarded totalled approximately \$390 000, shared between eighty community groups and organisations from around Australia, and were presented by Senator the Hon. Rod Kemp. A significant proportion of the grants awarded were for projects supporting the preservation of archival collections.

Organisations that received grants for work on significant archival collections include the:

- Australian Country Music Foundation (Tamworth)
- Chinese Australian Historical Society (Sydney)
- Royal Society of NSW (significant scientific archives)
- Mater Archives and Heritage Centre (collections relating to Mater Hospitals, Brisbane)
- Adelaide Jam Factory
- Australian Ballet School.

Sixty-two grant recipients attended preservation workshops during November 2006 and were presented with sessions on general archival

principles, storage of collections and caring for collections of maps, plans and photographs. A further twenty-five recipients also took up the opportunity for a 'behind the scenes' tour of the National Archives' (Mitchell) repository storage and preservation facilities in Canberra.

Digital records of the HIH and Building and Construction Industry Royal Commissions

The National Archives of Australia has been involved in a pioneering project to arrange, describe and control the digital records of the HIH and building and construction industry royal commissions. This project will enable the digital records of these royal commissions to be stored permanently in the Archives' digital repository for ongoing preservation. The process will also produce a set of guidelines for arranging and describing digital records that can be used for future digital transfers.

Tasmanian built heritage seminar

In October 2006, a seminar on Tasmanian built heritage was held at the Hobart Town Hall. Over one hundred people attended the half-day event, which was organised by the National Archives' Hobart office. Presenters from the National Archives, the Archives Office of Tasmania, the State Library of Tasmania, the Hobart City Council and Heritage Tasmania spoke about built heritage records in their collections. Two local historians presented case studies on how they have used these records to research cultural landscapes and archaeological sites. The Tasmanian Museum and Art Gallery was also involved, offering seminar delegates a tour of its building.

Australian Women's Archives Project

During October 2006, the National Archives' Melbourne office hosted the launch of two websites developed by the Australian Women's Archives Project. The websites - *Being Seen and Heard: Migrant Women Organising in Australia - A Documentary History* <<http://www.womenaustralia.info/exhib/bsah/home.html>> and *Australian in My Difference: Women and Migration in Australia since 1945* <<http://www.womenaustralia.info/exhib/aimd/home.html>> - were developed with support from the National Archives of Australia and the Department of Immigration and Multicultural Affairs.



Migrant arrivals in Australia: these six single women were part of a group of ninety-six, from Spain and Greece, specially selected in an attempt to ensure an even balance in the sex of migrants.

NAA: A12111, 60/4/7

Public Record Office Victoria

Correspondents: Brendan Kaufmann and Sebastian Gurciullo

Departmental assessments

Every year PROV conducts an assessment of the Victorian Government's ten inner budget departments to determine their VERS (Victorian Electronic Records Strategy) compliance. The Departmental Assessment Report that PROV then produces is used by departments to assist with the development of: business cases, implementing records management initiatives, and implementation of EDRMS system.

There are three phases of assessment; the first being an assessment of VERS readiness within the organisation. The second phase is an

assessment of implementation of records management strategies in key areas, and the third is an assessment of implementation status across the organisation. Although the focus of VERS readiness is on digital records, it is recognised that overall records management frameworks must be in place for VERS readiness to be achieved.

The most recent iteration of Departmental Assessments have been focused on the first and second phase, as most departments are currently working within the second phase. The last assessment focused primarily on the first phase of assessment.

The overall report detailing the results of the 2006 assessments has been tabled at the VERS Steering Committee, and will be posted online at Central Station, the Victorian Government Intranet <<http://intranet.vic.gov.au/>>. PROV has commenced planning for 2007 assessments, including a review of the 2006 assessment process.

Mentoring services

PROV is committed to supporting the ongoing development of records and document management staff across Victorian Government.

As part of PROV's charter to both enhance our client service delivery and ensure records and document management best practice across the whole of Victorian Government, PROV offers an external Mentoring Program.

The PROV Mentoring Program allows participants to share knowledge and experience, and provides career guidance from PROV senior managers and senior consultants to departmental staff to better develop and build records and document management capabilities within agencies.

Our staff are experienced in the following areas:

- Standards and policy development
- EDRM Deployment
- Change Management
- Business Case Development
- Digital Preservation.

The PROV External Mentoring Program is structured and facilitated as a six month program. There will be two programs a year, for a maximum of ten participants each.

For further information including nomination forms, please contact Toulia Varvarigos, Acting Manager Archival Systems on +61 (03) 9348 5717.

Interagency consultation

As part of its charter to both enhance client service delivery and ensure records and document management best practice across the whole of Victorian Government, PROV offers a range of consultancy services.

A Service Catalogue is available from PROV, which details:

- The range of services offered by the Consultancy Services Group.
- The benefits you receive by using our consultants.
- Examples of recent major work.
- Short profiles of our consultants and their areas of expertise.
- A table of our collective experience based on an extensive client base.
- Information on our consultants availability and costs.
- The process for contacting us to engage a consultant.

General Records Disposal Authority

The new General Retention and Disposal Authority for Records of Common Administrative Functions is nearing completion. The new Authority was due to be issued in April 2007 and will replace PROS 96/13 *General Retention and Disposal for Common Administrative Records*. The previous version of PROS 96/13 was due to be replaced at the end of 2006. The new version of PROS 96/13 is more comprehensive, and is based on the Keyword AAA classification schedule.

Documentation and transfer of permanent records

The new Guidelines for the Documentation and Transfer of Permanent Records to Public Record Office Victoria, outlining the transfer process of sentenced permanent public records to PROV from agencies, have been completed and were issued in October 2006. The new guidelines

are available on the PROV website, at <<http://www.prov.vic.gov.au/records/transfer/>>.

Training in the use of these Documentation and Transfer Guidelines by agency staff and service providers commenced in November 2006; details about this new training course are also available at <http://www.prov.vic.gov.au/records/training/courses>.

Koorie records

The Koorie Records Unit (KRU) is currently implementing the recommendations of the *Wilam Naling... Knowing who you are...*, a report to the Victorian State Government produced by the Victorian Koorie Records Taskforce. The unit is working on a number of projects that aim to improve access to records of the Stolen Generation. These projects include: training for non-government record holders; promoting good recordkeeping in Koorie communities; small grants for non government record holders and cultural awareness training; and the Koorie Index of Names (KIN). The KRU anticipates KIN will enormously benefit Koorie researchers in reconnecting with families and communities. A list of agencies and record series that will be initially used for the index can be found in *PROVguide 67 Koorie Heritage - Aboriginal Records at PROV*.

The Stolen Generations Board recently endorsed funding for a joint PROV-NAA publication focusing on records relating to the Pepper family. The book will present transcriptions of records from PROV and NAA holdings, in addition to photographs and other items from the Pepper family collection. The publication aims to show the way records from both collections can be used to retrace Victorian Koorie family and community history.

Exhibitions

The latest PROV exhibition *And your Petitioners Humbly Pray, 150 years of Petitions in Victoria* was launched at Victoria's Parliament House on 9 October 2006. It was on display at Parliament for three weeks before being relocated to the Victorian Archives Centre (VAC) in North Melbourne.

The exhibition presents a range of petitions submitted to Parliament over the past century and a half. Petitions appealing for the freedom of Ned Kelly, the right of women to vote, opposing the introduction of Sunday

football matches and calling for smoking to be banned in public places are among the fifty-three petitions included in the exhibition.

The National Archives of Australia exhibition *Summers Past* will be on display at VAC from June 2007.

Reading room news

PROV was thrilled to have welcomed its 40 000th visitor through the VAC Reading Room doors on 27 September 2006 at 10.00am. Annette Exton came to PROV to conduct research on education records. It was the first time Annette had visited the VAC Reading Room, however she had conducted regular research at PROV at its previous Laverton location. She was surprised when staff congratulated and presented her with copies of three PROV publications. PROV anticipates the 50 000th visitor to the VAC Reading Room some time in the first half of 2007.

Online news

PROV's volunteers have continued to make headway on their indexing of the Outward Passenger Index covering the period 1862 to 1876. PROV volunteers worked throughout 2006 on the project, which lists the names of passengers who travelled from Victorian ports during the specified period. An average of 20 000 hits a month on the PROV online indexes indicates the enormous interest in easily accessible and practical information on passenger lists and is testament to the valuable work volunteers commit to at PROV.

In the meantime, volunteers from the Genealogical Society of Utah continue their digitisation of wills and probate records. The digitised copies of wills (VPRS 7591) for the period 1841-1925 are now online and can be accessed through PROV's catalogue [Access the Collection](#).

Mitchell Library, State Library of New South Wales

Correspondent: Maryanne Larkin

Projects

2007 is a significant year for the Mitchell Library, being the centenary of the death of David Scott Mitchell whose extensive collection of Australiana became the foundation of the library. The Library is working on a number of projects and events from 2007 until 2010, which will be the centenary of the completion of the library building. Under the Mitchell

Bequest Project, which is almost completed, electronic records have been created for all manuscripts, pictures and printed books donated or bequeathed by Mitchell. Emeritus Professor Brian Fletcher has written a history of the Mitchell Library that will be launched during 2007. An exhibition about the Mitchell building, titled *Mr Mitchell's Monument*, is on display in the Dalgety Walkway that connects the two buildings of the State Library.

The Library's Curator of Oral History, Rosemary Block, was one of the organisers of the very successful *14th International Oral History Conference* held in Sydney from 12-16 July 2006. The conference attracted 417 delegates from 32 countries. The Library hosted the opening ceremony which was the first function attended by Regina Sutton, the newly appointed State Librarian.

Meredith Lawn, the Music Archivist, is involved in organising a music conference to be held in Sydney from 30 June to 6 July 2007. It is the first time that the International Association of Music Librarians, Archivists and Documentation Centres has met in Australia. The opening ceremony will be held at the Library, with conference sessions at the Conservatorium of Music. The attractively designed conference website is <<http://www.iamlaust.org/sydneyinf.htm>>.

Collections

The Library has acquired a number of early colonial manuscripts and pictures. The most handsome of these is the Macquarie collector's chest. Possibly commissioned by Captain James Wallis, commandant of the Newcastle settlement, as a gift for Governor Lachlan Macquarie, the impressive wooden chest houses arranged specimens of NSW insects, butterflies, shells, seaweeds and stuffed birds. Beautiful paintings, probably by Joseph Lycett, on wood panels depict birds, animals and scenery of the Hunter River region.

Manuscript items include papers of Mary Reibey concerning her properties on the Hawkesbury River; letters by artist George French Angas; and disgruntled Attorney-General Saxe Bannister's own copy of his book *Statements and documents relating to proceedings in New South Wales in 1824, 1825 and 1826* extensively annotated with notes and extracts from his correspondence. In a lengthy letter to his Sydney-dwelling friend

Barron Field, French Pacific explorer Louis de Freycinet describes the loss of his ship on his return journey from Sydney to France.

Colonial pictorial items include watercolours by George Tobin; a John Lewin watercolour of a tawny frogmouth; miniature portraits of early settlers William and Anna Cox by Charles Rodius and a view of the Hawkesbury River by George W Evans.

Twentieth century acquisitions include further consignments of literary papers from David Ireland, Susan Johnson, Gillian Mears, Ruth Park, Ruby Langford Ginibi and Kate Grenville; further papers of musicians Ann Carr-Boyd and Ross Edwards; papers of Manoly Lascaris and Patrick White; and Jorn Utzon's designs for a proposed residence for himself at Bayview, Sydney.

Descriptions, and in many cases digitised images of these items, can be viewed on the Library's online pictures and manuscripts catalogue at <<http://www.sl.nsw.gov.au/picman>>.

Archivist Marie Alcorn completed the major project of cataloguing the collection of theatrical firm JC Williamson. The company dominated Australian musical and theatrical life for over seventy years. The collection includes playscripts, librettos, press books, music manuscripts, watercolours, photographs and posters.

Exhibitions

An exhibition about David Scott Mitchell will be on show in the galleries from 4 June to 17 September 2007. The focus will be on Mitchell's life as a collector and will feature a selection of manuscripts, maps, pictures and books from his collection. The galleries will also host an exhibition of architectural photography by the renowned Max Dupain from 11 June to 23 September. Exhibitions later in the year include a selection of pictorial works depicting equine themes, and an exploration of Australians' interactions with the beach.

The Heritage Gallery continues to showcase significant items in the Library's collections. In keeping with the DS Mitchell theme, exhibits for 2007 feature items obtained by bequest and donation.

Other news

Cheryl Evans, the Curator of Maps, retired in November 2006 after a long career at the Library. Cheryl's enthusiasm for sharing her extensive knowledge of maps endeared her to readers and colleagues. Her contribution to mapping was honoured by the Geographical Names Board of New South Wales, which invited her to remain a member of the Board in a private capacity.

The State Library will soon take possession of a new purpose built offsite storage facility at the suburb of Moorebank. Some original material will be transferred there to alleviate space problems in the manuscript stacks.

State Library of South Australia

Correspondent: Mary Ryan

Exhibitions and seminars

The State Library of South Australia is currently hosting the *National Treasures* Exhibition and nearly eight thousand people have already visited after the first eleven days. Visitor survey forms indicate that nearly a third of the visitors to the exhibition are first-time visitors to the Library. Some examples of the comments in the Visitors' Book, after the first week include:

- '... a marvellous collection; hope most SA people see it. I thought I knew a lot about Australia and its history, but seeing *things* somehow makes it even more telling'.
- 'Amazing. All Australians should see it'.

After the success of *Port Adelaide more than just a football team* the State Library once again joined forces with National Archives and State Records to present a joint seminar. Titled *Poverty and pageants, propaganda and progress ... tracing the 1930s in South Australia through archival records* the seminar was a free event held at the State Library. See the library's website under 'Events and activities' for future seminars.

Recent additions

Recent additions to the State Library's archival collections include the papers of ABC South Australia's evening presenter Peter Goers. Goers, the proud owner of a 'heritage-listed Volvo', is a keen social commentator

who decided to donate his papers after a long-running on-air partnership with Marie Maddocks, our family history specialist.

The papers of the William Randall family complement the group already held in the Library's archival collection for his brother David and wife Eliza. The material donated spans the years 1800-1935. Processed, too, are the papers of the Haslam family, owners of the magnificent Heywood at Unley Park.

One small group recently processed consists mainly of photographs and other items relating to 'Operation Babylift' at Saigon Airport in April 1975, involving the transport of babies from Saigon orphanages to Australia by RAAF planes for awaiting adoptee couples. It was part of an airlift of over 3000 babies to countries including Britain, the United States and Canada. The material was donated by Suanne Prager who was one of the orphan babies who came to Australia.

Some interesting oral history interviews have been recorded lately:

- OH 805 Reuben Goldsworthy was a teacher in country SA and Adelaide and reveals how the education environment has changed since World War II.
- OH 804 Graham Mount gives a very entertaining account of his life as a dentist. In the past four decades dentistry has evolved from a very primitive to a very sophisticated profession and many more teeth are now saved!
- OH 803 Dr John Thompson talks about life as a country doctor in Port Augusta.
- OH 801 Geoffrey Barnes was a medico in the Vietnam War and his interview poignantly shows the impact of the War on his life.
- OH 798 Suanne Prager recounts her experience as a Vietnamese War orphan who came to Australia on 'Operation Babylift' from Saigon when she was three years old.
- OH 797 Ieva Pocius recounts her experience as a sculptor and her life in Australia after coming from Lithuania after World War II.

- OH 795 Dr Rosemary Crowley talks about her life, what led to her to being a Senator in the Australian Labor Party and the womens' and health issues which were her major concerns.
- OH 788 - a set of interviews of volunteers at the Adelaide Zoo.
- OH 783 - a project being undertaken by the Nuriootpa Public Library documenting the changing ways food is grown and processed in the Barossa Valley.

And finally, the Archival Unit has recently reluctantly farewelled Kate Fellsell from the team - our loss is the Collection Specialists' gain. Kate's bright disposition and willingness to contribute in so many ways to the unit will be greatly missed.

State Records NSW

Correspondent: Tony Leviston

Sydney Harbour Bridge 75th anniversary exhibition and book

State Records has partnered with the Historic Houses Trust of NSW and the Roads and Traffic Authority of NSW in the production of *Bridging Sydney*, a major exhibition and book commemorating the 75th anniversary of the opening of the Sydney Harbour Bridge on 19 March 2007.

Over eighty items in the exhibition and over thirty per cent of the images in the book are from the NSW State archives collection. It is the largest exhibition in which we have been involved. The exhibition opened 18 December 2006 at the Museum of Sydney. We are also involved in public programs and promotion of the exhibition on Channel NSW.

The book is extensively illustrated with 420 images from public and private collections, including plans, photographs and works of art by Grace Cossington Smith, Will Ashton, Jessie Traill, Harold Cazneau, Henri Mallard and others. It also includes Bradfield's own planning materials, original sketches of alternatives for the bridge, oral histories and memorabilia, providing a unique perspective on this much-loved Australian icon. The book is for sale at the NSW Government Online Shop <<http://www.shop.nsw.gov.au>>.

Handover of First Register of Births in New South Wales

At a ceremony held at the NSW Registry of Births, Deaths and Marriages on 7 February 2007, the Registrar General of NSW, Greg Curry, handed over the first official register of births in NSW to David Roberts, Director, State Records NSW. The register dates from the establishment of responsible government in NSW in 1856. The first entry is for Agnes Jane Eliza Shaw who was born on 17 January 1856, and who died in infancy. In addition, the first register of marine births and marine deaths was given to State Records. Both Greg and David spoke about the history of the registry and the importance of the records held. Both volumes will be stored as State archives at the Western Sydney Records Centre.

Stage six repository building wins Green Globe award

State Records has won a prestigious Green Globe Award for the Stage six repository building at the Western Sydney Records Centre in recognition of the building's environmental credentials.

The award was announced and presented at a ceremony at Parliament House on 27 November 2006. The awards were co-hosted by the Hon. Joe Tripodi, MP, Minister for Energy and the Hon. David Campbell, MP, Minister for Water Utilities. Jenni Stapleton, Manager, Government Records Repository accepted the award on behalf of State Records.

The Department of Energy, Utilities and Sustainability (DEUS) runs the Energy and Water Green Globe Awards, which is the NSW Government's leading energy and water efficiency awards scheme. Now in its eighth year, the awards honour leadership and commitment in the sustainable use of energy and urban water in NSW. The awards are given in energy and water categories and also government (federal, state and local competing jointly in a single category) and private sector.

State Records took out the grand award being named as 'Energy Champion' for the government sector for 2006.

Draft standard on appraisal and disposal and retention authorities to go online

State Records is developing a Standard on the Appraisal and Disposal of State Records. The standard went out for consultation in February 2007. State Records is preparing to provide online access to approved

and current functional retention and disposal authorities issued since 1999.

University of Melbourne Archives

Correspondent: Sue Fairbanks

Since May 2006, the University of Melbourne Archives has operated under the direction of the Principal Archivist, Helen McLaughlin. Senior archivists have newly defined responsibilities with two teams formed, one to concentrate on collection management and one for access and outreach. While there is inevitable overlap within these functional responsibilities, it has proven successful in driving major projects in 2006.

Access and outreach

For the second year running theme-based material has been provided for the fourth year History subject 'Writing and Publishing History'. Students in 2006 researched and wrote essays on collections of peace movement organisations and protagonists; the result was a volume of essays that the students published themselves.

Archives participated in a major exhibition of the work of the architect Arthur William Purnell (1878-1964). Drawing largely on the Purnell Collection held in the University Archives, the exhibition showcased a selection of architectural drawings and plans that show some of the best work of this once well known Melbourne architect who was also influential early in his career in Guangzhou, China. The exhibition was curated by the Faculty of Architecture, Building and Planning's Dr Derham Groves and contained the work of his students, who were required to plan an architecture museum and build models of Purnell's major Chinese buildings as part of their assessment. In a fine example of projects which involve collection management as well as outreach, to facilitate the exhibition several hundred architectural plans had to be humidified, flattened and rehoused. This enabled staff to be trained and to buy the technology to continue to flatten plans and posters in-house as a matter of routine.

In conjunction with the University's Ian Potter Museum of Art, the Archives participated in celebrations of the 150th anniversary of the Eight Hour Day in Melbourne by providing most of the exhibits in the exhibition

Under the Burning Sun of the Colony: The Eight Hour Day Movement. A second exhibition to coincide with the anniversary was held with John Ellis and the Counihan Gallery, Brunswick. Titled *Speak Out*, the exhibition drew on John Ellis's photographs of political activism, many of which are in our holdings, as well as our protest posters.

In our most regional outreach project, the Archives cooperated with the Benalla and District Family History Group to enable access to historical images of Benalla held in the Howship Collection. With money raised by the Benalla Group, the Archives has cleaned, rehoused, listed and digitised the 1250 glass plate negatives which make up this collection. A launch and exhibition at the Benalla Art Gallery in July 2006 introduced the second stage of the project, with the Benalla Group managing a community effort to identify and add stories to the images. The third stage of entering the images and stories into the Archives image catalogue, UMAIC, will commence when further funds are raised in 2007.

On 20 November 2006, the Archives and the University's Melbourne Law School launched a website dedicated to the former Prime Minister, the Right Honourable Malcolm Fraser AC, CH. The website details holdings by the Archives of Mr Fraser's personal records as well as digitised photographs, speeches and links to related websites, especially the National Archives of Australia website. The website is still in its early stages and will continue to grow and develop as more material is digitised. It can be viewed at <<http://www.unimelb.edu.au/malcolmfraser/>>.

Finally, the Archives has continued our publication program, producing two issues of the UMA Bulletin, and has also recently produced a bookmark to promote both awareness of the Archives, and our interest in accepting donations of archival material and financial support.

Collection management

In the second half of 2006, our collection management strategy was revised to identify and better target our high priority collections for listing. High-use collections which are unlisted or only partially listed are difficult for researchers to access and increase staff time locating requested material. The top sixty collections were identified and work has begun to list, or revise the existing list, for five of them. Where possible our volunteers and placement students will also concentrate on these high priority collections or other priority projects.

In 2006 there were seven regular volunteers working on such projects as the Bright Family papers, various business records, labour records, the records of the Victorian Women's Liberation and Lesbian Feminist Archives, and on the records of JW Powling and Company. The records of St Michael's Church were also listed by a member of the congregation.

Volunteer work was augmented by participation in the Student Project Program run for the Cultural Collections Group by Helen Arnoldi. Seven student interns participated in 2006 and others will increasingly work on priority projects in 2007. Projects run with information management student interns have included: the arrangement and description of the records of the Australian Stock Exchange, the architect Douglas Diomedes Alexandra, Professor Joseph Burke and Professor Sir David Masson. History in the Field students investigated potential UMA and regional Victorian historical society partnerships, and repackaged our artworks on paper to conservation standards. Finally, a student studying for her Masters of Art Curatorship completed significance assessments of our photographic negative collections to assist us to prioritise their conservation treatment, and made recommendations about their future storage for preservation purposes.

Additional funds raised also allowed us to progress arrangement and description and other collection management goals. One major arrangement and description project undertaken in 2006 was on the papers of members of the Grimwade family. Archives received funding from the Miegunyah Trust in 2005 to commence this project and it was completed by Sarah Brown in mid November 2006. Collections listed or prepared for inclusion in a Grimwade Family guide are: Sir Russell and Lady Grimwade Papers; Sir Andrew Grimwade Papers; Gwendolin Ada Grimwade Papers; Phillip Grimwade Papers; and Drug Houses of Australia Records.

In 2005-06 we received money from the University of Melbourne Dental School to liaise with the Dental Museum to sort and list the records of the School and several pioneering dental organisations. This work was completed in 2006 and we are anticipating we will receive another grant to process the papers of Professor Sir Arthur Amies in 2007.