

News Notes

Edited by Helen Morgan

Adelaide City Council Records and Archives Services

Correspondent: Robert Thornton

The team has had a number of significant achievements during the first six months of 2007.

Records Management Strategic Plan 2007 to 2011

A new Plan has been prepared to plot a course for the development of records management services within ACC. This aligns our operations more closely with what State Records is asking all state and local government authorities to do as part of the Across Government Records Management Strategy. The Plan assesses our current recordkeeping environment to identify its strengths and deficiencies, determines where we want to be in four years time, and then analyses what we need to do to bridge the gap in order to deliver the required outcomes. The Plan presents a series of strategic targets that are broadly consistent with the eleven best practice records management scenarios identified in the Adequate Records Management model developed by State Records. The key actions needed to be undertaken to achieve the targets are recorded along with a program of planned annual achievement-based milestones to measure progress.

TRIM electronic document security system

The TRIM system is being re-configured to improve its usability and provide appropriate security controls for documents requiring confidentiality. The number of security levels is reduced from nine to two

and a system of access controls and access groups set up with security being applied at the file container level. The new system acknowledges there are certain business functions and activities that are required to be kept confidential and that documents relating to these need to have adequate security applied to them. A list of documents pertaining to those functions and activities has been created based on the functional classifications listed in the Local Government Disposal Schedule (GDS20). This shows the particular functions, the grounds for keeping documents associated with them confidential, and which users or groups of users have access to these documents.

Correspondence handling improvements

The team scans and registers into TRIM all incoming business mail (between 200 to 300 items a day including parking infringement correspondence and faxes). Any items that require further action are workflowed electronically to the appropriate Council staff, and typically a response is required to be generated in TRIM within ten working days. To ensure the correspondence response time KPI is maintained, a number of new initiatives have been introduced to the workflow system. These include developing new automated reports alerting managers to correspondence deadlines, and a new weekly divisional correspondence summary reporting system. In addition the team undertook to develop a new training course to be provided separate from the general user TRIM training it conducts for staff, specifically aimed at correspondence actioning and workflow compliance.

Purchase of a Kurna shield

The South Australian Museum was presented with a unique opportunity to purchase from the family of a deceased private collector a rare local Aboriginal artefact to augment its world-renowned Australian Aboriginal artefacts collections. A fully intact wooden shield used by the Kurna people, the original Indigenous inhabitants of the Adelaide Plains, was believed to date from around the time the City of Adelaide was founded in 1836. With the help of the Federal Government's Cultural Heritage Fund the Museum had been successful in raising \$200 000 and asked ACC if it would consider funding the \$50 000 balance of the \$250 000 purchase price. The Council adopted a report from Archives recommending it participate in the purchase on the grounds that

acquisition of a Kaurna shield would provide major added value to the City's cultural heritage collections and contribute to the community's sense of historic identity. In return the Museum agreed to allow ACC to access the artefact to assist in its Reconciliation program.

Civic Collection Management Operating Guidelines

Guidelines have been developed to provide a framework for managing the acquisition and disposal of Civic Collection items (a collection of 3000 artefacts and artworks managed by the Archives). The Guidelines establish criteria for assessing the relevance of items to the Civic Collection and define roles and responsibilities for managing these items including the loan of items. They also set out the rules for de-accessioning items from the Collection (including the sale of items).

Historic Furniture Project

The historic furniture project follows Council's adoption of a motion by the Lord Mayor calling for items of historical furniture in the Adelaide Town Hall Council Chamber to be brought into the Civic Collection. The scope of the project was subsequently widened to include all items of historic furniture owned by ACC. Much of this is in the heritage rooms within the Town Hall, but there are items scattered throughout the organisation, including some pieces of colonial furniture being used in the City Archives public search room (such as the old Town Clerk's Office 1866 cedar bookcase). The aim is to bring the furniture under the umbrella of the Civic Collection to afford it greater protection and to ensure that significant items are not sold off or stored inappropriately.

Levels of Activity

At the operational level the team is committed to achieving a number of targets established by its internal service level agreements and performance indicators, all of which are monitored and measured through the TRIM reporting module and an automated Service Request System. Detailed figures can be requested from Robert Thornton via email at <R.Thornton@adelaidecitycouncil.com>.

All Saints' College Archive, Bull Creek WA

Correspondent: Sue Sondalini

The publication *All Saints' College: our first 25 years - a pictorial history* was produced in 2006. It aims to provide an overview of the school's development and show some of the special events and people who have contributed to the life of the College.

All Saints' College is a co-educational Anglican school catering for students from kindergarten through to Year 13 situated in the southern Perth suburb of Bull Creek.

The pictorial history has been compiled using photographs and documents stored within the school Archive. Although the College received its first group of students in relatively recent times the Archive is well established and housed in a purpose built area with systems in place to accurately record the collections and store the materials in appropriate conditions. The foundation principal, Dr Eric Speed, actively encouraged the collection of newspaper cuttings, photographs and other papers relating to the development of the school. From the late 1980s the library staff cared for school magazines, concert programmes and other publications. The Archive was formally established in the early 1990s as a result of the initiatives of the school librarian, Jan Riley, who became well respected in archival circles around Perth. Building on these early efforts several archivists and volunteers have contributed to the further development of the Archive within the school.

The pictorial history includes over three hundred photographs that illustrate the development of the school from its foundation in the sand and scrub of a new area on the fringe of suburbia, to the current well respected College housed in quality buildings and surrounded by established grounds and suburbs. The photographs show changes in the land and the construction of the buildings; the Board of Management, Principals and Chaplains; both academic and administrative staff taken at five-year intervals; and opportunities enjoyed by students in academic, artistic, sporting and community activities. The images include formal and professional photographs as well as informal 'happy snaps' collected over the years.

The publication provides a list of all past students and the dates they attended; current students with their date of commencement; and a list of

past and present staff members with details of the date-range of service. The volume has a limited amount of text but includes the history of the College Crest and a brief history of the school as written in the first yearbook produced in 1981. It has 160 pages and uses spiral binding to allow for the pages to be laid flat and viewed easily.

The publication has been well received and favourable comments have been received by former senior staff who have found that the volume inspires happy memories of their time at the College.

Copies of *All Saints' College: our first 25 years - a pictorial history* may be purchased at a cost of \$30 from All Saints' College, PO Box 165, Willetton WA 6955. Please add \$5 if you require the volume to be posted to you. Please contact Sue Sondalini, the college archivist, if you require further information, <sso@allsaints.wa.ed.au>.

Australian War Memorial Research Centre

Correspondent: Tim Roberts

Themes of Consolation in the First World War

Selected items from the Australian War Memorial's collection are on display in the reading room from August to December 2007, illustrating the forms and themes of consolation for the bereaved families of the First World War. Emphasis is given to changes in traditional practice, reflecting the circumstances of the War, and the different approaches found in official and private sources.

Lawrence of Arabia exhibition

Lawrence of Arabia, the new major exhibition scheduled for opening in December this year, is now in advanced stages of development. The Australian War Memorial will be the only museum in Australia to host this exhibition during the summer of 2007-08. The exhibition contains many unique and personal items relating to Lawrence and his historic role in the Arab Revolt in the Middle East. The Australian Light Horse also features in the exhibition, as various regiments were engaged in operations in Palestine while Lawrence was most active in the area. Some individual Australian soldiers and military leaders became personally linked to him and were later named in Lawrence's famous book, *The*

Seven Pillars of Wisdom. Regular updates, commentaries, historical information and illustrations are available on the exhibition's blog: <<http://blog.awm.gov.au/lawrence>>.

Charles Sturt University Regional Archives

Correspondent: Wayne Doubleday

Since our last report in May 2005 the CSU Regional Archives (CSURA) has undergone a number of changes, yet despite the challenges presented by these changes, the period has still proven to be very productive.

Staffing

By far the largest changes have occurred in terms of staffing. At the end of 2006, the CSURA lost a combined total of twenty-three years in corporate knowledge and experience with Mr Don Boadle and Mr James Logan leaving the Regional Archives. Mr Boadle retired after twelve years as Director of the CSURA and Mr Logan left after eleven years as Archivist and Collection Manager. Both made enormous and lasting contributions to the CSURA and will be sorely missed.

To fill these vacancies several new appointments have been made. Mr Wayne Doubleday commenced as Manager, CSU Regional Archives & University Art Collection in December 2006. Miss Lauren Cottle, a recent CSU Library graduate, was appointed as Reference Archivist in January 2007, and Miss Jillian Kohlhagen commenced as Collection Management Archivist in March 2007. Mrs June Dietrich continues to work on a casual basis two days per week working on larger arrangement and description projects, and Miss Kathryn Morris, a CSU History Honours student, has been working one day per work supporting the State Records New South Wales Documentation Project.

Two staff members are currently undertaking further studies in archival education. Miss Kohlhagen has just completed her second semester of the Graduate Diploma of Science (Information Services) through Edith Cowan University. Mr Doubleday is also enrolled in his final year of a research Masters degree, also through Edith Cowan University, where his research focuses on statewide archival networks.

Projects

The main focus for the CSURA has been the ongoing State Records New South Wales (SRNSW) Documentation Project, which has continued to receive funding from the SRNSW 'Archives in the Bush' initiative. In 2006, one agency, 236 series and 447 consignments were registered in the SRNSW Business Operations System, thereby making the records searchable online through *Archives Investigator*. The records that have been the focus of the Documentation Project to date are those archives identified as permanent State Archives from Charles Sturt University and precursor institutions, NSW Police, Department of Education and Courts of Petty Sessions. It is envisaged that the project will soon move to the registration of Department of Agriculture records.

Arrangement and description of the Tom Lennon Collection is nearing completion. For over twelve months Mrs Dietrich has undertaken the enormous task of arranging and describing a vast quantity of photographs and negatives from the Lennon Collection, which document the social landscape of Wagga Wagga during the 1950s and 1960s, the period for which Mr Lennon was a photographer for *The Daily Advertiser*.

Summer Research Scholarships

For the first time ever CSURA hosted four Summer Research Scholarships over the December 2006 to January 2007 period. Three of these scholarships were funded by CSURA. The fourth was financed by the South West Slopes Law Society to undertake a scoping project to evaluate the extent of archival material for a proposed book on the history of solicitors in the Wagga Wagga region. The other three scholars utilised archival collections held by CSURA to complete research reports on the Red Cross Voluntary Aid Detachment (VAD) in Wagga Wagga, the Girl Guide movement in Wagga Wagga and an analysis of election results in the Riverina during the 1940s and 1950s.

Outreach and external relations

Charles Sturt University and SRNSW signed a deed regarding the distributed management of State Archives by CSURA in 2005. This was the first distributed management agreement to be signed in NSW. Access directions for Charles Sturt University corporate records, drafted by

CSURA staff in consultation with SRNSW, were issued by the Vice-Chancellor on 26 February 2006.

In May 2006 and for the first time outside of Sydney, CSURA hosted a regional repositories forum. Entitled 'Managing Regional Partnerships', the forum offered participants the opportunity to engage in a range of discussions and included information sessions on records management, challenges for local studies and local history, and utilising archives for teaching, learning and community outreach.

Mr Logan, Mr Doubleday and Mr Boadle all presented papers at the ASA Conference held in Port Macquarie in October 2006. The three papers filled an entire session entitled 'Regional Archives Networking', which was chaired by the Senior Project Officer Distributed Management at SRNSW, Miss Fiona Sullivan. Mr Doubleday's paper entitled 'From System to Network? Developments in the SRNSW Regional Repositories', was later published in the November 2006 issue of *Archives and Manuscripts*.

2006 and 2007 has seen a dramatic increase in the number of University classes utilising the resources of the CSURA. Already this year four separate groups from the history, literature and education disciplines of the University have conducted classes in the Archives and used archival sources for assessment tasks.

Infrastructure

The main infrastructure projects completed since our last report include the completion of the security upgrade, including the installation of a Cardax swipe entry system for the staff entrance to the building and the doors to the repository, and the installation of UV blocking blinds in the repository. Both of these improvements were financially supported by the SRNSW 'Archives in the Bush' initiative.

Statistics and acquisitions

In 2006 CSURA received 75 new accessions measuring 111.57 linear metres. This brings the total holdings of CSURA to 3958.13 linear metres. Acquisition highlights for the year included an extensive collection of records from the defunct Wagga Wagga Leagues Club Ltd, a further consignment of records from the Wagga Wagga Chamber of Commerce, a

significant collection of photographic negatives from a commercial photographer Mr John Egan, and the personal and business papers of the Killen Family.

National Archives of Australia

Correspondent: Mark Semmler

New website

Launched during 2007, National Archives of Australia's website <<http://www.naa.gov.au>> was refurbished in consultation with many of our stakeholders. The redesign and migration of the Archives' website into a content management system has provided an opportunity to also review the text, language and messages we provide on the website. The results are an attractive, streamlined and user-friendly resource which we know will be welcomed by researchers, government agencies and our other Web visitors.

Check-up - an interactive checklist

Due for release towards the end of 2007, *Check-up* addresses a recommendation in the Australian National Audit Office Report *Recordkeeping including the Management of Electronic Records*.

Check-up is an interactive checklist that enables agencies to assess the current state of their information and records management and to plan for improvements. It identifies 'minimum' requirements for achieving a basic level of records management.

'Systems Approach to Management of Government Information'

This is the name of a new course developed in consultation with the National Archives of Australia by the Centre for Science and Engineering Materials at the Australian National University (ANU). The new course is aimed at training senior managers and IT systems managers and administrators in the basic principles behind developing systems with good records management functionality. Details about the course can be found on the Web at <<http://www.anu.edu.au/CSEM/SATOMGI.php>>.

Agency forum

More than 150 people attended the first of a new series of Commonwealth government agency forums, 'Check-up: Audit issues and electronic solutions' at Parliament House in Canberra on 4 April 2007.

Ross Gibbs, Director-General of the National Archives of Australia, spoke about the new approach the Archives is taking to assist agencies assess their information and records management needs, including, in particular, practical tools and advice.

The keynote address, delivered by the Auditor-General, Ian McPhee, focused on the practical challenges of electronic records, including accountability and efficiency. His paper provided a backdrop for two panel discussions led by senior managers from a number of government agencies who spoke about their records management experiences and associated challenges and solutions.

Oil-for-Food Inquiry and Inquiry into Centenary House Lease

In December 2006, the records of both the 2006 Oil-for-Food Inquiry and the 2004 Inquiry into Centenary House Lease were transferred into the Archives custody. The records transferred were exclusively digital records. The Archives has custody of the official records and the Department of the Prime Minister and Cabinet has custody of a copy of the digital records that will be used to manage access through means other than the *Archives Act 1983* (under the *Freedom of Information Act 1982* for example). The records in the Archives' custody will not be fully accessible to the public under the *Archives Act* for thirty years; ie, 2034 and 2036 respectively.

PhotoSearch image bank

The National Archives of Australia launched the online *PhotoSearch* image bank on 22 March 2007, providing enhanced access to our extensive photographic collection. The *PhotoSearch* image bank which is available through our website, is the second generation of *PhotoSearch*. It provides immediate access to over 160 000 images selected from our collection. Researchers can search or browse the images online, print or download the images for research or study purposes and use an order form to purchase high resolution digital copies and prints. New images are added

regularly as a result of preservation and other projects undertaken by the Archives.

PictureAustralia

PictureAustralia is an Internet-based discovery service managed by the National Library of Australia providing a pathway to digitised images held in the collections of the major national cultural agencies. The Archives now has over 161 000 photographic images available online via *PictureAustralia*, making us one of the four largest contributors of images. All images displayed on *PhotoSearch* are also available through *PictureAustralia*.

At the annual *PictureAustralia* participants' meeting the National Archives received an award acknowledging its status as the contributor of the highest number of images to *PictureAustralia* in the past year.

NameSearch

On 10 April 2007, the National Archives of Australia implemented *NameSearch*, a new search facility on our *RecordSearch* database. *NameSearch* enables researchers to search more effectively for records relating to a person. Instead of searching through the entire *RecordSearch* database, *NameSearch* uses categories of records that relate to people (eg Australian Defence Forces personnel records) to limit the search. *NameSearch* retrieves fewer, more relevant results and is especially useful when searching for a common family name that may occur in many thousands of record titles.

Digital archive assessment

Internal auditors have conducted an audit of the NAA's digital preservation systems and processes. The auditors used the US Research Libraries Group's and the US National Archives and Records Administration's *Trustworthy Repositories Audit and Checklist: Criteria and Checklist* as the primary tool for determining whether the Digital Archive meets requirements for a trusted repository for digital records of the Australian government. The major finding of the gap analysis was the need for the NAA to address disaster recovery backup issues.

The preservation processing of digital records has been streamlined by the implementation of a new version of the major software application, *Digital Preservation Recorder*, which manages workflow within the Digital Archive.

Our software refinements have been complemented by the continued evaluation and development of our hardware infrastructure. The evaluation of our operation has involved a high level review of the entire Digital Archive, its systems and procedures, from a security-rating perspective. It is the intention of the Archives to seek formal accreditation of the Digital Archive as a Highly Protected facility capable of storing records up to this security rating. The recommendations of the review, undertaken by consultants, will be acted upon by Digital Preservation so that accreditation of the Digital Archive can be guaranteed in 2007-08.

Review of the Privacy Act

The Australian Law Reform Commission (ALRC) is conducting an inquiry into the Commonwealth's *Privacy Act 1988* (Privacy Act) and has released *Issues Paper no. 31* as the first step in the review.

At present, the Privacy Act excludes from its coverage records that are in the open period for the purposes of the Archives Act (*Privacy Act 1988*, Section 6). This means that records over 30 years old are exempt from the provisions of the Privacy Act.

One of the 'threshold issues' identified by the ALRC in *Issues Paper no. 31* is consistency and uniformity of legislation relating to privacy. The Archives' concern is that such consistency may result in greatly increased administrative costs, and a restriction in the information the NAA is able to release.

For example, the Issues Paper asks:

- Whether certain sorts of information in the open access period should be covered by the Privacy Act.
- If the *Privacy*, *FOI* and *Archives Acts* should be combined,
- Whether there should be requirements for the destruction or de-identification of personal information.

The National Archives strongly supports the current exclusion of Commonwealth records in the open period from the Privacy Act. This exclusion is a recognition that the sensitivity of much information has diminished after thirty years, and more importantly, an acknowledgement that adequate provision exists in the *Archives Act* for the protection of thirty-year-old information from improper disclosure.

Find of the Month

The *Find of the Month* display, located in the National Archives of Australia's Canberra Office, together with its counterpart on the Archives' website, continues to be extremely successful.

Recent 'Finds' include:

- *Australia's Won - the FX Holden* - coinciding with the FX-FJ Holden Nationals. Featuring a signed letter from JR Holden to JB Chifley and a coloured Holden brochure from the late 1940s featuring the FX Holden, and a small display of photographs depicting FX and FJ Holdens in the Australian landscape.
- *The man who is Australia* - featured a copyrighted music score made by a young Slim Dusty in 1942.
- *Many a true word ...* - featured *The Women's Prayer*, a parody of the Lord's Prayer penned by a member of the United Associations of Women and sent to Prime Minister John Curtin from Jessie Street in 1943.
- *Have you locked the door?* - featured a recent acquisition to the National Archives; the key to the Australian Embassy Saigon ammunition cabinet, 1975.
- *Knit one, purl one* - featured a paper measure designed to assist with the knitting of socks by Red Cross volunteers. This find was selected to coincide with the thirty year anniversary of the 1977 Protocols Additional to the 1949 Geneva Conventions.

National Digitisation Service

On 28 February 2007, the National Archives of Australia introduced the National Digitisation Service. The service provides online access to the Archives' collection across Australia in a fast and convenient manner,

and features both on-demand and proactive digitising. The new service replaced the Canberra-based digitisation-on-demand service, which had been operating since April 2001.

The second component of the digitisation service is the proactive program that allows stakeholders to nominate series of records to be digitised. Selection criteria have been developed to assist the Archives to prioritise proactive digitisation. The criteria seek to ensure that high value, high use and at risk material is digitised first. Once a series has been confirmed for the proactive program every item in that series is digitised and is made available on the Archives website at no cost.

The proactive digitisation program was extended to State Office collections in July 2006.

The digitisation program reduces handling of the collection, thereby helping to preserve it for future generations and importantly it enables our unique collection to be accessible to all Australians at a time or place of their choosing.

Ian Maclean award

The 2007 Ian Maclean award recipient is Gavan McCarthy for his project on *Tasmanian Convict records: Getting ready for multiple re-use for the digital age*. Gavan McCarthy is Director of the e-Scholarship Research Centre at the University of Melbourne. The \$15 000 stipend will be used to study the imaging and digitisation activities of an Australian Research Council funded project to digitise selected *Tasmanian Convict Records* with the aim of illuminating processes and mechanisms by which the resultant digital records and their metadata can be integrated back into the existing archival collection. It is envisaged that this will provide the foundation for an intergenerational study of the health outcomes associated with this particular cohort and their descendents.

'Drawing Together ...' showcasing the Aboriginal and Torres Strait Islander Affairs Art Collection

'*Drawing Together ...*', a joint project between the Australian Public Service Commission (APSC); the Department of Families, Community Services and Indigenous Affairs (FACSI); and the National Archives of Australia, to mark the fortieth anniversary of the 1967 referendum, opened

in May 2007. The exhibition was launched by Ross Gibbs, Director-General of the National Archives of Australia, along with Phyllis Williams, Director of the National Archives' Darwin Office and an Indigenous Career Ambassador for the APSC; Lynelle Briggs, Commissioner of the APSC; and, Jeff Harmer, Secretary of FACSIA. The exhibition highlights the Aboriginal and Torres Strait Islander Affairs Art Collection and the 1967 Referendum.

Exhibition development

A photographic exhibition featuring the works of Max Dupain has been developed by the National Archives of Australia with support from the Noel Butlin Archives Centre, which also holds some of Dupain's photographs. This exhibition is due to open at the end of 2007 and will be on display until the end of June 2008.

Family Day

For the first time the National Archives combined the Family History Fair and Grandkids Day and held a very successful Family Day in April - just over five hundred people attended the event. Reference officers provided research assistance to the public in the reading room and also presented talks on immigration and defence service records.

The Australian War Memorial's and National Archives of Australia's preservation staff set up a Conservation Clinic. A steady stream of people requesting conservation advice visited the clinic, bringing with them a range of personal items such as photographs, notebooks and documents. Two short talks entitled 'Caring for your family archive' were also presented during the day.

Pacific Recordkeeping for Good Governance Toolkit

The National Archives of Australia together with the Pacific Branch of the International Council on Archives (PARBICA), and with financial support from AusAID, launched Stage One of the Recordkeeping for Good Governance Toolkit at the PARBICA conference in New Caledonia in October 2007. The aim of this continuing project is to develop a generic suite of tools that promote universal best practice principles and approaches to good recordkeeping in government administrations. In

order to underpin public sector efficiency and accountability in Pacific island government administrations, the anticipated outcome of the project will be an improvement in the state of recordkeeping in the Pacific region. This will help ensure that Pacific island governments meet their legal obligations and help protect the rights and entitlements of the citizens of these territories.

Darwin Office

On 2 April 2007, Director-General Ross Gibbs handed over three albums of 743 reference copies of photographs by David Douglas Smith (1897-1984, Commonwealth Resident Engineer in Central Australia) to His Honour, Mr Ted Egan AO, Administrator of the Northern Territory, and patron of the National Trust (Northern Territory). The original photographs were deposited with National Archives by the National Trust in 2004, and are directly related to reports of the Northern Territory Pastoral Leases Investigation Committee in 1934, which investigated all pastoral properties in the Northern Territory. The entire collection has been digitised and loaded to *RecordSearch*. A reference copy set of the photographs is also held in the Archives' Darwin reading room for researcher use. The National Trust's reference set will be available to researchers through that organisation.

Ross also attended Meeting 29 of the Archives' Aboriginal Advisory Group on 2 April. Both KARU and the Central Australian Stolen Generations and Families Aboriginal Corporation reported excellent working relations with Archives and password access to the *Bringing Them Home Name Index* database. All Advisory Group members extended praise for the *Tracking Family* guide and expressed how useful it is as a research tool.

Phyllis Williams, Director of the National Archives' Darwin Office, was one of eleven Indigenous employees selected to assist the Australian Public Service Commission in their 'Public Calling' campaign to promote the Australian Public Service as an employer of choice to Indigenous Australians.

Brisbane office

The NAA's Brisbane Office joined with the Queensland State Archives, the Australian Society of Archivists and the State Library of Queensland

to present a two-day small archives workshop in Mackay in May 2007. Over forty participants from a variety of libraries, museums, archives and historical societies attended practical sessions on preservation, disaster preparedness, findings aids, copyright, heritage grants and records arrangement and description. The organisations were joined by the Mackay Library, Queensland Government Community and Personal Histories branch and the State Library of Queensland Indigenous information centre 'kurul dhagan' for 'Finding Out', a workshop on resources for Indigenous and South Sea Islander people.

Adelaide office

During April 2007, NAA Adelaide staff participated in a week-long trip to the remote towns of Oodnadatta, Coober Pedy and Woomera. The highlight of the week was the Oodnadatta Indigenous Reunion; the SA Link-Up Healing Event where the Archives displayed *Bringing Them Home* records and demonstrated our online services for over one hundred locals and visitors.

Barbara Berce, previously the Assistant Director, Access Policy at the Archives' National Office, has been appointed State Director, Adelaide. Barbara took up the appointment in August 2007.

Melbourne office

The NAA's exhibition *Summers Past Golden Days In The Sun 1950-1970* was hosted by Public Record Office Victoria (PROV) at the shared North Melbourne premises from June to November 2007. Melbourne staff worked with PROV to maximise the gain from having the exhibition onsite.

Public Record Office Victoria

Correspondents: Julie McCormack and Graeme Hairsine

VGSO/PROV seminar series

PROV, in conjunction with the Victorian Government Solicitors Office, has embarked on a series of seminars designed to complement the release of Advice 18 by PROV. This Advice considers the impact of the *Crimes (Document Destruction) Act* and *Evidence (Document Unavailability) Act 2006*

on recordkeeping in Victorian Government. The seminar features a legal introduction delivered by the Victorian Government Solicitors Office, followed by a discussion of the practical recordkeeping implications of the Acts from PROV.

Document scanning and imaging

During Archives and Records Management (ARM) week in May this year PROV held a forum to foster discussion on the subject of scanning and imaging documents. This is a complex and occasionally contentious area, and we received useful feedback at the forum. From here we intend to establish a client reference group with representation from across Victorian Government, to get a broad view of the issues that will help us to determine what practical advice we should be providing in future. If you are interested in contributing to this initiative, contact <michael.pummell@prov.vic.gov.au>.

Standards Framework

PROV has identified the need to establish a strategic, proactive approach to standards development. The endorsement of the Recordkeeping Standards Project at PROV is an attempt to establish a new approach to standards via compliance-based measures. This project will provide clarification on the future structure of the Standards documentation as well as the structure of any documents created to support those Standards. As this project has far-reaching consequences for PROV's client stakeholder groups we intend to include in the new model a framework for more extensive consultation and review with those groups.

Recordkeeping Improvement Framework

PROV is developing a new Framework to support agencies in their recordkeeping practices. This initiative will be closely aligned with other services delivered by PROV to provide an end-to-end service: from Standards, to compliance measures, to self-assessment tools, to providing consultancy services and training to assist agencies in addressing those areas highlighted for improvement. This Framework is currently under development and is expected to commence implementation early in 2008.

Records Management Network

As a part of Archives and Records Management Week a Records Management Network meeting was conducted. A key presentation for this event was made by Joy Patton of the Victorian Auditor-General's Office. Joy spoke on the 2007 audit of the Victorian Public Sector's records management practices. Sixty people attended this event.

General Records Disposal Authority

PROV is pleased to announce the issue of a new general retention and disposal authority for records of common administrative functions (*Public Record Office Standard 07/01*) in April 2007. The new authority was officially launched by the Victorian Auditor-General, Mr Des Pearson, on 31 May 2007 at the Victorian Archives Centre (VAC).

PROS 07/01 authorises the disposal of records of functions that are common to Victorian public offices such as personnel and financial management once the minimum retention period has been met. It also identifies records required to be retained as State Archives and which are to be transferred to PROV for long-term preservation. PROS 07/01 applies to all Victorian public offices excluding Local Government. PROS 07/01 replaces the retention and disposal authority for records of common administrative functions (*Public Record Office Standard 96/13*) which expired in April 2007. The new general disposal authority can be downloaded from the PROV website at: <<http://www.prov.vic.gov.au/records/dispschl.asp>>.

PROV has also released *Advice 19 Linking Table: General Retention & Disposal Authority for Records of Common Administrative Functions PROS 96/13 to PROS 07/01* as a guide for Victorian Public Offices.

Collection Management Strategy

During 2007 a Collection Management Strategy was drafted to strategically manage the PROV collection over the next five years. The strategy aims to enhance access to the collection whilst ensuring its long-term preservation. It takes a holistic approach, addressing documentation of legacy series, the coordination of in-house archival projects and the conservation of records in the collection. The strategy also addresses the

development staff expertise in using and providing information about the Collection.

KIN (Koorie Index of Names)

PROV continues to implement recommendation two of the *wilam naling ... knowing who you are ...* report, the KIN Project. The aim of KIN is to produce an Aboriginal name index to all relevant Victorian records in PROV custody. PROV commenced the KIN project late 2006, with the aim to launch the KIN database in mid 2008. PROV volunteers are indexing all aspects of records containing Aboriginal references. The main aim of KIN is to make PROV's records more easily accessible to the Stolen Generation/Victorian Aboriginal community. The index will contain the following information:

- Names of Aboriginal people.
- Names of non-Aboriginal people related to or associated with Aboriginal persons.
- Names of missions stations and institutions where Aboriginal people have lived.

It is important to note that the index does not contain any information about the people named, users will have to refer to the records for detailed information.

Exhibitions

PROV hosted the National Archives of Australia's vibrant travelling exhibition *Summers Past golden days in the sun 1950-1970* from May to November 2007. Almost all of the images were selected from records of the Australian News and Information Bureau. The photographic exhibition drew on the wonderful collection of photographs themed around beach culture, summer activities and sport as experienced by many Australians during the era.

The latest PROV exhibition, *Victorians at Work*, is due for display at the Victorian Archives Centre (VAC) in North Melbourne from November 2007 until February 2008. The exhibition will display images of Victorians at work in a myriad of different settings drawn from the PROV collection. This exhibition is designed as a travelling exhibition and will be on

display throughout rural and regional Victoria in 2008. Further details of locations and dates for the exhibition on the road will be available in early 2008.

Online news - revised edition of *Bigamy, Theft and Murder*

On Christmas Eve 1891, Frederick Bailey Deeming murdered his wife Emily by striking her on the back of the head with a small axe and then buried her beneath the fireplace of their home in the Melbourne suburb of Windsor. More than fifty digitised and transcribed documents from PROV's collection, containing a wealth of detail about the murder case that made Deeming the criminal of the century, are among the new features of the recently refurbished PROV online exhibition *Bigamy, Theft and Murder: The Extraordinary Tale of Frederick Bailey Deeming*: <<http://www.prov.vic.gov.au/deeming/>>.

Reading room news

During 2006-07 there has been a steady increase in the number of reading room tours hosted by PROV. Notable attendees were delegates from the Ministry of Culture, Arts and Heritage, Malaysia. Usage by academic researchers also increased with student groups touring the reading room regularly, particularly from the University of Melbourne, La Trobe University, Swinburne University and the Council of Adult Education.

Members from the Cold Case Squad of Victoria Police were regular visitors to the reading room in 2007. They were undertaking a large research project, attempting to identify over four hundred unknown deaths through cross-referencing with Missing Persons reports.

During May and June 2007 PROV conducted a survey of users which was accessible online via a link from our home page and used the online tool, Survey Monkey, to gather feedback. The user survey focused on the delivery of services to researchers using PROV's reading room facilities.

Bendigo Regional Archives Centre

The foundations for establishing the Bendigo Regional Archives Centre (BRAC) were put in place in 2007. Throughout the year PROV, City of Greater Bendigo and the Goldfields Library Corporation committed to a

proactive partnership to ensure the success of the Centre. Plans are underway to open the Centre early in 2008.

City of Greater Bendigo purchased a repository in Eaglehawk in 2007 that is being fitted out with temperature and humidity controls to provide a safe environment for storage of permanent records. The facility will comply with the new comprehensive PROV Standards for storage of permanent public records in Places of Deposit.

Plans have also been finalised to fit out the first floor of the Goldfields Library in Bendigo, which will be the reading room and public access point. It is envisioned that BRAC will hold public records from Bendigo and the surrounding region, as well as private records associated with local families and organisations.

State Records NSW

Correspondent: Tony Leviston

Convict records on UNESCO Memory of the World Register

The Convict Records of Australia - the written accounts of the deportation of 165 000 people between 1788 and 1868 from the United Kingdom - held by State Records NSW, the Archives Office of Tasmania and the State Records Office of Western Australia were accepted in June 2007 for inscription on the UNESCO Memory of the World Register. The Register lists documentary heritage that has been identified by the International Advisory Committee and endorsed by the Director-General of UNESCO as corresponding to the selection criteria for world significance.

New records management products

In April 2007 the *Standard on the appraisal and disposal of State records* was issued for use by NSW public offices. The standard has been developed to provide a consolidated set of requirements and to assist public offices to manage the retention and disposal of their records and to comply with the *State Records Act 1998*. The standard sets benchmarks and is designed to guide public offices in conducting appraisal and disposal processes, including the development of records retention and disposal authorities and their implementation.

In June 2007 State Records issued the new *General Retention and Disposal Authority for Administrative Records*. This is a substantial revision of an earlier authority, which will provide improved and broader coverage for common administrative records.

In April 2007 most of the functional retention and disposal authorities approved by State Records since 1999 and still current were made available on our website.

UNESCO Australian Memory of the World Committee, under the auspices of the Australian National Commission for UNESCO

Correspondent: Alan Ventress

Yet again Australia has been recognised as holding documents of world significance. The film, *The Story of the Kelly Gang* (1906), the world's first feature-length film held by the National Film and Sound Archive, and The Convict Records of Australia (see State Records NSW News Note), are among thirty-eight new inscriptions to the International UNESCO Memory of the World Register.

The Endeavour Journal of Captain James Cook and the Mabo Case manuscripts and papers of Edward Koiki Mabo, both held by the National Library of Australia, are already inscribed on the International Register. Every two years a panel of experts employ a rigorous assessment process to select material of world significance for the Register. The four Australian inscriptions are now placed alongside 154 other inscriptions that include monuments such as records from the trial of Nelson Mandela, the Bayeux Tapestry, the Gutenberg bible, archives of the Warsaw Ghetto and a collection of medieval manuscripts of the Czech Reformation.

The Memory of the World program is comparable to the UNESCO World Heritage Convention but whereas that convention aims to identify and preserve buildings and sites, the Memory of the World program aims to do the same for documentary heritage at the international, regional and national levels.

The Chair of the Australian Memory of the World Program, Dr Jan Lyall, has stated:

What excites me about this achievement is that Australian cultural heritage material has been recognised as being of

significance to the memory of the world. Much material on the register comes from the ancient past and while this material is of great importance to world history, recognition of the recent past is vital if the Register is to be a list of key material that has changed the world or that records important events that changed the world.

Further information: Jan Lyall, Chair, UNESCO Australian Memory of the World Committee, <jlyall@hotmail.net.au>, ph. +61 (02) 4454 5158, mobile (+61) 0416 185 464 or Roslyn Russell, Chair, Assessment Sub-Committee, UNESCO Australian Memory of the World Committee, <roslyn@rrms.com.au>, ph. +61 (02) 6281 6805, mobile (+61) 0421 311 369.

The University of Melbourne eScholarship Research Centre

Correspondent: Gavan McCarthy

December 2006 marked the end of an era for the Australian Science and Technology Heritage Centre (1999-2006) at the University of Melbourne and its predecessor the Australian Science Archives Project (1985-99). In January 2007 the University of Melbourne established the eScholarship Research Centre (ESRC) as part of a broader program of reform at the University in order to build the infrastructure and scholarly practices that will enable it to function effectively in the digital world. The ESRC will continue its work in the history and archives of Australian science, a core activity since 1985, but it will extend its interests to include working with digital repositories, research data, and eResearch infrastructure. The Centre will continue to work collaboratively with researchers on selected projects both within the University and with outside partners. It will also be continuing the support and development of the Heritage Documentation Management System (HDMS) and the Online Heritage Resource Manager (OHRM). The location of the Centre outside the Faculty framework, and as an academic centre in Information Services, provides an ideal foundation to build collaborative partnerships.