

Based on an original in the Archives Office of New South Wales

ANNUAL REPORT 1985/86

CONTENTS

Introduction.....	1
Charter.....	1
Objectives.....	1
Summary of Operations.....	2
The Genealogical Boom.....	2
The Authority's Bicentennial Programme.....	3
N.S.W. Bicentennial Archives Program.....	3
The new Repository Guidelines.....	4
Accommodation.....	4
The Archives.....	4
Keyword Classification.....	5
Computer Records.....	5
Financial Operation.....	6
Audit Review.....	6
The Archives Authority.....	6
Membership.....	6
Attendances at Meetings.....	7
Committees.....	7
The Authority's Senior Managers.....	7
Legislation.....	8
Membership of Professional Organisations.....	8
The Archives and Records Management Offices.....)	
Head Office.....)	between
Repository.....)	pp 8-9.
Public Access.....)	
Structure.....	8
The Programmes of the Archives and Records Management Offices.....	8
Reference Services Division.....	8
Public Access and Use.....	9
Search Room.....	9
Extension and Educational Activities.....	11
Inquiry Service.....	12
Exhibitions.....	13
Photographic Service.....	13
Technical Services Division.....	13
Disposal of Public Records.....	14
Accessions during 1985-86.....	14
Processing.....	15
State Archives on Loan.....	16
Parliamentary Archives.....	16
Publications.....	17
Repair and Preservation of Records.....	17
Repository Services Division.....	18
Strategy.....	18
Accommodation.....	19
Capacity.....	19
Composition of Holdings.....	20
Charging for Services.....	20
Services to Semi-Governmental Bodies.....	21
Staff.....	22
File Reference Service.....	22
Accessioning Programme.....	23
Destruction Programme.....	23
Archives Processing and Reference Work.....	24

Records Management Office.....	24
Records Systems Surveys and Advisings.....	24
Keyword Classification and Indexing.....	25
Training.....	25
Publications.....	25
Meetings, Addresses and Seminars.....	26
Office Administration.....	26
Human Resources.....	26
Staffing.....	26
Employment Programmes.....	27
Equal Employment Opportunity.....	27
Staff Training.....	28
Staff Appraisal.....	28
Staff Development.....	28
Promotions.....	28
Leave.....	28
Attendance at Professional Meetings and Conferences.....	28
Participation in External Committees and Working Parties.....	29
Finance.....	30
Financial Statements and Auditor's Certificate.....	30
Detailed Budget for 1985-86.....	37
Budget for 1986-87.....	39
Additional Information.....	40
<u>Appendix 1:</u> Organisation Chart for Archives and Records Management Office of N.S.W.....	40
<u>Appendix 2:</u> Publications of the Archives Authority.....	41
<u>Appendix 3:</u> Analysis of Repository Holdings of Semi-active Records of Public Offices, 1985-86.....	46
<u>Appendix 4:</u> Government Records Repository: Charging Policy Analysis of Revenue from Public Offices, 1985-86.....	48
<u>Appendix 5:</u> Government Records Repository: Analysis of File Reference Service Statistics, 1985-86.....	49
<u>Appendix 6:</u> Archives and Records Management Offices: Chart showing Structure and listing senior staff.....	50
<u>Appendix 7:</u> Chart comparing number of Reader Visits to Search Room with number of Reference Staff, 1968 to 1985-6.....	51
<u>Appendix 8:</u> Performance Indicators.....	52

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR YEAR ENDED 30th JUNE, 1986

INTRODUCTION

The Archives Authority of New South Wales takes pleasure in forwarding to the Honourable the Minister for Heritage for presentation to Parliament in accordance with the provisions of the Annual Reports (Statutory Bodies) Act, 1984, and of the Archives Act, 1960, its twenty-sixth annual report, covering the year ended 30th June 1986.

On 3rd July 1986 it was announced that the administration of the Archives Act would be transferred from the Premier to the Minister for Heritage. The Archives Authority had been responsible to the former Premier, the Hon. Neville Wran, Q.C., since 1976 and it would now like to convey its appreciation of the support given to it by him and its good wishes on his retirement.

The Authority also expresses its pleasure at coming within your own administration.

CHARTER

The Archives Authority of New South Wales is a statutory corporation which was created under the Archives Act, 1960. It is responsible to the Minister for the management of the Archives Office of New South Wales, the New South Wales Government Records Repository, and the Records Management Office of New South Wales. It manages the Archives Office in accordance with the provisions of section 13 (1) of the Archives Act; and manages the Government Records Repository and the Records Management Office in accordance with an agreement made with the Public Service Board in October, 1978.

The Archives Authority's first, statutory, duty is to care for the State archives, which are those records of the past that have ceased to be in current use in the public offices which created or received them and have been set aside, because of their great cultural and administrative value, for permanent preservation. However, the Authority has also been given, through the offices placed under its control, additional and wide-ranging responsibilities which touch upon most aspects of the creation, classification, maintenance, storage, retrieval, use and disposal of the public records of New South Wales.

OBJECTIVES

The Authority's principal objectives are derived directly from its charter, and are:

To promote sound and efficient records management practices throughout the New South Wales Public Service.

To provide centralised, and cost-effective, repository facilities for the bulk storage and retrieval of the semi-active records of public offices.

To identify and preserve as State archives all non-current public records which are of permanent value, including records which document government policy, determination and action; or which embody citizens' legal rights and document information about their existence and identity; or which are valuable for research on any aspect of the history of the State, its communities, individuals, lands and man-built environs.

To make the State archives available for public access and use in accordance with the provisions of the Archives Act and the policies of the government of the day.

To identify public records which have no permanent value and arrange for their speedy and economic destruction, immediately they cease to be of administrative use to the offices which created them.

The Authority's detailed objectives are contained in its Corporate Plan, which is being reviewed and reshaped.

During the year the Authority was asked to administer the State Government's "N.S.W. Bicentennial Archives Program". This Program, which is described later in this report, involves archival projects which are outside the terms of the Authority's charter. The Authority made a policy decision to make its expertise available to guide and supervise the projects.

SUMMARY OF OPERATIONS IN 1985-86

The year 1985-86 was a satisfying one for the Authority. Several initiatives were undertaken, mainly related to the Bicentenary, and there was pleasing progress with established projects.

The Genealogical Boom

Previous reports have highlighted the tremendous enthusiasm among Australians for genealogical research and the effects which this is having upon the Authority's operations.

The boom in genealogy began in the mid-1970s and continued unabated until 1984. Since then it appears to have levelled off, to the extent that the number of readers who visited the Archives Office Search Room in Globe Street, The Rocks, during 1985-86 (21 443 readers) was actually fewer than in the peak year of 1983-84 (21 700 readers), and the number of individual items issued to them (118 522 issues) was also less than in the peak year for issues, 1984-85 (123 809 issues). Other reference statistics provided elsewhere in this report show similar decreases. However, it is not yet possible to tell whether they represent only a temporary pause in the genealogical boom or the beginnings of a long-term trend towards stabilisation in the level of public use of the State archives.

Moreover, the decreases have been very small and have provided little relief for the Authority's frequently over-crowded Search Room and hard-pressed Reference staff. Since The Rocks building opened in 1979 the number of readers using the archives has increased by 326 per cent, while the quantity of records issued to readers has increased by 447 per cent. Much of this rise occurred during the first two years and in 1980 the Reference staff were increased to cope with it, by diverting staff from other areas. Usage has continued to grow since then and the 1985-86 totals of 21 443 readers and 118 522 issues represent, respectively, a 63.7 per cent and a 148 per cent increase on the 1980 figures of 13 096 readers and 47 780 issues. However, it has not been possible to further supplement the Reference staff and during the past three years usage has been above the level that the Search Room can sustain efficiently. In 1985 the Authority reported that the Premier's Department had undertaken to review the staffing needs of the Archives Office, with particular reference to services provided to the public in the Globe Street Search Room and in the new facility under construction at Kingswood, and it is hopeful that a review will take place before the end of 1986.

The Authority is also taking its own measures to meet these difficulties by spreading the genealogical and other resources of the State archives more widely throughout the community and thereby reducing dependence on Archives Office facilities. In particular, the Authority has embarked upon the publication, in microform, of a very large Genealogical Research Kit which contains copies of the most sought-after records. The first stage of this Kit, comprising some 171 rolls of 35mm microfilm and 342 microfiche, appeared in August, 1984. The second Stage, consisting

of a further 199 rolls of film and 40 microfiche, was published in October 1985. In the year ended 30th June, 1986, 175 orders for the Kit or parts of it had been received from individuals, libraries and other institutions throughout Australia and beyond. Revenue from these orders was \$160 288.

Purchasers of the Kit report heavy public usage and it seems likely that this has contributed to the levelling off in use of the Archives Office Search Room.

By the end of the year the work of preparing Stage III of the Kit, consisting of a further 61 rolls of film and 11 microfiche, was nearing completion and it will be published late in 1986.

The Authority's Bicentennial Programme

The Archives Office has embarked upon three projects which have been accepted for Bicentennial funding.

The first of these is the Genealogical Research Kit, mentioned above. When all four Stages are completed in 1988 it will comprise approximately 501 reels of microfilm and 413 microfiche.

The second project is the publication of the New South Wales Colonial Secretary's Papers, 1788-1825. The Colonial (or Chief) Secretary's position originated in 1788 in the post of Secretary to the Governor, and for almost a century afterwards the Colonial Secretary was by far the most important administrative officer in the Colony. The papers to be published constitute the largest and most comprehensive collection of public records relating to the early years of European settlement in Australia. Their significance to researchers is much wider than the area of the present State of New South Wales because they date from a period when New South Wales comprised the whole of the eastern half of the Australian continent and Tasmania. The project will encompass:

- . Publication in printed format of a comprehensive index to all the papers.
- . Publication of all the papers (c.40 volumes and 180 bundles) in microform format.

The third project will be a Bicentenary Exhibition. Entitled "Government and the People", it will draw upon the wealth of documents, maps, plans and photographs held in the State archives to show how the decisions and actions of government officials have affected the daily lives of both the original inhabitants and the European settlers in New South Wales.

The N.S.W. Government is providing a special grant of \$292 000 between now and 1988 to assist with the development of these projects, and the Authority wishes to record its thanks for this support. Of this amount, \$282 000 is for the first two projects which are expected to cover much of their costs through sales. The funds will be used for the employment of temporary staff, the production of microforms, and the preparation of items for display.

N.S.W. Bicentennial Archives Program

In addition to the Bicentennial projects being undertaken by the Archives Office, the Archives Authority has agreed to administer the "N.S.W. Bicentennial Archives Program".

The N.S.W. Bicentennial Archives Program is part of the State Government's history and education contribution to the Bicentennial celebrations for 1988. The Bicentennial Archives Program was announced by the Premier, Mr Wran, on 24th June, 1986. The Program comprises three distinct archival projects: Archives of the Labour

Movement; Archives of St Marys Cathedral and Archives of Local Government. Broadly speaking, the projects are designed to promote the use of these archival resources by the identification and/or processing of the records and the publication of guides.

The Program involves a grant of \$300,000 from the N.S.W. Bicentennial Council, to be divided equally between the three projects over the next two years. The grant will provide for the temporary employment of professional archivists and ancillary staff. Funds will also be allocated for conservation of the records, microfilming and publication of guides as required. The Senior Archivist, Repository Services, Mr J. Burke, will coordinate the Program.

The new Repository Guidelines

Since re-opening in November, 1983 to new accessions of semi-active records the State Archives and Government Records Repository at Kingswood has operated under a series of new Guidelines for Using the Government Records Repository, which are designed to ensure that storage in the new Stage II building lasts as long as possible and is not exhausted prematurely. To this end, the Guidelines incorporate charges for service in conjunction with a range of other measures which encourage public offices to review their records regularly and to schedule them for disposal.

To date these Guidelines have been an unqualified success, such that in the year ended 30th June 1986 the total holdings of semi-active records increased by only 7 per cent over the previous year. If growth can be contained at this level the Repository will have sufficient storage space for several years to come.

Accommodation

The Authority is now well-equipped to store paper records, following construction of The State Archives building in Sydney and of the Stage II extensions to the Kingswood Repository. However, the pressing need in the past to concentrate on paper storage had obliged the Authority to neglect accommodation for more modern record formats.

This deficiency is being remedied by the construction of a new Services Building at Kingswood, which will provide specialised storage for microforms and magnetic tapes, and also incorporate a public search room and associated reference facilities. Work on this building began in May, 1985 and it is scheduled for completion early in 1987.

The Authority again wishes to record its great satisfaction at this development.

The Archives

A total of 488 metres of records were accessioned as State archives during 1985-86, far fewer than in the previous two years when accessions exceeded 3 000 metres per annum, but still a substantial addition to the already large arrears of unprocessed records. These arrears have been accumulating for many years as staff are diverted away from processing to other areas, especially reference services, and they are now a chronic problem.

At the end of 1984 the value of the State archives in the Authority's custody was estimated at \$150 000 000. The Authority has devoted considerable attention in 1985-86 to the possibility of insuring them. Archives are by their very nature unique, which makes them difficult to value for insurance purposes and irreplaceable if lost or destroyed. They are also voluminous, so insuring them is very expensive. For all of these reasons the question was still under review at the end of the year. However, preliminary advice from the Treasury suggests that they are covered against damage by fire and lightning by the Treasury Fire Risks Account. If this is confirmed the Authority will be free to concentrate on funding additional cover only, against other forms of damage and theft.

From time to time since 1966 the Archives Authority has sought to have the official and semi-official papers of former Ministers of the Crown transferred to its custody as State archives, so that they may be preserved for future research use. Until recently these efforts had been unsuccessful. However, on 30th September, 1985 the Premier, following consultation with the Authority, sent a Memo to all Ministers, setting out the principles and procedures for the disposal of Cabinet Documents as public records in accordance with the provisions of the Archives Act. The Authority wishes to record its warm satisfaction with this development.

Keyword Classification

Some years ago the Records Management Office developed a Keyword Classification System, based upon a thesaurus which provides its users with an effective means of titling and retrieving files. This system has been adopted by several New South Wales Government departments and there has also been considerable interstate interest, with inquiries being received from Government agencies in all of the other States and the Northern Territory. Several are willing to pay for the rights to use the system, which is a convincing demonstration of its worth and a pleasing testimony to the effort which the Office put into developing it. In 1985-86 revenue from sale of these rights totalled \$32 500.

The Authority wishes to take this opportunity of thanking the State Crown Solicitor's Office and the Legal Branch of the Premier's Department for their invaluable assistance with negotiating and preparing deeds of agreement for these sales.

Computer Records

Recent years have seen a rapid shift from paper to computer, or machine readable, records. The latter have great potential and offer advantages to administrators and historians alike, but they are also transient and there is worldwide concern that society risks "losing its memory". This concern is shared by the Authority, which has a statutory duty to preserve the permanently valuable records of this State.

Computer records are difficult to preserve because:

- . the magnetic tape used has a very short life and even the best tapes, properly recorded, maintained and stored, cannot be depended upon after ten years
- . the technology is continually changing and the new machines cannot read old tapes, unless special arrangements are made for conversion
- . many computer systems are continually updated with new information and the automatic deletion of old
- . computer systems may be heavily dependent upon one brand of software
- . the support documentation for a programme, which is essential to make the data intelligible, may be inadequate or changed without explanation or lost.

Such problems are becoming crucial as computers outgrow simple "housekeeping" functions like payrolls and mail distribution. The machines now evolving are being adapted to a wide variety of uses, many of them of long-term administrative, evidential, legal, historical or genealogical significance. Consequently, the records which they are creating are vital to the administration and people of New South Wales. The Authority has devoted considerable attention to computer records during the last two years, spurred on by the burgeoning numbers of mini and microcomputers

throughout the Service. In 1985, the Premier approved the establishment of a Working Party, under the auspices of the Public Service Board and the Archives Authority, to develop service-wide standards for computer records. The Working Party held its first meeting on 25th June 1986 and plans to report by the end of the year.

Financial Operations

The Authority is funded from the Consolidated Fund, but receives revenue from an active publications programme, which includes the Genealogical Research Kit, and from charges for services. This revenue, which is repaid into the Consolidated Fund, has increased substantially in recent years, from \$87 158 in 1983-84 to \$259 754 in 1984-85 and \$375 894 in 1985-86. The 1985-86 figure represents 19.3 per cent of the Authority's allocation for the year.

During the year the Authority paid an audit fee of \$4 000 in respect of its accounts for 1984-85. Audit fees for the Authority's accounts for the year ended 30th June, 1986 are expected to be in the vicinity of \$5 000.

Audit Review

In 1985, in accordance with the provisions of the Public Finance and Audit Act, 1983, the Premier's Department's Management Audit Branch began the first stage of a programme of comprehensive financial and efficiency audits covering the whole of the Department and its associated organisations.

The Branch's report on its Audit Review of the Archives Authority of New South Wales found that generally the Authority is effectively managed, and went on to make 22 recommendations for minor improvements. Action has been taken to implement these.

THE ARCHIVES AUTHORITY

Membership

The Archives Authority consists of nine members, including a Chairman and Deputy Chairman, who are appointed by the Governor. Appointment is for a four year term, but about half the members retire every two years.

The Archives Act provides that of these members:

- . one shall be a judge of a New South Wales court: the appointee under this section is presently the Hon. Mr Justice Thomas Waddell of the Supreme Court;
- . one shall be nominated by the presiding officers of Parliament: the present appointee is Mr Ernie Page, Member of Parliament for the electorate of Waverley;
- . one shall be nominated by the Library Council of New South Wales: presently Associate Professor Brian Fletcher of the University of Sydney;
- . three shall be nominated by the Minister to represent the University of Sydney, the University of New South Wales, the University of New England and "such historical and archival bodies as the Minister sees fit": at present the appointees are Dr Kenneth Knight, Principal of Kuring-gai College of Advanced Education (Chairman of the Archives Authority); Mr Allan Horton, University Librarian, University of New South Wales; and Dr Lionel Gilbert, who until his retirement was a Principal Lecturer at the Armidale College of Advanced Education and Director of its New England Historical Resources Centre;



Dr. K. W. KNIGHT
(CHAIRMAN)

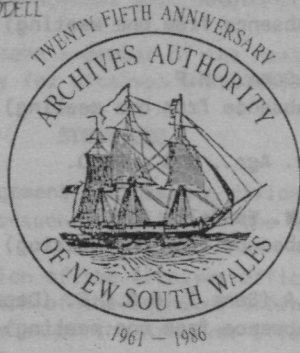


THE HON.
Mr. JUSTICE T. W. WADDELL



ASSOCIATE PROFESSOR
B. H. FLETCHER

MEMBERS



Dr. K. P. SHERIDAN



Dr. L. A. J. GILLETT



Mr. E. T. PAGE M.P.



Mr. A. R. HORTON

1986



Mr. E. E. WILSON
(VICE CHAIRMAN)

- . one shall be nominated by the Public Service Board: presently Dr. Kevin Sheridan, a Member of the Public Service Board;
- . one shall be nominated by the Premier to represent those public offices which are not within the scope of the Public Service Act: presently Mr Robert Wilson, Secretary for Lands (Deputy Chairman of the Archives Authority); and
- . one shall be an officer of the Department of Culture, Sport and Recreation or its successor: this position is vacant.

Attendances at Meetings

There were six meetings of the Archives Authority during 1985-86. The attendances were as follows:

Dr K.W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairman) 6
Associate Professor B.H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S. (Excused for his absence from one meeting) 5
Dr L.A.J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. 6
Mr A.R. Horton, B.A., F.L.A.A. (Excused for his absence from one meeting) 5
Mr E.T. Page, B.E., B.Comm., M.P. (Excused for his absence from one meeting) 5
Dr K.P. Sheridan, B.Sc. Agr., M.S., Ph.D. 6
The Hon. Mr Justice T.W. Waddell, Q.C. (Excused for his absence from one meeting) 5
Mr R.E. Wilson, F.A.S.A.(Senr.), M.A.C.S. (Deputy Chairman) (Excused for his absence from one meeting) 5

Dr K.P. Sheridan, B.Sc. Agr., M.S., Ph.D., was appointed a member under Section 4 (2)(e) of the Archives Act on 5th July 1985, in succession to Mr D.T. Richmond who resigned in February, 1985.

Mr R.E. Wilson, F.A.S.A. (Senr.), M.A.C.S., who has been a member of the Authority since 1984, was appointed Deputy Chairman under section 6 (1) of the Archives Act on 5th July, 1985.

Committees

Since 1978 the Authority has had a Publications Committee responsible for planning and overseeing its publication programme. The Committee consists of the Chairman of the Authority (ex-officio); Dr L.A.J. Gilbert; Mr A.R. Horton; the Principal Archivist; the Assistant Principal Archivist; and another member of staff who serves as Secretary. It meets six times a year immediately following the Authority's meetings.

The Authority's Senior Managers

The Authority's Principal Archivist and Chief Executive Officer is Mr John Cross, B.A., Dip.Lib. The other senior staff are the Assistant Principal Archivist and Secretary to the Authority, Mrs Dawn Troy, B.A., Dip.Lib.; the Senior Archivist (Repository Services), Mr John Burke, B.A., Dip.Lib., Dip.Arch. Admin.; the Senior

Archivist (Technical Services), Mrs Christine Shergold, B.A., Dip.Lib., Dip.Arch. Admin.; and, the Records Administration Officer, Records Management Office, Mr Denis Comber, Dip.Lab.Rel.& Law.

The Principal Archivist, the Assistant Principal Archivist and the Records Administration Officer attend all meetings of the Archives Authority.

Legislation

The Authority has taken account, in its operations, of the provisions of the Public Finance and Audit Act, 1983 and the Annual Reports (Statutory Bodies) Act, 1984 and has adopted new standards and procedures to meet their requirements. During the year the Authority also devoted attention to the possibility of amending the Archives Act, with particular reference to the archives of statutory bodies and to the provision of more satisfactory arrangements for the disposal of machine readable records.

Membership of Professional Organisations

In order to assist in keeping itself informed of developments in archives administration and in the information community generally, both in Australia and overseas, the Archives Authority is a member of the International Council on Archives, the Australian Society of Archivists, the Library Association of Australia, and the Australian Advisory Council on Bibliographical Services. The Records Management Office is a member of the Records Management Association of Australia.

In 1985 the Authority also became a member of the newly formed National Archival Forum, which is a consultative body for archival institutions in Australia.

STRUCTURE

The Archives and Records Management Offices are divided into four functional areas, reflecting the charter and responsibilities of the Archives Authority:

- a Reference Services Division of the Archives Office,
- a Technical Services Division of the Archives Office,
- a Repository Services Division of the Archives Office, and
- a Records Management Office.

These four areas are supported by a small administrative section.

An Organisation Chart is attached, as Appendix 1.

THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

Reference Services Division

This Division is located in The State Archives building, Globe Street, Sydney. Its function is to provide access to and information from the State archives to members of the public and to other Government departments. It operates a public search room, an exhibition area, and a letter and telephone inquiry service. The operation of the Search Room by Reference staff involves advising readers on information to be found in the State archives, the access and copying restrictions, and how to use the records. The staff issue material; supervise its use, including photocopying; ensure that it is not damaged or stolen; and return it to the shelves. They also select, describe and mount exhibitions of State archives, and undertake the necessary research and correspondence for the letter and telephone inquiry service.

These responsibilities are derived from the Archives Act, 1960, and particularly from sections 13 and 17.

THE ARCHIVES AND RECORDS MANAGEMENT OFFICES OF NEW SOUTH WALES

Head Office

Archives Office of New South Wales

"The State Archives"

2 Globe Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0100 (Switch)

(02) 237 0254 (Reference
enquiries)

Records Management Office of New South Wales

"The State Archives"

66 Harrington Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0121

Repository

The State Archives and

Government Records Repository, Kingswood

Lot 1, O'Connell Street

ST MARYS NSW 2760

Telephone (02) 673 1788

Public Access

Hours: Search Room and Exhibition, City

Monday	9.00 am - 5.00 pm
Tuesday	9.00 am - 5.00 pm
Wednesday	9.00 am - 9.00 pm
Thursday	9.00 am - 5.00 pm
Friday	9.00 am - 5.00 pm
Saturday	10.00 am - 4.00 pm

Christmas Day)	
Boxing Day)	Closed
New Year's Day)	
Good Friday)	

Other Public Holidays: Contact Office for details

Search Room, Kingswood Repository

Monday-Friday 9.00 am - 5.00 pm

NB. Arrangements to visit Kingswood must be made
in advance by telephoning (02) 673 1788.

Public Access and Use

Most State archives are "open" for use when they are 30 years old, a period which the Government adopted in November, 1977 and which conforms with general practice in other archival institutions, both in this country and overseas. The only exceptions are a comparatively small quantity of records which are of a specially confidential nature or contain information, the disclosure of which might harm individuals or infringe upon their rights.

The conditions of access to the State archives are reviewed annually by the Authority.

The Archives Authority's collections are open to all members of the public as well as to government. Approximately 70 to 80 per cent of enquirers are family historians, with the remaining 20 to 30 per cent chiefly comprising university staff and students and local historians. This pattern is also evident in statistics for the telephone and letter inquiry service.

In 1979 the Authority reported an enormous increase in public demand for services following the opening of the new State Archives building, and this trend continued throughout 1980. The rate of growth was generally slower in 1981 and 1982, but it resurged strongly in 1983-84. In 1984-85 there was a general levelling off in demand for all areas of reference services, with the exception of extension activities, and this pattern was repeated in 1985-86. However, the demand remains very high and continues to stretch the Authority's resources to their limits.

As noted elsewhere, the massive increase in public use of the Archives Office since 1978 is a direct reflection of the popularity of family history research in Australia. The pattern which has been emerging since the 1970's is one of continual growth, in which periods of steady increase are interspersed with sudden and large upsurges, such as occurred in 1976, 1979/80, and 1983.

Search Room

The Search Room is presently open to the public for 50 hours per week, including Saturdays and most public holidays.

Admission is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. Effective from 1st January, 1986 changes were made to the procedures for the issuing of readers' tickets to the State archives. Researchers are no longer required to supply the names and signatures of two recommenders in order to obtain a ticket. It is now only necessary to complete the application form and produce two signed forms of identification, after which the ticket can be issued immediately. This ensures minimum delays to researchers. At the end of 1985-86, 5 791 readers' tickets had been issued and were still current compared with 2 792 in 1984-85. In addition to holders of readers' tickets, a further 5 622 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1984-85 was 11 204. The very marked change during 1985-86 in the proportion of reader's ticket holders to persons granted temporary authorities is partly a reflection of the new and simpler procedures for obtaining readers' tickets.

The level of usage of the State archives is reflected in the following table.

Reference to State Archives

	1978	1979	1980	1981	1982	1983-84	1984-85	1985-86
Total number of readers	5 035	9 162	13 096	14 354	14 460	21 700	21 548	21 443
Total number of issues	21 680	37 899	47 780	50 198	65 249*	119 375*	123 809*	118 522*

* Issues for these years include Births, Deaths and Marriages microfiche.

The figure for "Total number of readers" is the sum of the daily totals of readers using State archives, many of whom attended for more than one day and some over long periods. The figure does not therefore represent the number of individual readers but is included as an indication of the use made of the archives.

The figure for "Total number of issues" is for individual items from the archives (ie. volumes, boxes of documents, maps, microfilm reels or microfiche) issued to readers in the Search Room.

In recent years, statistics have been kept on the kinds of material issued in the Search Room, as well as the quantity:

	1983-84	1984-85	1985-86
Number of volumes and boxes of documents issued	23 615	22 407	23 900
Number of maps issued	4 939	5 326	5 174
Number of microfilm reels issued	45 049	52 721	50 378
Number of microfiche issued	45 772	43 355	39 070
Total number of issues	119 375	123 809	118 522

Since moving to The Rocks Building the Archives Office has been able to ensure that users of State archives experience only minimal delays in having their material issued to them. The time taken to issue microfilm reels, microfiche and photocopies is approximately 60 to 90 seconds, and for original volumes, papers or maps and plans it is about 3 to 4 minutes.

The Kingswood Repository also has a small Search Room, with seating accommodation for up to five readers. During 1985-86, 150 readers visited the Repository, compared with 109 in 1984-85. The number of issues of State archives also increased slightly, to 2 266 in 1985-86 compared with 2 197 in 1984-85. This included the issuing of 232 maps compared with 136 in 1984-85, and 131 fiche compared with 12 in 1984-85.

Although most State archives are no longer regularly required for official purposes, it is important to record that some are still required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. The statistics for the level of reference to State archives and other enquiries from Government departments are set out below:

	1983-84	1984-85	1985-86
Issue of Documents to Government departments	3 317	2 796	2 582
Research of State archives on behalf of Government departments	20	37	19
Telephone inquiries from Government departments	241	192	194

The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State and, in providing access to users, the Authority gives priority to the Government's use of its own records.

Extension and Educational Activities

The Archives Office is continuing to experience a steady increase in requests for talks and tours from school and university students, teachers, local and family history groups and the like. An attempt is made to meet most requests, including giving week-end and evening talks in locations outside the Office.

Many individuals and groups have requested more detailed advice on using archives than can be given by our staff in a busy Search Room, in the reply to an enquiry, or in a brief introductory talk. To help meet this need the Office has developed seminars (for which fees are charged) to assist family and local historians by providing detailed advice on using State archives for their research. These take the form of full day, half day or evening seminars, and can be adapted to meet the needs of particular groups.

Successful seminars have already been held on local history (see below), family history, the Genealogical Research Kit, and on the resources of the Archives Office.

In addition, the Office continues to provide general talks and tours for schools, universities, service clubs and other groups, free of charge, when they are requested, as this is an important activity for the Office.

Extension Services 1985-1986

Seminars (local history) and conferences	3
Tertiary Students (including family history students)	9
Family History Groups	10
Service Clubs and Associations	3
Libraries	3
Cultural Organisations	4
Visitors (from similar institutions)	4
School Groups	5
Work Experience Students	13

Seminars on local history

In April and June 1986, more than 100 people attended two one-day seminars organised by the Archives Office on "Researching Local History in the Archives Office of New South Wales". These seminars covered major sources for local history, such as the Colonial Secretary's Correspondence and land records, and participants were able to inspect examples of relevant records in the display "Mudgee - an Exhibition of Sources for Local History in the New South Wales State Archives".

Senior Citizens Week

As its contribution to Senior Citizens Week (2nd - 9th March 1986) the Archives Office offered a series of talks to the public on family history. Some 129 persons attended during the week.

It is clear from the above that the area of extension services is one where the Archives Office is experiencing major increases in demand. This is particularly the case with seminars, which require considerable staff input both in preparation and presentation. If the Office is to continue to provide a balanced reference service which meets the needs of researchers, additional staff will need to be made available, particularly for work in the area of extension services.



Reference Desk, Archives Office Search Room.

Inquiry Service

In 1985-86 the total number of inquiries by letter and telephone decreased slightly to 6 861, compared with 7 076 in 1984-85.

Constraints

Since 1980 the equivalent of two and a half staff have been working full-time in this area and, as noted previously, it has not been possible to increase their numbers. In August, 1982 a number of restrictions were placed on the Inquiry Service in order to keep arrears, which had built up to several hundred inquiries, at a reasonable level. These restrictions are still in force, and relate chiefly to the amount of research done for each enquirer, the number of inquiries answered for a particular enquirer within a twelve month period, and the referral of enquirers to organizations maintaining lists of professional researchers, to libraries holding the Genealogical Research Kit, or to the Authority's own Search Room.

All enquirers writing to the Archives Office are given some information or advice (subject to the restrictions outlined above), and answers to inquiries are normally sent within two months of receipt.

Current Statistics

During 1985-86, statistics for the Inquiry Service again remained relatively static, as can be seen from the following table:

Inquiries Received

	1984-85	1985-86	% increase
Number of letter inquiries	2 801	2 818	+0.6%
Number of telephone inquiries	4 275	4 043	-5.4%
Total	7 076	6 861	-3.0%

The main reasons for the "levelling off" in the statistics would appear to be the wider availability of archival records in libraries as part of the Genealogical Research Kit, the restrictions on the Inquiry Service, and the small amount of correspondence received to date relating to Bicentennial research projects.

The range of subject matter dealt with during the year is illustrated by the following examples:

Establishment of a Belgian Consulate in Sydney, 1853

Commonwealth Parliament Inauguration Celebrations, Sydney, 1901

Wreck of the Lyee Moon, 1886

Permission to publish extracts from State archives was granted on 95 occasions in 1985-86, compared with 102 in 1984-85.

ExhibitionsExhibition visitors

1984-85	4 100
1985-86	5 541

The exhibition "Mudgee - an exhibition of Sources for Local History in the New South Wales State Archives" remained on display during 1985-86. It proved to be most popular with visitors, especially with local and family historians, and was used in conjunction with the successful seminars on local history research held in April and June 1986.

Photographic Service

A photographic service for researchers using the State archives was established during 1979. The service is equipped with a photocopier, two reader/printers, a Contax SLR camera, a planetary microfilm camera, and a print processor. The microfilm camera is capable of producing 35 mm roll microfilm and 35 mm processed aperture card negatives. As well as providing a service to the public, the equipment is used for copying for the Archives Office itself.

The service also has a photographic darkroom fitted out with benches, sinks, lights, cupboards and other basic equipment needed to develop film and produce prints.

PHOTOGRAPHIC ORDERS, 1985-86In the SearchRoom:

Photocopies	23 807
Reader/Printer Copies	14 029
Aperture Card Negatives	1 269
Photographic Prints	553
Microfilm Rolls	4

Arising from WrittenInquiries:

Photocopies	955
Reader/Printer Copies	1 392
Aperture Card Negatives	166
Photographic Prints	74

Technical Services Division

This Division is also located in The State Archives building. As directed by the Archives Authority, its functions are to appraise, cull and dispose of public records referred to the Authority under the Archives Act; to process records required as State archives (i.e. sort, list and describe them); to establish public access periods, by agreement with the transferring Government departments; to prepare and publish guides and finding aids; to publish archives document kits for use in schools, and other items; and to undertake the conservation, repair and photocopying of the State archives.

It derives these responsibilities from sections 13 and 14 of the Archives Act.

Disposal of Public Records

The Archives Act provides that public records in the custody or under the control of a public office shall not be destroyed or disposed of otherwise than in accordance with a specified procedure. Under this provision a public office may thus retain custody of its own records as long as it wishes but it may not dispose of them in any way, without the prior approval of the Archives Authority. Once the Authority has been notified of an intention to dispose of public records, the Archives Office staff may inspect and appraise them. The Archives Office then prepares a Disposal Recommendation for consideration by the Authority, which may require any of the records in the notification to be made available to it as State archives, in the same form as that in which they were maintained in the public office.

The Authority has continued its policy of authorizing the destruction of some series of records on a continuing basis; this is appropriate when records considered to be of no further administrative or research use are being continually created without any significant variation from time to time in form or content. A continuing authority for the disposal of records, once given, obviates the need for a public office to refer accumulated records of a particular class to the Archives Authority whenever it wishes to dispose of them and naturally results in a saving of time and labour for both the Authority and the public office. At the same time, it may be reviewed or withdrawn if the Authority considers this warranted.

In 1985-86, the Authority dealt with 179 recommendations for the disposal of public records, compared with 165 in 1984-85. The recommendations covered 663 series of records.

As noted earlier, a total of 488 metres of records covering 520 series and 120 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1984-85 were 3 196 metres and 810 series and part series.

Authorization for the destruction of 232 series and 119 part series was given in 1985-86. No attempt has been made to estimate the total quantity of records involved as statistics of destructions were not always supplied. However, it is known that the authorizations given in 1985-86 covered the immediate destruction of at least 2 799.3 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

An archivist, Ms Catherine Hanly, was seconded to the Department of Finance between 28th October, 1985 and 16th May, 1986 to assist with the preparatory work involved in the Department's move to Parramatta. Her duties involved the evaluation of records for disposal, preparation of disposal schedules, review of space storage requirements, and other related matters.

This arrangement proved to be most satisfactory to both the Department and the Authority, and the Authority hopes to be in a position to provide similar assistance to other Government departments requiring help with moves or special projects in the records area.

Accessions during 1985-86

The State archives, exclusive of maps, plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 27 475.9 metres of shelving.



A page of One pound proof adhesive duty stamps. SZ1040. Accessioned from the Stamp Duties Division of the Department of Finance. (Each stamp 20mm by 35mm. Half sheet 240mm by 200mm)

Some of the more notable accessions during the year were: Finance - Stamp Duties Division, Colour trials of unissued adhesive duty stamps, 1866, and Impressed duty stamps, c.1920's-c.1966; Maritime Services Board, Architectural plans and drawings of buildings in The Rocks, c.1906-28; Police - Community Relations Bureau, Poster entitled "The Police Regulation Act, 1862"; Premier's Department, Implementation and working papers of the Review of the New South Wales Government Administration (Wilenski Report), c.1976-82, and Records relating to proposals to hold the 1988 Olympic Games in Sydney, 1978-79; and, Supreme Court, Report and transcripts of the enquiry into the conviction of Loraine May Price, 1984.

Processing

Approximately 221 metres of records were processed in the City office during 1985-86, compared with 296 metres processed in 1984-85. Records processed include the following: Corporate Affairs Commission, Registers of companies, 1875-1937; Crown Lands Office, Surveyors' field notes, 1902-72; Crown Lands Office - Air Photo Library, Aerial photographs, 1959-80; Finance - Stamp Duties Division, Death Duties Branch, Superannuation files, c.1940-1981; Police - Administration Branch, Police service registers; State Cancer Council, Correspondence files, 1954-c.1983; Supreme Court, Notebooks of Mr Justice O'Brien, 1972-86; and, Valuer General, Field books relating to property valuations, c.1920-1966.

The amount of processing carried out in the City office is substantially less than that required to keep abreast of the quantity of records being received as State archives from Government departments. Hence there are large arrears in processing at the present time. In addition to new records being accessioned, valuable early records dating from 1800 have yet to be adequately sorted and described.

Tasks related to other technical functions have again reduced the time available for processing during the year. These include: the selection and preparation of material for conservation, binding and microfilming; the production and sale of the Genealogical Research Kit; and the work involved in preparing and updating publications. Further time was diverted from processing as a result of continuing heavy demands for the appraisal of records, and file reference to the State archives by Government departments to unprocessed or recently processed records, particularly those of the Royal Commission into Drug Trafficking.

Maps and plans processing in 1985-86 continued to be affected by a lack of available staff. 536 items, including Department of Main Roads: Plans of Bridges, were processed in 1985-86, which is considerably less than the 2 990 items processed in the previous year.

During the year maps and plans staff were involved in a programme to complete the microfilming of the very valuable and important series Surveyor General, Maps and plans, 1792-c.1866. Under this programme some 4 500 negative 35 mm aperture cards of 2 013 maps have been produced for viewing and copying purposes, thus preserving the fragile original manuscript maps from any further damage from handling.

The Processing Section at the Kingswood Repository processed a further 606 metres of records during 1985-86, compared with 1 297 metres in 1984-85. Some of the major series processed include: Attorney General's Department, Coroners' papers, 1940-63; Land Titles Office, Acts of Parliament, 1851-1985; Legal Aid Commission, Poor prisoner defence files, 1930-70; Main Roads, State highway files, 1906-84; Supreme Court - Probate Office, Will books, 1880-1952; and, Urban Transit Authority, Tram and bus files, 1941-65.

State Archives on Loan

For some years it has been the policy of the Authority to place records which have been created in public offices in country areas, and which are therefore of particular interest to researchers in those areas, on long-term loan with local universities, libraries or colleges of advanced education. Such records are formally transferred to the custody of the Archives Authority in accordance with the provisions of the Archives Act, and then placed on loan with the institutions. The institutions house the records and make them available for research use in accordance with the requirements of the Act and the conditions stipulated by the Authority.

In the longer term the Authority hopes to develop this policy into a network of regional repositories, one in each of the State's 11 Regions which are outside metropolitan Sydney. These repositories would serve Government and people in the regions by:

- . storing State archives of regional significance;
- . holding microform copies of selected head office records (especially ones of genealogical value); and
- . obtaining photocopies of head office records on loan, on request by readers.

Such repositories are clearly within the terms of the Archives Act, Section 11 of which provides that the Authority "either alone or by agreement and in conjunction with any other person or body may establish, maintain and control within New South Wales, branches of the Archives Office of New South Wales". However, development of a State-wide network is unlikely to be possible without financial assistance.

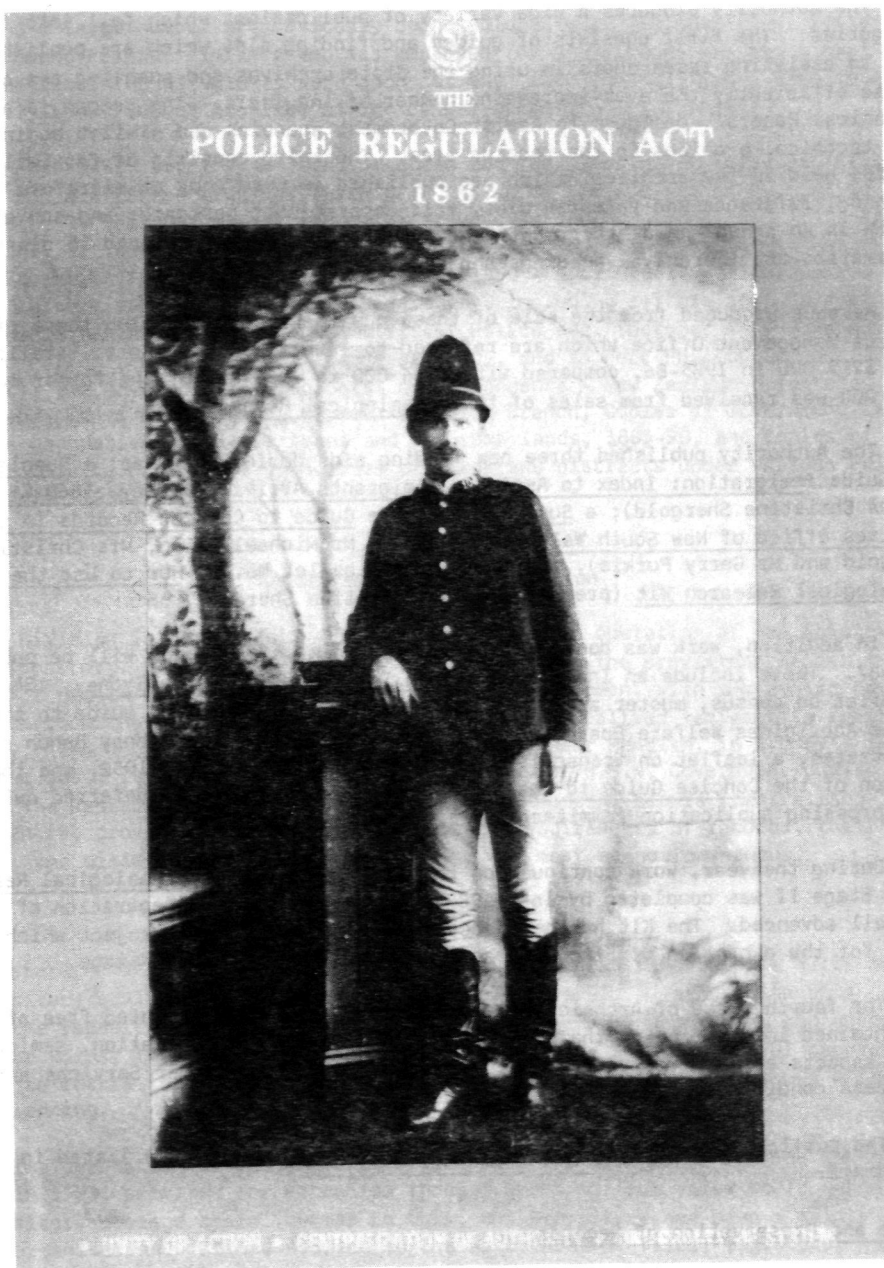
At present, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina-Murrumbidgee Institute of Higher Education, and the Newcastle Region Public Library. In all, approximately 800 metres of records and some 860 maps and plans are held in these institutions.

During the year, the Archives Authority supplied components of Stage I of the Genealogical Research Kit, as they became available, to the University of New England, the University of Wollongong, the Riverina-Murray Institute of Higher Education and the Newcastle Region Public Library.

Parliamentary Archives

In December, 1980 a position at the level of Assistant Senior Archivist was created on the Archives Authority's establishment to permit the appointment of an archivist to care for the records of the Legislative Assembly. Since January 1985 the archivist has had responsibility for the records of both the Legislative Council and the Legislative Assembly; he is responsible to both the Clerk of the Parliaments and Clerk of the Legislative Assembly and operates under the professional supervision of the Principal Archivist.

The bulk of the nineteenth century Legislative Assembly archives has now been processed and attention is being directed to Parliament's valuable collection of photographs, which includes some of the earliest examples of photography in Australia. An exhibition of some of these photographs was mounted in January - February 1986 in the Parliamentary Library exhibition area, with the kind permission of Dr R. L. Cope, the Parliamentary Librarian. This exhibition created great interest in the archives among Members and staff.



Poster "The Police Regulation Act 1862" published by the Police Department in 1886. Accessioned from the Police Department. (Actual size 395 mm by 590 mm)

Publications

The Authority produces a wide variety of publications which fall into four basic categories. The first consists of guides and finding aids which are published with a view to assisting researchers in using the State archives and enabling the staff to advise efficiently the ever-increasing number of inquirers. The second is a series of 'Technical Papers', designed to assist Government agencies and similar bodies which have technical problems in the records area. The third consists of facsimiles of records held in the archives, which are published in hard copy or microform as teaching, reference and research aids, wall decorations, postcards and souvenirs. The fourth is an annual newsletter, entitled Archeion, which is designed to disseminate information about archival holdings and programmes.

Revenue produced from the sale of these publications, including those of the Records Management Office which are referred to later in this report, totalled more than \$219 000 in 1985-86, compared with \$136 000 in 1984-85. Of the former more than \$160 000 was received from sales of the Genealogical Research Kit.

The Authority published three new finding aids during the year: a Supplement to the Guide Immigration: Index to Assisted Immigrants Arriving Sydney, 1860-79 (prepared by Mrs Christine Shergold); a Supplement to the Guide to Convict Records in the Archives Office of New South Wales (prepared by Mr Michael Allen, Mrs Christine Shergold and Mr Gerry Purkis), and Information Leaflet No.37: How to Use the Genealogical Research Kit (prepared by Mrs Christine Shergold).

In addition, work was done on some other finding aids, which will be published in 1986-87. These include an Index to Assisted Immigrants Arriving Sydney, 1844-59, and a leaflet on census, muster and other related records. Work on a guide to the records of the Aborigines Welfare Board, a guide to the records of the Sydney Bench of Magistrates, a leaflet on transcripts of court proceedings, 1895-1952, and the second edition of the Concise Guide to the State Archives has had to be deferred owing to more pressing publication commitments.

During the year, work continued on the production of the Genealogical Research Kit. Stage II was completed by late 1985 and by mid 1986 the preparation of Stage III was well advanced. The Kit has been accepted as a Bicentennial Project which will allow for the expansion of Stage III and the addition of a fourth stage.

The fourth issue of Archeion was published in June. Distributed free of charge, it contained information on the Authority's publications, conservation, seminars and other aspects of Archives Office work such as exhibitions, Reader Services and changes in access conditions.

The publications already issued by the Archives Authority are listed in Appendix 2.

Repair and Preservation of Records

A total of 729 items were attended to during the year: 588 folios, 6 volumes, 17 microfilms and cinematographic films, and 2 photographs were repaired, and 116 maps and plans were repaired and encapsulated in Mylar. In addition some 6 000 folios were fumigated with thymol.

Items of interest treated include: Colonial Secretary, Muster of convicts and free persons in Sydney, 1811, and Copies of letters to the Auditor General, December 1849 - August 1851; Finance - Stamp Duties Division, Colour trials of unissued adhesive duty stamps, 1866; the Governor, Minutes and Memoranda, 1852; and, Surveyor General, Plan of survey of Mulwarree Chain of Ponds, 1828, Plan of the Town of Kiandra, 1862, Plan of the Town of Hay South, 1871 and Surveyor McBrien's Field Book, 1823.

The bookbinding programme saw a total of 304 items bound or rebound during the year. A bookbinder from the Government Printing Office who worked in the Archives Office for a period of ten weeks accounted for 258 of these. In addition, these volumes and a large number of previously bound volumes were finished (i.e. lettered) by a Government Printer finisher who was employed for a period of six and a half weeks. The remaining 46 volumes were bound at the Crown Lands Office - Plan Mounting Section (19 items) and by Archives Office Conservation staff (27 items).

During 1985-86, apart from items produced for the Genealogical Research Kit and 7 microfilm reels of State archives which were copied by the Society of Australian Genealogists, 34 reels of microfilm copies of volumes and documents, and 769 aperture cards, mainly of maps and plans, were produced. Material filmed includes: Board of National Education, Letters received, November 1858 - April 1861; various series of Copies of letters sent by the Colonial Secretary, including letters sent to Norfolk Island (May 1825 - June 1851), to Magistrates, Police etc. (October 1826 - June 1856), to Mounted Police (February 1846 - December 1850), and to Port Phillip (August 1839 - April 1856); the Governor, Intercolonial correspondence - New Zealand despatches, 1892-93; and, Lands Department - General Drafting Branch, Copies of Government Gazette notices re boundaries of cities towns and suburban lands, 1885-90, and Copies of Government Gazette notices re boundaries of towns and districts under various Police Offences Acts, 1839-1955.

Repository Services Division

This Division is responsible for the management and operation of the Government Records Repository. The Repository does not come within the provisions of the Archives Act but in 1978 the Archives Authority, by agreement with the Public Service Board, undertook the management of the Government's centralised semi-active records repository. The Repository is located at Kingswood, near Penrith, in Sydney's far western suburbs. It meets the records storage needs of N.S.W. Government public offices. The Repository organisation constitutes a modern, secure, centralised records centre, providing for the special storage requirements of records, their retrieval, and ultimately their disposal, using the most economic methods.

Strategy

The storage of large quantities of semi-active records in a purpose built out-of-town repository achieves savings through economies of scale. To maximise this process, the repository management must have a system of planned inputs and outputs, or in other words, the ability to provide for the orderly accessioning of records and the means to ensure that holdings are disposed of on schedule. This allows effective forward planning.

The implementation of the Guidelines for Using the Government Records Repository, approved in 1983, provided the mechanism through which optimum value could be gained from repository storage space. Prior to this, the Repository had been a mainly reactive organisation. It had evolved as the assortment of files, registers, maps and other records from public offices were sent for storage. Although the system was simple and inherently economic, it lacked the resources to maximise the benefits obtainable from bulk storage. The Repository was constantly seeking additional accommodation because there was no effective means of monitoring the records being sent for storage, of reviewing existing holdings, or of compelling the disposal of time-expired records.

To a significant extent, these new Guidelines are related to the records management practices which have gained widespread acceptance by N.S.W. public offices in recent years. The Guidelines place strong emphasis on the systematic review and disposal of records as embodied in the creation of records disposal schedules, and are designed to highlight and discourage uneconomic practices. The Guidelines promote both financial and administrative means for achieving the optimum value from Repository storage.

The success of this new approach is evident from the annual statistics and the continuing limited net increase in holdings (Appendix 3). Although the Guidelines themselves are not solely responsible for this very satisfying result, they do constitute the corner-stone of the Authority's programme for improving departmental attitudes towards records storage. Encouragement to review and schedule records for disposal, coupled with a policy of charging, has brought significant and demonstrable results.

In 1985 the Repository acquired a Burroughs microcomputer system to streamline the task of monitoring, reviewing and controlling its holdings. A unique computer software programme has been developed to undertake these functions, and promises to be a very useful asset to Repository management.

Accommodation

The opening of the most recent storage area at Kingswood, designated Stage II Phase 2, in November, 1983, has enabled the Archives Authority to overcome long-standing problems with the accommodation of semi-active records.

Prior to the adoption of the Guidelines and the re-opening of the Kingswood Repository, there was concern that the backlog of semi-active records requiring storage could cause the Repository to experience space shortages again within two years. Based on the most recent projections, it now appears that the Kingswood Repository will have sufficient accommodation for at least seven years. This is probably one of the most appropriate indicators for performance measurement and evaluation.

As noted earlier, the Capital Works Programme for 1985/86 included funds for the continuation of the Services Building at Kingswood. The proposed Services Block is now estimated to cost \$1 522 000 (including \$140 000 for fittings), and of this sum approximately \$306 000 was expended during the year. When completed, the building will include a search room to accommodate forty people, an exhibition area and a seminar room. It is envisaged that these facilities for the public will alleviate the pressure on reference services at The Rocks and at the same time assist researchers living in the far western suburbs. The Services Building will also incorporate two special cold rooms for the long-term storage of computer tapes and micrographic records, as well as an entrance foyer and reception office, a small search room for official searchers, and loading dock facilities. It is hoped that the Services Building will become operational early in 1987.

Capacity

The State Archives and Government Records Repository has a capacity in excess of 120 kilometres of shelving (120 000 linear metres) and other facilities for the storage of non-standard items such as maps, plans, rolls, aerial photograph negatives and so forth.

The primary function of the Repository is to store semi-active records of Government offices. These have always been the core of the Repository's storage problems because, while it is required to store and service them, it can have no control over the rate at which they are created.

Semi-active records are housed in Stage II of the Repository. This Stage was built in two phases, the first of which was completed in 1978 and the second in August, 1983. This is a comparatively cheap building based on a "barn" style and having a capacity of over 75 kilometres of mobile compact shelving.

Composition of Holdings

To manage an efficient records repository, it is essential to know what records are stored and their correct retention periods. The changes that have occurred in the Repository system in recent years, particularly those associated with the implementation of the new Guidelines, have resulted in the Repository management having greater control over the holdings and therefore being able to foster orderly accessioning and disposal conditions.

The status of the State archives collection is clearly known. It is the semi-active records which have presented administrative and legal problems in determining their ultimate disposition. Basically, semi-active records can be divided into three categories: first, permanently valuable semi-active records ("permanently valuable" means records designated in a disposal schedule, which has been approved by the Archives Authority, to become State archives); second, other semi-active records not required as State archives but covered by a schedule; and, third, semi-active records not covered by an approved disposal schedule (or records in breach of a schedule).

The records in the first and second categories do not normally present a problem because their respective retention periods are defined in approved disposal schedules. It is the records in category three, on which the Repository has no practical way of affixing and implementing precise retention periods, that have traditionally disrupted the Repository system. Records of this nature tend seldom to be approved for disposal and confound forward planning and space allocation in the Repository. The Guidelines have sought to restrict the inflow of records in this category and to encourage public offices to review existing deposits of them.

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of public offices during 1984-85 and 1985-86. It shows, for each public office, the total quantities of records held during the two years; their classification according to the three categories referred to above; and the quantities accessioned, destroyed or transferred as State archives during 1985-86.

One of the most important indicators concerning the current functioning of the Repository, and its future efficiency, is the quantity of records held which are not properly scheduled and are therefore being stored on an indefinite basis. This quantity, expressed as a percentage of total holdings, has been reduced from 49.4% in 1983 to 37.9% as at 30th June, 1986. This pleasing result has been achieved through the successful implementation of the Guidelines and the Repository's enhanced ability to monitor its holdings. Further significant reductions of this percentage are anticipated.

Charging for Services

The new Guidelines introduced a limited system of charging for Repository services. Those offices not funded through the Consolidated Fund are required to pay for storage costs and file reference fees. Those funded through the Consolidated Fund are only required to pay for file reference, which is the lesser of the two charges.

The storage charges were designed to encourage the transfer of scheduled records, especially potential State archives, and to inhibit the storage of unscheduled material. They have been successful in this. In addition, however, they have led to an on-going review of holdings, undertaken by public offices in conjunction with the Repository, which has resulted in the disposal of considerable quantities of obsolete records.

The policy of charging was also deliberately designed to promote this approach, even though it is apparent that in the long term the Repository may raise less revenue, in theory, as its clients become more efficient users. The primary purpose of charging is to increase awareness among Repository users of the need for economy and hence, ultimately, to conserve Repository storage space.

Appendix 4 is a table which shows the amounts that have been invoiced to each public office for services provided in 1985-86. According to the table, the largest invoices were as follows: Water Resources Commission, \$21 492; Government Insurance Office, \$13 075; and the State Compensation Board, \$7 490. Invoices for charges in 1985-86 came to a total of \$89 102, compared with \$94 934 in 1984-85.

In view of the continuing implementation of program budgeting throughout N.S.W. public offices, the Archives Authority is considering extending its policy of charging for Repository services to all clients. This would highlight records storage costs and assist in identifying the most efficient means for storing records.

Services to Semi-Governmental Bodies

There are 192 hospitals listed in the Second Schedule to the Public Hospitals (Hospital Incorporation) Amendment Act, 1983, and about 217 municipalities, shires and special purpose local government bodies in New South Wales. These organizations are not "public offices" as defined in the Archives Act and are therefore not covered by it. However, the records which they create are very diverse and include information which is of considerable interest to scholarly researchers and the public in general. The total quantity of records held by these organizations is unknown, but it is certainly vast and quite beyond the resources of the Archives Office, in its present form, to handle in any meaningful way.

During the year, however, the Archives Authority developed a number of measures designed to alleviate some of the problems concerning these records. Its proposals are of a strictly limited nature and will initially utilise only the resources of the Repository Services Division.

Following a submission from the Archives Authority, the Premier in January 1986 approved a new policy, recommended by the Authority, for the storage of permanently valuable records of local councils and public hospitals in the Government Records Repository. This would be on the basis that the Repository would recoup costs and continue to give preference to the needs of public offices.

The Archives Authority has had a representative on the Action Committee for Local Government Records, and on the Department of Local Government's Ministerial Working Party to Formulate a Disposal Schedule for Local Government Records, since their inception. Partly stemming from this involvement, the Archives Authority is to receive funding from the N.S.W. Bicentennial Council for the appointment of a temporary archivist, for a period of two years, to prepare a comprehensive records disposal schedule for local government records as the first step in identifying and preserving local government archives. As explained elsewhere in this Report, this project is part of the N.S.W. Bicentennial Archives Program, which will be administered by the Archives Authority.

The Archives Authority is committed, in the longer term, to establishing a consultancy service for local government bodies to assist with training, records management procedures, storage, microfilming and the conservation of archival records. It is probable that this will not be attempted until after the satisfactory completion of the proposed disposal schedule. The intended consultancy service would be developed on the understanding that costs would be recouped from local councils using its services. A preliminary survey, conducted by the Local Government and Shires Association, confirmed the potential demand for the service.

Staff

By any definition the Kingswood Repository is a large-scale records operation. Its holdings encompass tens of millions of files; hundreds of thousands of maps, plans, volumes, etc. Annually, the Repository handles thousands of requests for the retrieval of documents. However, the usage of these records is relatively low in comparison with their bulk and they can be managed by comparatively few staff. The Repository has an establishment of 21 staff, consisting of 5 archivists and 16 ancillary staff.

The Archives Authority is pleased to report that, to date, the new initiatives and expansion of services undertaken by the Government Records Repository were carried out by utilizing existing staff resources. However, the completion of the Services Building, especially the new Search Room, will require the provision of at least two additional positions for archivists to enable service to be offered to the public.

File Reference Service

Provision of an efficient file retrieval service to public offices is a major role of the Repository.

The number of individual reference inquiries handled by the File Reference Service amounted to 50 392 in 1985-86, compared with 50 235 in 1984-85. This represents a monthly average of 4 200 jobs compared with 4 186 last year. Reference to State archives (as distinguished from semi-active records) accounted for 12 796 jobs, which is 25 per cent of the whole, compared with 12 283 jobs last year, which was 24 per cent of the whole.

The following table shows the total statistics of the File Reference Service conducted for public offices from the Repository:

	1981	1982	1983-84	1984-85	1985-86
Number of files requested	38 881	32 556	27 702	29 251	27 933
Number of files issued	32 972	27 902	22 454	24 054	23 975
Number of files returned	26 199	26 895	19 770	18 642	19 162
Number of files added to existing boxes in the Repository	2 767	1440	2 836	1 447	2 455
Number of items attached to existing files in the Repository	2 211	1 632	1 337	895	842
Total File Reference Operations Performed	70 058	62 523	51 695	50 235	50 392

Public offices storing records in the Repository may request their return and items requested are normally despatched within the next 24 hours. The File Reference Service statistics are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes in the Repository, and the number of items attached to existing files in the Repository; each time any one of these actions is performed reference has to be made to one box of records and hence the labour input is similar for each operation.

During 1985-86 the percentage of files issued to files requested was 86 per cent compared with 82 per cent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category is the Main Roads Department (95 per cent). Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory, for example the Department of Education (40 per cent). In general, the main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records or provide inaccurate information on their whereabouts.

The table at Appendix 5 shows the use made of the File Reference Service by individual public offices. The table is arranged in descending order based on the total number of jobs performed for the public office.

To assist public offices in effectively utilizing the facilities of the Government Records Repository an illustrated procedure manual is made available to all users. A new edition of this manual, incorporating reference to records of semi-governmental bodies, was produced in March 1986.

Accessioning Programme

The quantity of semi-active records accessioned in 1985-86 was 4 804.41 linear metres, compared with 4 075.79 in 1984-85.

As explained earlier, the quantity of accessions has been kept to an acceptable level by the operation of the new Guidelines in restraining public offices from merely "dumping" unscheduled records in the Repository without determining an appropriate retention period.

The Repository is extending special assistance to public offices which are being relocated from the City or required to vacate premises. In particular, the Repository assisted, beyond normal practices, the Department of Finance, which has relocated to Parramatta. By using the Government Records Repository the Department of Finance avoided the necessity of establishing its own secondary storage facility. Savings by the Department are estimated at over \$70 000 per annum. Special storage arrangements also were extended to the State Library pending completion of its new building.

Destruction Programme

The quantity of semi-active records in the Repository destroyed in 1985-86 was 2 207.02 linear metres, compared with 2 334.07 linear metres in 1984-85. The quantities (of standard boxes) destroyed from the holdings of each public office are shown in Appendix 3. A further 167.62 linear metres of semi-active records were transferred as State archives in 1985-86, compared with 1 048.37 in 1984-85.

The quantity of records transferred as archives was significantly less than in previous years because many arrears have been dealt with and the emphasis is now on appraising records for destruction and culling large runs of correspondence files. Some of the major appraisal jobs undertaken included: Energy Authority, Correspondence files, 1938-77, 735 boxes; Health Department - Northern Metropolitan Regional Office, Correspondence files, 1955-84, 324 boxes; State Emergency Services, Correspondence files, 1955-77, 453 boxes; and Auditor General's Department, Correspondence and accounts files, 1905-81, 624 boxes.

This highly active disposal programme has been responsible for keeping the net increase of semi-active records stored in the Repository to a minimum. Between June 1985 and June 1986 the net increase in total Repository holdings of semi-active records was less than 7 per cent.

Records stored in the Government Records Repository are destroyed under supervision by the Repository, at no charge, when they are time-expired. The physical destruction of records held by public offices causes problems and the Repository is often called upon for advice or assistance. In response to these requests, the Repository introduced a shredding service for the supervised destruction of confidential records on 1st January, 1986. The Repository operates a large paper shredder with an integrated baling unit to compact the shredded paper. The existing containerization/transportation system, developed by the Repository, is used to collect records for shredding. This service is provided on the basis of recouping costs.

Archives Processing and Reference Work

The Repository stores a substantial quantity of State archives, for which room is not available in the City office. Statistics on archives processing and reference services at Kingswood are given elsewhere in this report.

The processing activity undertaken by the Repository Services Division in 1985-86 was considerably less than the previous year for several reasons: secondment of the Senior Archivist to the City office for an extended period; assistance to the City office with appraisal function (while the position of Assistant Senior Archivist, Appraisal, was vacant); emphasis on evaluation of records for destruction; and training new archivists.

Records Management Office

The Records Management Office is located in The State Archives building, Globe Street, Sydney. Its functions are to investigate and analyse records procedures throughout the New South Wales Public Service; and to advise public offices on sound records management practices, including systems, the retention and disposal of records, and the economical use of storage facilities. In connection with these functions it undertakes surveys and advisings, conducts training courses, assists with the implementation of the Keyword classification system, and publishes manuals on records management.

Overall, the aim of the Records Management Office is to provide Government agencies with expert professional advice on all aspects of the records management function, with a view to formulating and implementing cost-effective records-keeping practices throughout the Service.

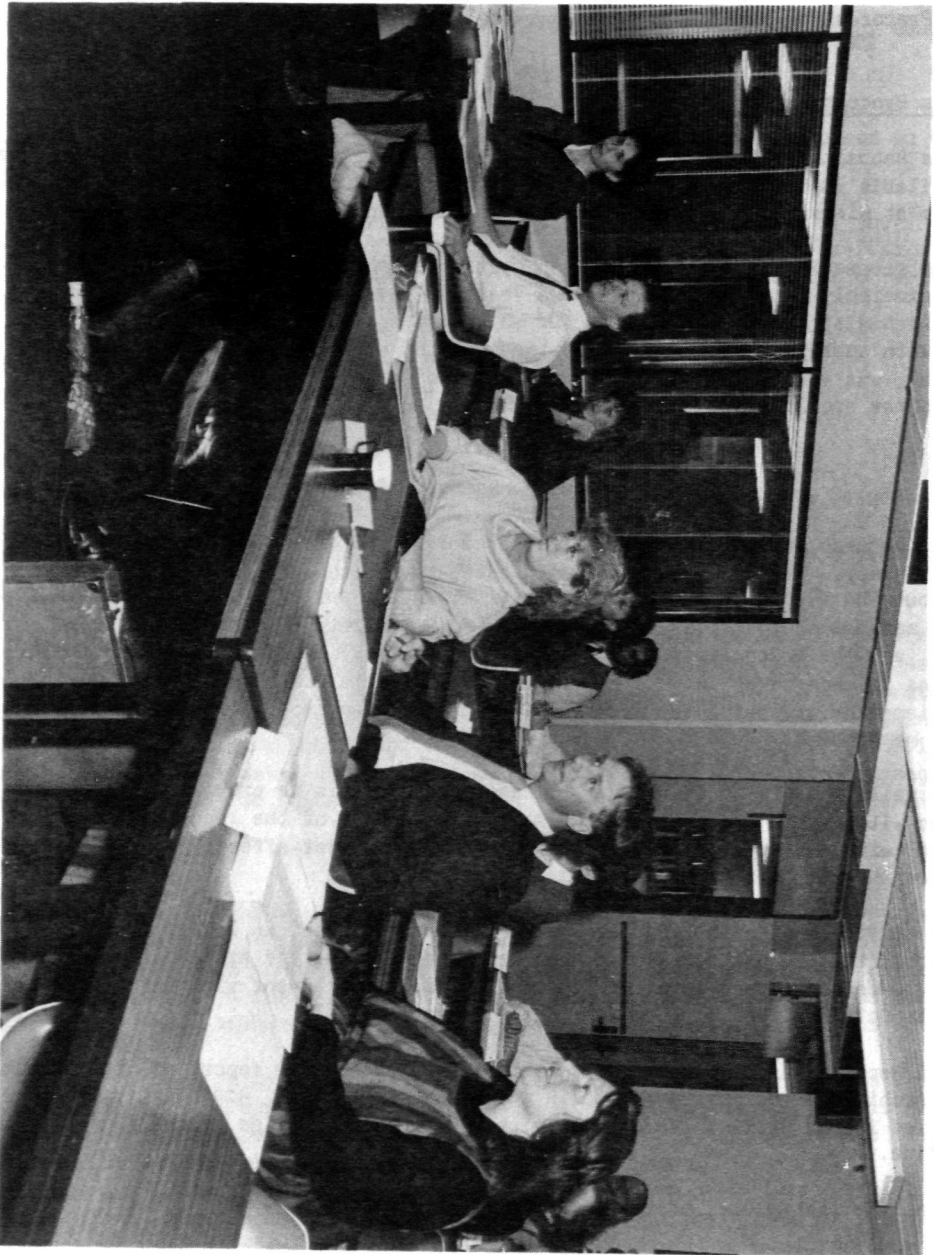
The Office was established by the Public Service Board in 1976. Its responsibilities do not derive from the Archives Act, but the Archives Authority formally undertook supervision of its activities, by agreement with the Public Service Board, in October 1978.

The Records Management Office submits a detailed annual report on its activities to the Archives Authority, and this is published separately. Accordingly, the activities listed below serve only to give a very broad outline of the functions of the Office.

The major activities of the Office during 1985-86 were -

1. Records Systems Surveys and Advisings

The number of requests from Government agencies for assistance in devising and implementing improved records procedures increased during the year, reflecting greater appreciation throughout the Service of the importance of records management. The impetus of departmental action would seem to be a combination of the readiness to adopt computer assistance, the need for standardized procedures and, in some cases, an appreciation of the demands which Freedom of Information could place on retrieval systems.



Records Management Office Training Session.

Surveys were conducted at the Liquor Administration Board, Department of Health (Northern Metropolitan Region), Darling Harbour Authority, Sydney Cove Redevelopment Authority, Public Prosecutions Office, Department of Finance, State Lotteries Office, Bush Fire Council of N.S.W. and the Office of the Minister for Natural Resources. A commitment to some of these organisations in the form of implementation assistance will extend throughout 1986. The Office also provided advice on specific aspects of records management to twenty other Government agencies.

2. Keyword Classification and Indexing

During the year, contracts covering the sale of rights to use the General Administrative Thesaurus (GADM) and Functional Thesauri were exchanged with the State Government of Western Australia, the Hydro-Electric Commission, Tasmania, and the Maritime Services Board of N.S.W. In addition, the Queensland Public Service Board and Department of Children's Services have expressed interest in the thesauri and negotiations are continuing. Training programmes to support the thesauri sales were provided to the Western Australian Public Service and the Hydro-Electric Commission, Tasmania.

In order to assist departments in rapid identification and retrieval of information, improved indexing techniques, such as the computer-assisted Keyword-Out-of-Context (KWOC) method, have been recommended during surveys and advisings. In addition, negotiations are in progress to secure improved indexing software.

The Office has continued to be heavily involved in the work of the 'Computerized Records Management Task Force', which is chaired by the Records Administration Officer. The Task Force has developed a tender specification for records management software suitable for the Service. At this time, all tenders have been evaluated and a recommendation for purchase is scheduled for submission to the Government Supply Department in July, 1986. Subject to the satisfactory completion of acceptance trials, the software system(s) will be introduced to the Service by January, 1987.

3. Training

Courses were again updated to incorporate new aspects of records and information technology. There was strong emphasis on practical sessions and participants were required to prepare pre-course work.

The courses which were offered to the Service were -

- Short talks on Records Management - 1/2 day
- Records Management Course - 5 days
- Records Management Course (Regional) - 3 days
- Records Operations Course - 2 days
- Keyword Compiler's Workshop - 3 days

By the end of June 1986 a total of 386 persons had undertaken training in Records Management. Most were from N.S.W. public offices, but there were also some students from the University of New South Wales, Kuring-gai College of Advanced Education and Sydney TAFE Colleges.

4. Publications

The Office was again successful in promoting its series of publications on records management, with revenue from sales to non-government agencies totalling \$4 028.

Additions to the series included -

- File Titling and Indexing

5. Meetings, Addresses and Seminars

The Office continued to be active in addressing students from secondary and tertiary institutions on the subject of records and information management.

In addition, staff attended a number of work-related seminars and demonstrations, in order to update their knowledge of information systems and methods.

6. Office Administration

During the year the Office continued its policy of reviewing and restructuring its work practices and administrative functions, with a view to increasing efficiency in both of these areas. There was also some upgrading of the reference library, of computing resources, and of audio-visual aids for use in training courses.

HUMAN RESOURCES

The Authority's programmes have made considerable progress in recent years and this would have been impossible without the initiative and devotion of its staff. The Authority again wishes to record its warm appreciation of their efforts.

Section 12 of the Archives Act specifies that the officers and employees of the Archives Authority shall be subject to the provisions of the Public Service Act, 1979, during the tenure of their office or employment. Further, in 1985-86 the Authority's Archives and Records Management Offices formed part of the Premier's Department, through the Office of the Minister for the Arts, and were administratively responsible to the Secretary of the Department. Accordingly, the Authority's policies and practices relating to personnel and to industrial relations conformed to those adopted by the Public Service Board and the Premier's Department. The Department provided the Authority with administrative support in the areas of personnel, staff and finance.

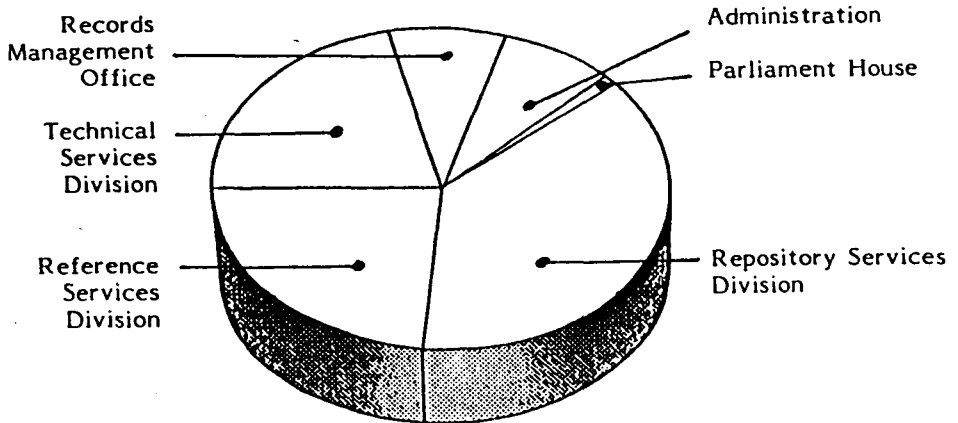
Staffing

At the end of June, 1986 the maximum number of staffing positions in the Archives and Records Management Offices which may be filled was fifty-six, and they were distributed as follows:

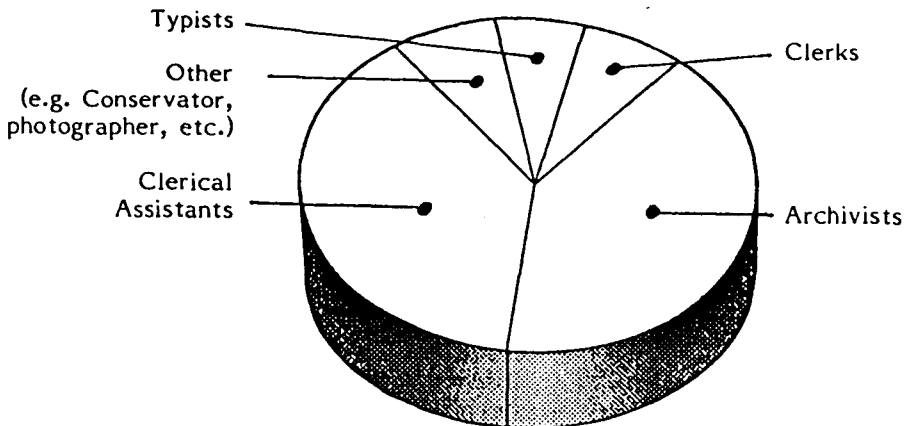
Administration, including the Principal Archivist	
and the Assistant Principal Archivist	6
Reference Services Division, Archives Office	13
Technical Services Division, Archives Office	11
Repository Services Division, Archives Office	20
Records Management Office	5
Seconded to staff of the Parliament of N.S.W.	<u>1</u>
Total	<u>56</u>

This number has remained static since 1982. Similarly, the allocation of the Authority's staff resources and the classification of persons employed, which are shown in the following pie charts, have remained fairly stable since the Archives and Records Management Offices were extensively re-structured in 1979-80.

Allocation of Staff Resources, 1985-86



Classification of Persons Employed, 1985-86



Employment Programmes

During the year the Archives and Records Management Offices participated in two Government programmes aimed at creating employment opportunities. These were the Youth Employment Scheme, under which four young people were employed for periods varying between seventeen and twenty-one weeks, and the Community Employment Program, under which another five people were employed for thirty-nine weeks.

Equal Employment Opportunity

The Authority supports equality of employment opportunity (EEO) and since 1981 has contributed to, and participated in, the Premier's Department's Equal Employment Opportunity Management Plan. During the year the Department established an EEO and Staff Development Consultative Committee, to facilitate consultation between its head office and affiliated organisations and assist with EEO and staff development needs. The Archives and Records Management Offices are represented on this Committee, which held its first meeting on 7th May, 1986.

Staff Training

The Archives and Records Management Offices provide a series of internal training courses relating to the activities and operations of the Authority. In 1985-86 these concentrated on reference areas. In addition, arrangements are made for staff to attend appropriate external courses and during the year two staff attended a Public Service Board training course on data processing software, entitled "Open Access". Another two staff attended, respectively, the University of New South Wales' Department of Accounting Seminar on Accountability and Performance Review in the Public Sector, and the N.S.W. Institute of Technology seminar From Purse Strings to Performance: Performance Management in the Public Sector.

Staff Appraisal

In May, 1985, a new Staff Performance Appraisal Scheme, based on regular appraisal reviews of all officers below the level of Assistant Secretary, was adopted on a trial basis by the Premier's Department and was introduced into the Archives Office.

Staff Development

During the year, a total of seventeen staff attended courses and workshops provided by the Premier's Department and the Public Service Board on Spokeswomen, Career Development, Supervision Skills, Training Techniques, and Staff Selection Techniques.

Promotions

Mr G.C. Purkis B.A. (Hons.), Dip. Arch. Admin., was promoted to the position of Assistant Senior Archivist, Appraisal on 16th September, 1985. He replaced Miss G. Forrester, who had resigned on 14th June, 1985.

Mr J.E. Monk, Clerical Assistant, was promoted to the position of Driver/General Assistant on 10th October, 1985.

Leave

The Assistant Principal Archivist, Mrs Dawn Troy, who had been on maternity leave in 1985, resumed duty on 23rd January 1986. The Principal Archivist, Mr D.J. Cross, took extended leave during the year, between 3rd March and 9th June 1986. Mr J.C. Maugueret, Senior Records Assistant, also took extended leave, from 21st November, 1985 until 14th July, 1986.

Attendance at Professional Meetings and Conferences

In July, 1985 the Fifth Biennial Conference of the Australian Society of Archivists was held in Canberra and five Archives Office staff attended. In September another three staff attended the Archives of Science and Technology Conference held at the University of New South Wales.

The Assistant Senior Archivist, Reference, Mr R. Gore, presented a paper on the Archives Office and local history at the Royal Australian Historical Society's 22nd Joint Conference with Affiliated Societies, which was held at Dubbo between 18th and 20th October, 1985.

The Curator of Conservation, Mr John Davies, acted as a resource person, by special invitation of the South West Asian Regional Branch of the International Council on Archives, at an International Seminar on Conservation of Traditional Records, which was held at New Delhi, India, between 16th and 21st December, 1985.

In May 1986 the Fourth Australasian Congress on Genealogy and Heraldry was held in Canberra and two Archives Office staff attended. The Assistant Senior Archivist, Search Room, Mrs C.I. Yeats, presented a workshop on the Genealogical Research Kit.

Participation in External Committees and Working Parties

During the year the Authority's staff participated in a number of external working parties and projects, including the Public Service Board's Computerized Records Management Task Force, which was chaired by the Records Administration Officer; and the Action Committee on Local Government Records, which is an honorary advisory body recognised by the Minister for Local Government and operating under the auspices of the Library Association of Australia (N.S.W. Branch) and the Australian Society of Archivists. The Authority is kept informed of their activities.

A chart showing the management structure of the Archives and Records Management Offices, and listing the senior staff, is attached as Appendix 6.

D. J. Cross
Principal Archivist

K. W. Knight
Chairman

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
Statement in Accordance With Section 41B (1) (f)
of Public Finance and Audit Act, 1983

In accordance with a resolution of the Archives Authority, we state that:

- (a) the financial statements and notes thereto, exhibit a true and fair view of the financial position and transactions for the year ended 30 June 1986
- (b) the financial statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, Regulations, and Treasurer's Directions, and
- (c) we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading, or inaccurate.

SIGNED:

Kenneth W Wright

DATE:

8 August, 1986

CHAIRMAN

ARCHIVES AUTHORITY

SIGNED:

R. Pratt

DATE:

8 August, 1986

PRINCIPAL ARCHIVIST

SIGNED:

Alan Hall

DATE:

8 August, 1986

MEMBER

ARCHIVES AUTHORITY

THE ARCHIVES AUTHORITY OF NEW SOUTH WALESFinancial Position as at 30th June, 1986

Previous Year \$		Note	\$	Increase % (-)
\$ 825	Funds Held - General		\$675	(18.2)
<hr/>			<hr/>	
\$ 825	Represented by - Cash at Treasury	3.	\$675	(18.2)
<hr/>			<hr/>	

THE ARCHIVES AUTHORITY OF NEW SOUTH WALESStatement of Financial Operations for the year ended 30th June, 1986

Previous Year \$		Note	\$	Increase %(-)
	Revenue -			
1 839 196	Provided from Consolidated Funds		1 947 198	5.9
--	Treasury Grant - Purchase of computer		33 994	*
	Charges for Photographic and Other			
25 306	Miscellaneous Services		35 045	38.5
97 941	Charges for Repository Services		121 637	24.2
22 761	Sale of Publications	2.	58 924	158.9
113 746	Sale of Genealogical Research Kit		160 288	40.9
659	Sale of Sponsored Publications		1 240	88.2
2 099 609			2 358 326	12.3
416	Expenses Exceeded Revenue for Year by		150	(63.9)
<u>\$2 100 025</u>			<u>\$2 358 476</u>	12.3
	Expenses			
	Administration -			
1 118 819	Salaries, etc.		1 181 982	5.6
588 726	Other		603 707	2.5
<u>1 707 545</u>			<u>1 785 689</u>	4.6
	Purchase and Reproduction of Public			
10 294	Archives		10 852	5.4
105 912	Genealogical Research Kit		129 130	21.9
15 445	Conservation of Parliament House Archives		21 527	39.4
-	Provision of Computer Facilities		33 994	*
1 075	Sponsored Publications		1 390	29.3
	Repayments to Consolidated Fund for Sales			
	of Publications, Photographic and Other			
	Miscellaneous Services, Repository			
	Services, and Genealogical			
259 754	Research Kit		375 894	44.7
<u>392 480</u>			<u>572 787</u>	46.0
<u>\$2 100 025</u>			<u>\$2 358 476</u>	12.3

* Nil in previous year - not calculable.

+ Addition in previous year - not applicable.

ARCHIVES AUTHORITY OF NEW SOUTH WALESChanges in Financial Position for the Year Ended 30th June 1986

Previous Year \$		\$
	Funds were obtained from:	
1 839 196	Consolidated Fund	1 947 198
260 413	Sales and Services	377 134
-	Special Deposits Account - Premier's Department	33 994
<u>\$2 099 609</u>		<u>\$2 358 326</u>
	Funds were applied to:	
1 707 545	Salaries and Working Expenses	1 785 689
10 294	Purchase and Reproduction of Public Archives	10 852
105 912	Genealogical Research Kit	129 130
15 445	Conservation of Parliament House Archives	21 527
259 754	Repayment to Consolidated Fund	375 894
-	Provision of Computer Facilities	33 994
1 075	Sponsored Publications	1 390
<u>2 100 025</u>		<u>2 358 476</u>
416	Decrease in Monetary Assets	150
<u>\$2 099 609</u>		<u>\$2 358 326</u>

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Notes to and forming part of the Financial Statements

1. Summary of Significant Accounting Policies

- (i) The Accounts have been prepared on a modified accrual basis. This involves income earned but not received and expenses incurred but not paid at year end (where amounts are material), being included in the Statement of Financial Operations. Also asset purchases are treated as expenditure in the year of acquisition and therefore no depreciation charges are made.
 - (ii) The Treasurer has granted the Archives Authority an exemption (Ref. T84/2052), under Section 41 B(2) of the Public Finance and Audit Act 1983, from full accrual accounting; and, under Section 41 B(3)(a), from the necessity of preparing a balance sheet or statement of balances, subject to the presentation of a Statement of Financial Position.
 - (iii) Payroll costs, met from the Consolidated Fund, include accrual to 30 June each year. With that exception there were no material amounts owed by (or to) the Authority at year end.
 - (iv) The accounts have been prepared in accordance with historical cost principles and have not been adjusted to record changes in the general purchasing power of the Dollar.
 - (v) Long Service Leave and Annual Leave is paid out of Consolidated Fund Appropriation, when taken.
 - (vi) Archives staff are members of the State Superannuation Scheme. No provision is required to be made for deferred liability under this scheme as the contributions paid by the Treasury cover this liability.
 - (vii) Australian accounting standards are not generally adhered to because the Financial Statements have been prepared using a modified accrual basis.
 - (viii) Policies adopted were consistent with those applied in the previous year, except that in 1985/86 all receipts (totalling \$29 393, compared with \$31 604 in 1984-85) derived from the sale of storage boxes to Government departments and authorities were paid into the Premier's Department's Consolidated Funds Receipt Account, instead of being reccredited to the Authority's Stores allocation to fund further supplies.
2. The large increase in sale of publications (158.9 per cent) was due principally to sales of Keyword Thesauri, \$32 500 in 1985-86 (\$7 500 in 1984-85).
3. Apart from sponsored publications, the operating costs of the Authority are met from annual appropriations from the Consolidated Fund and receipts from services provided are paid to that fund. An amount of \$1 000 was provided by a sponsor in 1980 for the publication of cards and posters. Proceeds from the sale of these publications are retained by the Authority in a Special Deposits account at Treasury and are used for the production of similar saleable publications.
4. The cost and current values of the following assets are not reflected in the accounts:
- . Land and Buildings.
The Archives Authority occupies two buildings -
 - i. the State Archives and Government Records Repository at Kingswood, which is used to store State archives and the semi-active records of N.S.W. Government departments and statutory bodies. It is on Crown Land and is vested in the Minister for Public Works.

The Repository site totals 20.6 hectares of land, but following a review of future storage needs the Authority decided in November, 1984 that 10.42 hectares of this will not be needed and should be sold. Value of this surplus land was assessed by the Valuer General in August 1984 at \$450 000. The impending sale will be effected by the Public Works Department and proceeds will be paid into the Consolidated Fund. The balance of the land (10.18 hectares) is being retained for Repository use and, given this restricted purpose, it is considered inappropriate to attempt to value it.

The Repository is being extended by the construction of a Services Building. This extension is being funded from capital funds allocated to the Premier and Minister for the Arts for cultural building projects, and the work is being undertaken by the Public Works Department. It is currently estimated to cost \$1,522,800 (including \$140,000 for fittings), 9 per cent of which (\$137,000) comprises Public Works "on-costs". Work began in May 1985 and is scheduled for completion early in 1987. Approximately \$306,000 was expended on this project during 1985/86.

- ii. the State Archives building at 2 Globe Street, The Rocks, Sydney. This also stores State archives and serves as an administrative headquarters and public reference point. The building and site are owned by the Sydney Cove Redevelopment Authority, and the Archives Authority's status is that of joint tenant.

- . Plant and equipment, fixtures, fitting and furniture.
- . Records in the Authority's custody.

5. Insurance

- . Insurance coverage on the Kingswood building is effected through the Treasury Fire Risks Account, under a general policy with the Government Insurance Office in which the values of individual properties are not disclosed.
 - . The State Archives building is insured by the Sydney Cove Redevelopment Authority.
 - . Plant and equipment, fixtures, fittings and furniture, are insured through the Treasury Fire Risks Account. Estimated value for insurance purposes is \$236 000, for plant and equipment purchased by the Archives Authority, for both the State Archives Building and the Government Records Repository. However, this excludes most of the furniture and fittings for the State Archives Building, which were supplied by the Department of Public Works in 1979 as part of the original fitout. An estimate of the value in 1986 is \$102 600 (i.e. cost price of \$215 000 in 1979 less 10% depreciation per annum).
 - . Records in the Authority's custody: the estimated value of the State archives is \$150 000 000. Insurance is under review, but preliminary advice from Treasury indicates that they are covered against damage caused by fire and lightning by the Treasury Fire Risks Account. The value of the semi-active records is unknown.
6. Stores on hand are not reflected in the Accounts. The estimated value of stocks on hand as at 30 June 1986 was \$50 000 (\$50 000 in 1984/85).
 7. A \$4 000 audit fee was paid in respect of the accounts for the year 1985/86. No audit fee was paid in previous years.



BOX 12, G.P.O.


SYDNEY, N.S.W. 2001

ARCHIVES AUTHORITY OF NEW SOUTH WALES

AUDITOR-GENERAL'S CERTIFICATE

The accounts of the Archives Authority of New South Wales for the year ended 30 June 1986 have been audited in accordance with Section 34 of the Public Finance and Audit Act 1983.

In my opinion, the statements of financial position, changes in financial position and financial operations, read in conjunction with the notes thereto, comply with Section 41B of the Act and exhibit a true and fair view of the financial position at 30 June 1986 and the transactions for the year then ended.



K.J. ROBSON, FASA CPA
AUDITOR-GENERAL OF NEW SOUTH WALES

SYDNEY,
14 October 1986

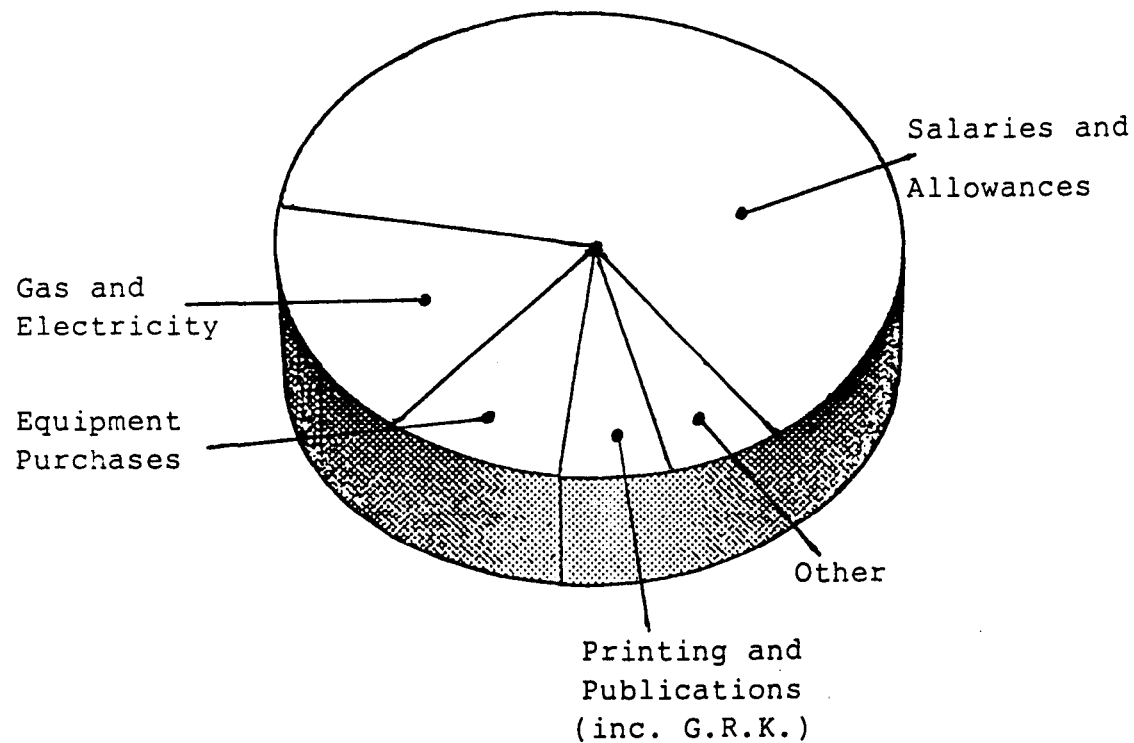
THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Programme: Preservation and Management of Government Records

Detailed Budget in Accordance with Section 7 (1) (a) (iii)
of Annual Reports (Statutory Bodies) Act, 1984
- For Financial Year 1985-86

<u>ITEM</u>	<u>ALLOCATION</u> 1985-86 \$	<u>EXPENDITURE</u> 1985-86 \$
<u>SALARIES AND PAYMENTS</u>		
A.1 Salaries and Wages		
Penalties etc.	1,192,000	1,151,801
Temporary Assistance		
A.2 Leave on Resignation	5,000	10,505
A.3 Overtime	21,000	19,676
<u>Sub total "A" Items</u>	<u>1,218,000</u>	<u>1,181,982</u>
<u>MAINTENANCE AND WORKING EXPENSES</u>		
B.1 Workers Compensation Insurance	11,000	10,780
B.2 <u>Expenses in Connection with Building</u> Rates, Charges, etc.	4,000	1,934
B.3 <u>Subsistence and Transport</u>		
Travelling and Subsistence	14,000	9,836
Motor Vehicles and Running Costs etc.	11,000	7,830
B.4 <u>General Expenses</u>		
Advertising and Publicity	2,000	1,565
Books and Periodicals	6,000	3,992
Fees for Services Rendered	28,000	30,078
Gas and Electricity	290,000	260,583
Other Insurance	2,000	1,246
Postal and Telephone	16,000	17,493
Printing	50,000	33,985
Stores, Equipment etc.	143,000	223,660
Minor expenses	1,000	725
<u>*Sub total "B" Items</u>	<u>578,000</u>	<u>603,707</u>
<u>OTHER SERVICES</u>		
E.700 Purchase and Reproduction		
Public Archives	11,000	10,852
E.700 Parliament House Archives	22,000	21,527
E.710 Genealogical Research Kit	150,000	129,130
<u>Sub total "E" Items</u>	<u>183,000</u>	<u>161,509</u>
<u>Total Programme</u>	<u>1,979,000</u>	<u>1,947,198</u>

* Allocation shown does not include a sum of \$29,000 approved by Treasury (Ref. T/86/1083), in supplementation of programme funds, for purchase of storage boxes



ALLOCATION OF FINANCIAL RESOURCES 1985-86

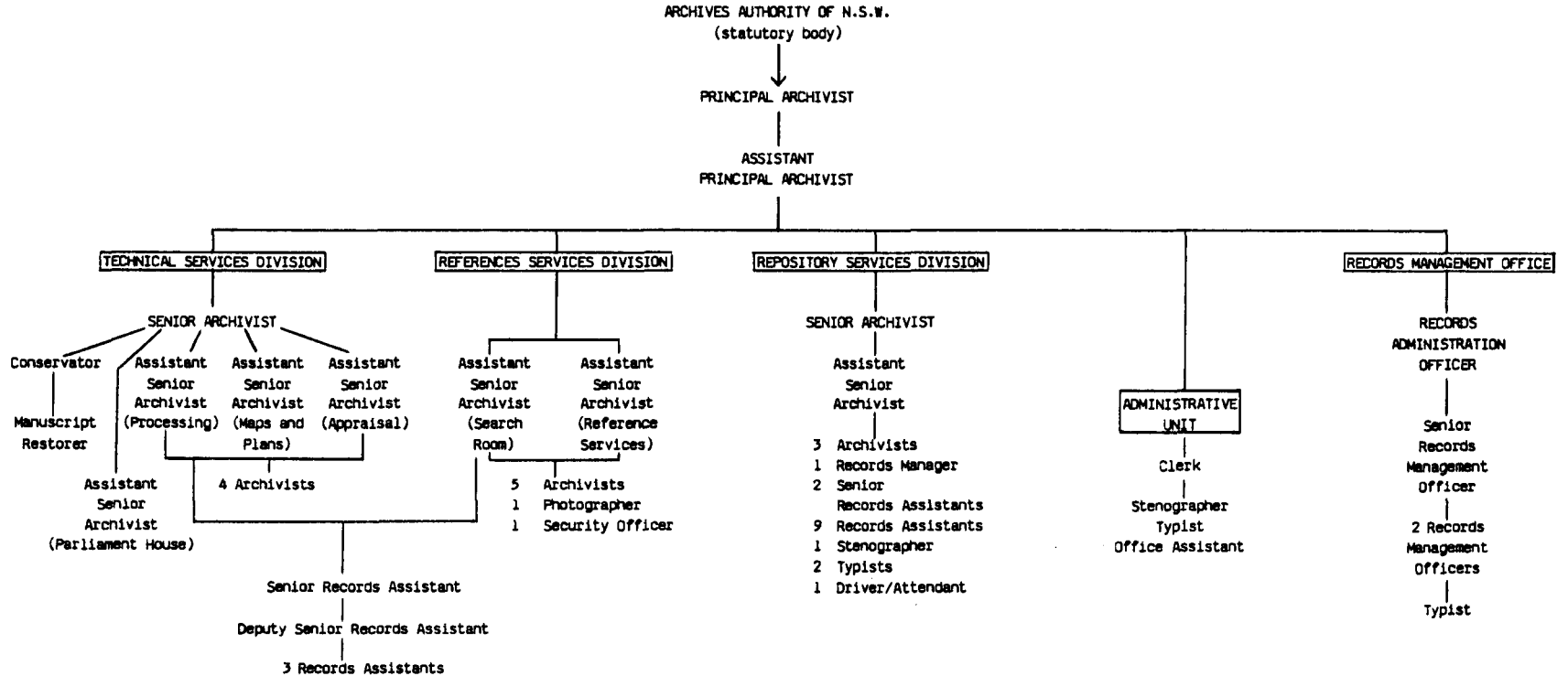
THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Programme: Preservation and Management of Government Records

Budget In Accordance with Section 7 (i) (a) (iii)
of Annual Reports (Statutory Bodies) Act, 1984
- For Financial Year 1986-87

ITEM	ALLOCATION 1986/87 \$
<u>SALARIES AND PAYMENTS</u>	
A.1 Salaries and Wages Penalties etc.	1,243,000
A.2 Temporary Assistance Leave on Resignation	10,000
A.3 Overtime <u>Sub total "A" items</u>	25,000 <u>1,278,000</u>
<u>MAINTENANCE AND WORKING EXPENSES</u>	
B.101 Workers Compensation Insurance	13,000
B.202 <u>Expenses in Connection with Building</u> Rent, Rates	3,000
<u>Subsistence and Transport</u>	
B.301 Travelling and Subsistence	12,000
B.302 Motor Vehicles and Running Costs etc	11,000
<u>General Expenses</u>	
B.401 Advertising and Publicity	3,000
B.402 Books and Periodicals	4,000
B.403 Fees for Services Rendered	62,000
B.404 Gas and Electricity	280,000
B.406 Other Insurance	2,000
B.407 Postal and Telephone	18,000
B.408 Printing	43,000
B.409 Stores, Equipment etc.	152,000
B.410 Minor expenses	5,000
<u>Sub total "B" items</u>	<u>608,000</u>
<u>OTHER SERVICES</u>	
260 E700 Purchase and Reproduction of Public Archives	11,000
265 E700 Conservation of Parliament House Archives	23,000
260 E710 Preparation and distribution of Genealogical Research Kit	150,000
<u>Sub total of "E" items</u>	<u>184,000</u>
PROGRAMME TOTAL	<u><u>2,070,000</u></u>

ORGANISATION CHART FOR ARCHIVES AND RECORDS MANAGEMENT OFFICE OF N.S.W.



June 1986

PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) Inventories and Guides

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788-1870. (1963; revised and reprinted 1979.)
- (4) Auditor-General, 1824-84. (1964.) (Out of print.)
- (5) Council of Education, 1866-80. (1964; revised and reprinted 1979. Out of print.)
- (6) Workers' Compensation (Silicosis) Committee, 1927-57. (1965.)
- (7) Education under two Boards, 1848-66: The Board of National Education and the Denominational School Board. (1966; reprinted 1979. Out of print.)
- (8) Executive Council, 1825-1935. (1966; revised and reprinted 1979.)
- (9) Court of Civil Jurisdiction, 1787-1814. (1967; revised and reprinted 1979. Out of print.)
- (10) District Councils, 1843-50 (1967.)
- (11) The Governor, 1787-1935. (1969; revised and reprinted 1979. Out of print.)
- (12) List of Series Titles in the Archives Office of New South Wales. (1965. Out of print; replaced by No. 13.)
- (13) Concise Guide to the State Archives of New South Wales. (1970.) (Out of print.) With quarterly Supplements, 1971 - 80.
- (14) Guide to Convict Records in the Archives Office of New South Wales. (1970; with Supplement, 1974. Second edition, 1981; with Supplement, 1985.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.) With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving Port Phillip, 1839-51. (1976; reprinted 1985.)
- (17) Guide to Shipping and Free Passenger Records. (1977. Second edition, 1984.)
- (18) Guide to Records Relating to the Occupation of Crown Lands. (1977.) (Out of print.)
- (19) Government (Colonial) Architect, 1837-c.1970. (1979.)
- (20) Governor's Court, 1814-24. (1979.)
- (21) Immigration: Index to Assisted Immigrants arriving Sydney, 1880-96. (1980.)
- (22) Vice-Admiralty Court of New South Wales, 1787-1911. (1980.)
- (23) Surveyor General: Select List of Maps and Plans, 1792-1886. (1980.)
- (24) Clerk of the Peace: Part 1 - Quarter Sessions Records, 1824-1920. (1982.)
- (26) Surveyor General: Select list of Maps and Plans, 1792-1886. Supplement. (1984.)
- (27) Immigration: Index to Assisted Immigrants arriving Moreton Bay (Brisbane), 1848-59. (1985.)
- (28) Immigration: Index to Assisted Immigrants arriving Sydney, 1860-79. (1985.) With Supplement, 1985.

(b) Information Leaflets

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes. (Out of print.)
- (6) Maps and Plans.
- (7) Land Grants, 1788-1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives. (Out of print.)
- (10) Department of Education: Schools files, 1876-1939. (Out of print.)
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826-1900.
- (12) Convict ships arriving at Port Jackson, 1788-1849. (Deleted.)
- (13) Government Transport: Correspondence files, 1902-38.
- (14) Surveyor-General: Surveyors' Field Books, 1794-1830.
- (15) Attorney-General and Attorney-General and Justice: Special bundles, 1822-1977.
- (16) Mines Department: Special files, 1851-1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles.
- (18) Premier's Department: Special bundles, 1895-1976.
- (19) Public Service Board: Special bundles, 1860-85, 1895-1946.
- (20) Public Works: Special bundles, 1846-1963.
- (21) Treasury: Special bundles, 1860-1959.
- (22) Ships carrying Immigrants and Settlers to New South Wales, 1828-96. (Deleted.)
- (23) Auditor General: Reports of Inspectors of Public Accounts, 1907-30.
- (24) Department of Education: Subject files, 1875-1948.
- (25) Potato Marketing Board: Special files, 1946-56.
- (26) Bench of Magistrates: Return of Hearings, 1788-1820. (Out of print.)
- (27) Davies, J.: Preservation of Books and Related Materials. (Deleted - superseded by Technical Paper No.1.)
- (28) Photocopies.
- (29) Returns of the Colony - 'Blue Books'.
- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (31) Davies, J.: Preventive Conservation - Basic Conservation Techniques. (Deleted - superseded by Technical Paper No.2.)
- (32) Police Department: Special bundles, 1846-1963.
- (33) Attorney General and Justice - Registry of Births, Deaths and Marriages: Microfiche copies of Indexes to Births, Deaths and Marriages, 1788-1899.
- (34) Department of Agriculture: Agriculture Special files, 1889-1981.
- (35) Attorney General and Justice - Registry of Births, Deaths and Marriages: Microfilm copies of Registers of Baptisms, Burials and Marriages, 1787-1856.
- (37) How to Use the Genealogical Research Kit.

(c) Technical Papers

- (1) Preservation of Books and Related Materials.
- (2) Preventive Conservation - Basic Conservation Techniques.
- (3) Guidelines in Establishing a Microfilming Programme.
- (4) Microfilming of Records.

(d) Document Kits

- (1) The Changing Face of the Rocks: Glimpses of a Part of an Earlier Sydney and its Inhabitants from material in the Archives Office of New South Wales. (1979.) (Out of print.)
- (2) From Cato Street to Botany Bay: Convict Case Studies from material in the Archives Office of New South Wales. (1979.)

(e) Publications in Microform

- (1) Genealogical Research Kit (1984 - .)

Stage I (1984) :

Registers of Births, Deaths and Marriages, 1787-1856 (48 reels)
 Convict Death Register, 1828-79 (3 microfiche)
 Bounty Immigrants, 1828-42 (64 reels)
 Assisted immigrants (Sydney) 1838-96 (10 reels)
 Assisted Immigrants (Port Phillip), 1839-51 (3 reels)
 Inwards Passengers, 1854-80 (46 reels)
 Convict Indents, 1788-1842 (131 microfiche)
 Register of Tickets of Leave, 1824-27 (3 microfiche)
 Assignment Registers, 1821-24 (4 microfiche)
 Returns of the Colony (Blue Books), 1822-57 (176 microfiche)
 Record of Appointments to Government Offices, 1814-25 (2 microfiche)
 Naturalization Index, 1834-1903 (11 microfiche)
 Electoral Rolls, 1842-64 (12 microfiche)

Stage II (1985):

Unassisted passengers arriving, 1826-53, 1880-1900 (135 reels)
 Passengers departing, 1816-25 (2 reels)
 Indexes to ships arrived, 1837-1925 (2 reels)
 Index to convict indents, 1837-42 (4 microfiche)
 Registers of convicts' applications to marry, 1825-51 (23 microfiche)
 Public service lists, 1858-70 (13 microfiche)
 Indexes to land grants and leases, 1792-1865, and selected registers (6 reels)
 Registers of naturalization, 1834-1903 (14 reels)
 Certificates of publicans' licences, 1830-61 (25 reels)
 Registers of depasturing licences, 1837-51 (15 reels)

(f) Postcards

- (1) Eastways Hotel, Castlereagh Street, Sydney, 1888. (Out of print.)
- (2) Sydney Harbour looking east from Benelong Point, c. 1890. (Out of print.)
- (3) Public Demonstration at Wagga Wagga Experimental Farm, c. 1900. (Out of print.)
- (4) Alfred Street, Circular Quay, Sydney c. 1900. (Out of print.)
- (5) Cambridge Street, The Rocks, Sydney, 12 August, 1901. (Out of print.)

- (6) Sydney Harbour Bridge under construction, 29 July, 1930. (Out of print.)
- (7) Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7th January, 1880.
- (8) Steam locomotive 0446 class, Engine No. 452 (it ran 59 years on New South Wales Railways), c. 1890's.
- (9) Sydney's first electric tramcar, North Sydney to Spit Junction Line, c. 1895.
- (10) Four horse omnibus, Railway Station, Sydney, 1895.
- (11) Circular Quay, Sydney, 1899.
- (12) School Children, Commonwealth Celebrations, Sydney Cricket Ground, 1901.
- (13) Construction of Sydney Harbour Bridge: The half arches approaching each other, May, 1930.
- (14) Construction of Sydney Harbour Bridge: Completing the closure of upper chords, September, 1930.
- (15) Construction of Sydney Harbour Bridge: View from McMahon's Point, September, 1930.
- (16) Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930.
- (17) Construction of Sydney Harbour Bridge: Erecting the Deck, December, 1930.
- (18) Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March, 1932.
- (19) Sydney Harbour Bridge Celebrations Poster, March, 1932.

(g) Greeting Cards

- (1) New South Wales Government Tramways Christmas and New Year Cards.
 - (a) 1901-02
 - (b) 1902-03
- (2) Sydney Harbour Bridge Celebrations Poster: Greeting card, March, 1932.

(h) Maps

- (1) An outline of the settlement of New South Wales, 1817.
- (2) Map of the Colony of New South Wales, 1837.
- (3) Parish of Concord, Co. of Cumberland, 1835.
- (4) Parish of Pitt Town, Co. of Cumberland, 1835.
- (5) Parish of St. James, Co. of Cumberland, c. 1835.
- (6) Parish of Narrabeen, Co. of Cumberland, 1886.
- (7) Plan of Liverpool, 1827.
- (8) Plan of Coogee, 1856.
- (9) Plan of Picton, 1864.
- (10) A New Map of Port Phillip, 1840.

(i) J.G. Wilson sketches

- (1) Port Jackson approaches.
- (2) Port Jackson from the entrance to Bradley's Point.

(j) Posters

- (1) Men of Wyalong Goldfield - Handbill, 28 March, 1903.
- (2) Sydney Harbour Bridge Celebrations, 1932.
- (3) Australian Aborigines' Protection Society, 13 October, 1838.
- (4) Government Emigration to Sydney, c. 1884.
- (5) Plague Proclamation, 1st February, 1905.
- (6) The Australian Mail Steamer "Orient".
- (7) "Kelly Gang", 1899.

(k) Hotel Plans

- (1) Proposed Federal Hotel, corner of Parramatta Road and Johnston Street, Annandale, 1890.
- (2) Proposed Lilly Bridge Hotel, corner of Ross and Wigram Streets, Forest Lodge, 1887.
- (3) Proposed Hotel, corner of Junction Road and Nowranie Street, Summer Hill, n.d.

(l) Other Items

- (1) Ticket of Leave tea towel.

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1985-86
(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1984-85	1985-86	1984-85	1985-86	1984-85	1985-86				1984-85	1985-86
Agriculture Department	116	116	2233	2022	880	880	198	357	52	3229	3018
Attorney General's Department	1054	1139	123	216	9693	9693	178	10870	11048
Auditor General's Department	18	18	18
Builders' Licensing Board	553	487	223	223	..	65	1	776	710
College of Advanced Education - Hawkesbury	11	11	2	2	13	13
Consumer Affairs Department	17	17	5232	5232	5249	5249
Corporate Affairs Commission	3086	3086	5234	4796	37	56	368	767	20	8357	7938
Corrective Services Department	6153	6869	1798	1818	736	7951	8687
Crown Solicitor's Office	7508	8531	1023	7508	8531
Education Department	230	230	2723	2897	3518	3406	338	273	3	6471	6533
Energy Authority	229	..	162	135	256	229	..
Finance Department	10641	15592	2630	8866	275	265	12936	1759	..	13546	24723
Government Insurance Office	10208	10217	22	22	9	10230	10239
Government Supply Department	215	215	215	215
Health Department	129	214	50	50	2905	2443	85	462	..	3084	2707
Housing Department	2584	766	..	1818	..	2584	766
Industrial Development and Decentralization	341	341	341	341
Industrial Relations Department	1397	1894	2119	2201	1034	455	..	3516	4095
Lands Department	346	346	10532	10623	2269	2592	414	13147	13561
Legal Aid Commission	1223	835	2265	3172	910	272	119	3488	4007
Legislative Assembly	1678	1678	..	1678	..
Leisure & Sport Department	74	33	150	150	..	37	4	224	183
Local Government Department	2361	2554	514	603	282	2875	3157
Local Courts Administration	5555	6365	5956	6822	4559	4584	2436	735	..	16070	17771
Main Roads Department	1947	804	2928	3441	501	934	197	4875	4245
Maritime Services Board	2233	2375	..	14	156	2233	2389
M.W.S. & D. Board	102	..	137	137	..	102	..	239	137
Mineral Resources Department	49	49	24	24	3845	3848	3	3918	3921
Ministry of Education	92	92	92	92
Ministry of Employment	145	145	145
Ministry of Transport	..	20	..	145	42	..	123	42	165

Appendix 3, cont.

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1984-85	1985-86	1984-85	1985-86	1984-85	1985-86				1984-85	1985-86
National Parks & Wildlife Service	2	2	170	116	..	52	2	172	118
Ombudsmen's Office	61	337	276	61	337
Police Department	121	121	1218	1487	1161	661	312	422	121	2500	2269
Premier's Department	60	262	1249	1237	525	691	368	..	12	1834	2190
Public Service Board	44	44	5686	5779	93	5730	5823
Public Trust Office	101	101	9	9	110	110
Public Works Department	525	525	1619	1068	7035	7079	46	553	..	9179	8672
Registrar of Co-Operative Societies	368	368	18	18	386	386
Soil Conservation Service	197	197	197	197
Solicitor for Public Prosecutions	1874	1875	5	5	1	1879	1880
State Compensation Board	26	..	3749	3749	..	26	..	3775	3749
State Library *	13	13	122	6343	4095	478	2612	8	..	4230	6834
State Superannuation Board	1065	1032	93	126	..	1065	1032
State Superannuation Office	85	78	7	..	85	78
Supreme Court	47	..	19115	19112	11	47	14	19162	19112
Technical and Further Education	636	1013	94	94	377	730	1107
Treasury	661	305	692	682	101	318	149	1353	987
Urban Transit Authority	462	309	141	12	462	309
Valuer General's Department	263	405	1226	1404	3923	4125	522	5412	5934
Water Resources Commission	8952	8958	6	8952	8958
Youth & Community Services	3562	3682	1761	2184	1259	1235	800	257	24	6582	7101
TOTAL	36903	42620	79914	95058	90089	84109	27673	11806	986	206906	221787

Category 1: Records scheduled to become State archives

Category 2: Records scheduled for destruction

Category 3: Records not scheduled

TASA: Transferred as State archives

* Includes manuscript holdings of Mitchell Library

GOVERNMENT RECORDS REPOSITORYCHARGING POLICY: ANALYSIS OF REVENUE
FROM PUBLIC OFFICES, 1985-86

<u>Public Office</u>	<u>File Reference</u>	<u>Storage</u>	<u>Total</u>
Water Resources Commission	\$3,582.00	\$17,910.00	\$21,492.00
Government Insurance Office	775.50	12,299.00	13,074.50
State Compensation Board	272.00	7,218.00	7,490.00
Health Department	565.50	5,440.00	6,005.50
Department of Main Roads	1,318.50	4,287.15	5,605.65
Corrective Services	4,066.50	---	4,066.50
Legal Aid Commission	---	3,938.10	3,938.10
Youth and Community Services	3,432.00	---	3,432.00
Housing Department	27.00	3,392.00	3,419.00
Finance Department	2,037.00	---	2,037.00
Local Courts Administration	1,969.50	---	1,969.50
State Library	1,803.00	---	1,803.00
Education Department	1,420.50	78.00	1,498.50
Public Works Department	1,128.00	325.20	1,453.20
Builders' Licensing Board	264.00	1,070.00	1,334.00
State Superannuation Board	66.00	1,258.20	1,324.20
Lands Department	1,144.50	---	1,144.50
Technical & Further Education	816.00	---	816.00
Local Government	580.50	---	580.50
Department of Industrial Relations	571.50	---	571.50
Corporate Affairs Commission	481.50	---	481.50
Public Trust Office	462.00	18.00	480.00
Supreme Court	436.50	42.20	478.70
M.W.S. & D. Board	108.00	335.20	443.20
Urban Transit Authority	6.00	404.40	410.40
Mineral Resources	390.00	---	390.00
Crown Solicitor's Office	348.00	---	348.00
National Parks and Wildlife Service	12.00	288.40	300.40
Dust Diseases Board	---	295.60	295.60
Public Service Board	286.50	---	286.50
Agriculture Department	276.00	---	276.00
Premier's Department	160.50	99.00	259.50
Environment and Planning Department	---	225.00	225.00
Maritime Services Board	210.00	---	210.00
Public Prosecutions Office	184.50	---	184.50
Consumer Affairs	175.50	---	175.50
Attorney General's Department	150.00	---	150.00
Police Department	144.00	---	144.00
Treasury	144.00	---	144.00
State Superannuation Office	40.50	97.80	138.30
Valuer General's Department	79.50	---	79.50
Liquor Administration Board	64.50	---	64.50
Dairy Corporation	22.50	---	22.50
Ombudsman's Office	19.50	---	19.50
Hawkesbury College of Advanced Education	---	17.20	17.20
Ministry of Employment	9.00	---	9.00
Government Supply Department	7.50	---	7.50
Forestry Commission	6.00	---	6.00
TOTAL	\$30,063.50	\$59,038.45	\$89,101.95

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF FILE REFERENCE SERVICE STATISTICS, 1985-86

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Archives Office (Search Room)	4228	3998	3947	..	8175	16.22
Corrective Services Department	3206	2940	1896	941	6043	11.99
Water Resources Commission	2813	2468	2337	156	5306	10.52
Youth and Community Services	2516	2052	1477	40	4033	8.00
Finance Department	1404	1250	1256	717	3377	6.70
Department of Main Roads	1790	1704	765	51	2606	5.17
Public Works Department	1038	944	1100	131	2269	4.50
Local Courts Administration	1373	1145	821	32	2226	4.42
State Library	1199	1076	1004	..	2203	4.37
Education Department	1265	501	368	34	1667	3.31
Health Department	855	775	255	318	1428	2.83
Lands Department	751	599	429	45	1225	2.43
Technical and Further Education	570	470	364	45	979	1.94
Corporate Affairs Commission	356	299	252	264	872	1.73
Government Insurance Office	531	436	336	3	870	1.73
Local Government Department	433	406	310	106	849	1.68
Department of Industrial Relations	424	339	292	72	788	1.56
Supreme Court	283	225	222	34	539	1.07
Public Trust Office	340	289	194	1	535	1.06
Builders' Licensing Board	186	165	204	38	428	0.85
Mineral Resources Department	272	185	145	10	427	0.85
Crown Solicitor's Office	240	157	114	13	367	0.73
Attorney General's Department	243	202	109	8	360	0.71
Agriculture Department	206	178	108	45	359	0.71
Public Service Board	193	123	89	13	295	0.59
Treasury	150	133	68	25	243	0.48
Public Prosecutions Office	119	104	94	19	232	0.46
Maritime Services Board	105	101	77	47	229	0.45
Police	123	110	95	2	220	0.44
State Compensation Board	219	168	219	0.44
Consumer Affairs Department	94	79	93	..	187	0.37
Premier's Department	91	86	86	2	179	0.36
M.W.S. & D. Board	72	66	94	13	179	0.36
State Superannuation Board	71	56	23	33	127	0.25
Valuer General's Department	57	48	30	25	112	0.22
Education, Ministry of	10	4	61	..	71	0.15
Housing Department	29	23	7	4	40	0.08
Dairy Corporation	19	19	16	..	35	0.07
National Parks and Wildlife	8	8	7	..	15	0.03
Ombudsman's Office	13	12	2	..	15	0.03
Government Supply Department	7	7	1	2	10	0.02
State Superannuation Office	1	1	3	6	10	0.02
Forestry Commission	5	5	3	..	8	0.02
Legal Aid Commission	3	3	4	..	7	0.01
Employment, Ministry of	6	6	6	0.01
Environment & Planning	2	1	1	2	5	0.01
Urban Transit Authority	5	4	5	0.01
Board of Fire Commissioners	1	1	3	..	4	0.01
Industrial Development	4	4	0.01
Energy Authority	3	3	3	0.01
Legislative Assembly	1	1	1	0.01
TOTALS	27933	23975	19162	3297	50392	100.00

* Miscellaneous includes noting of files retained by the Office, additions to files, or interfiling of new files, etc. each requiring the location of and alteration to a file.

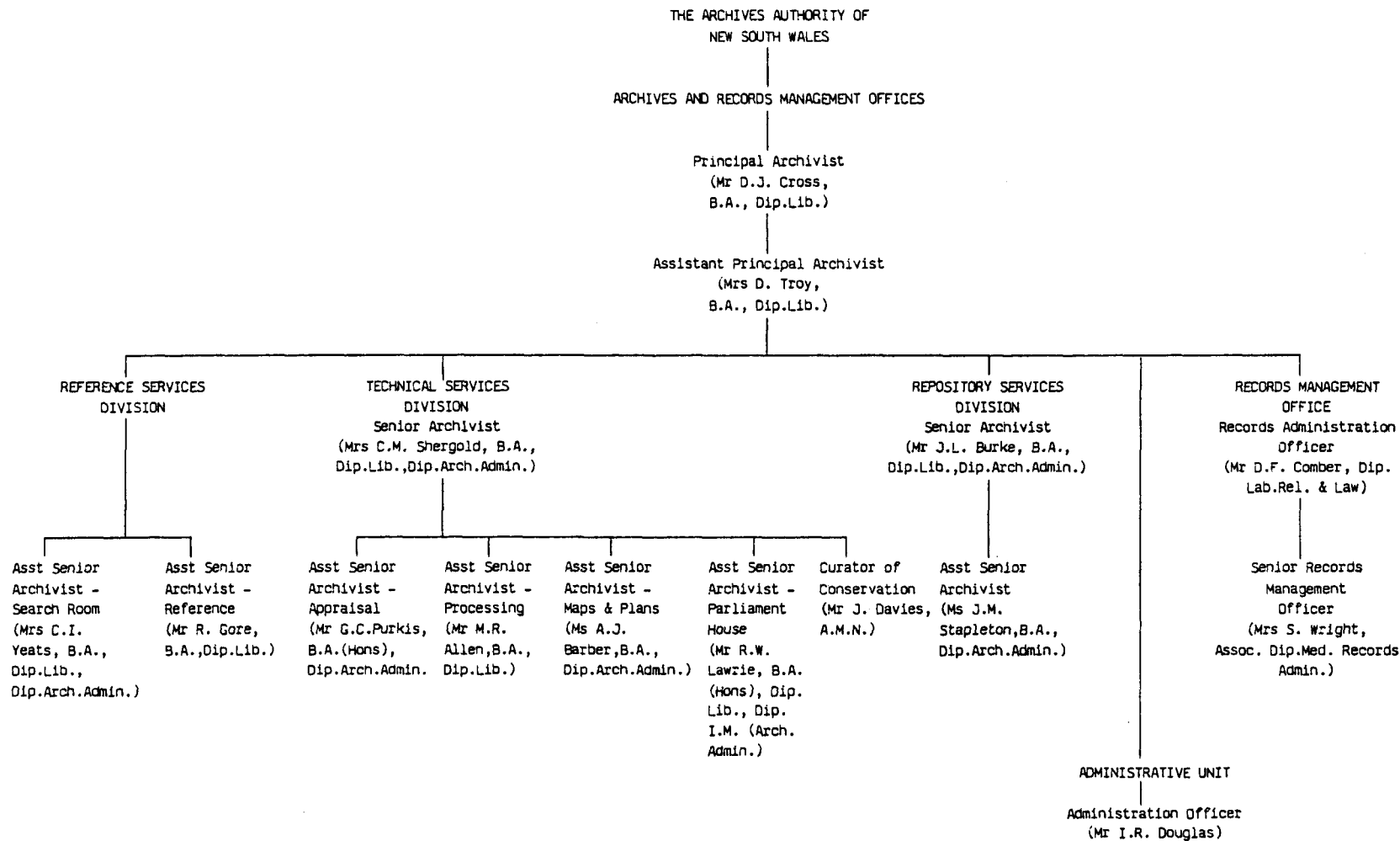
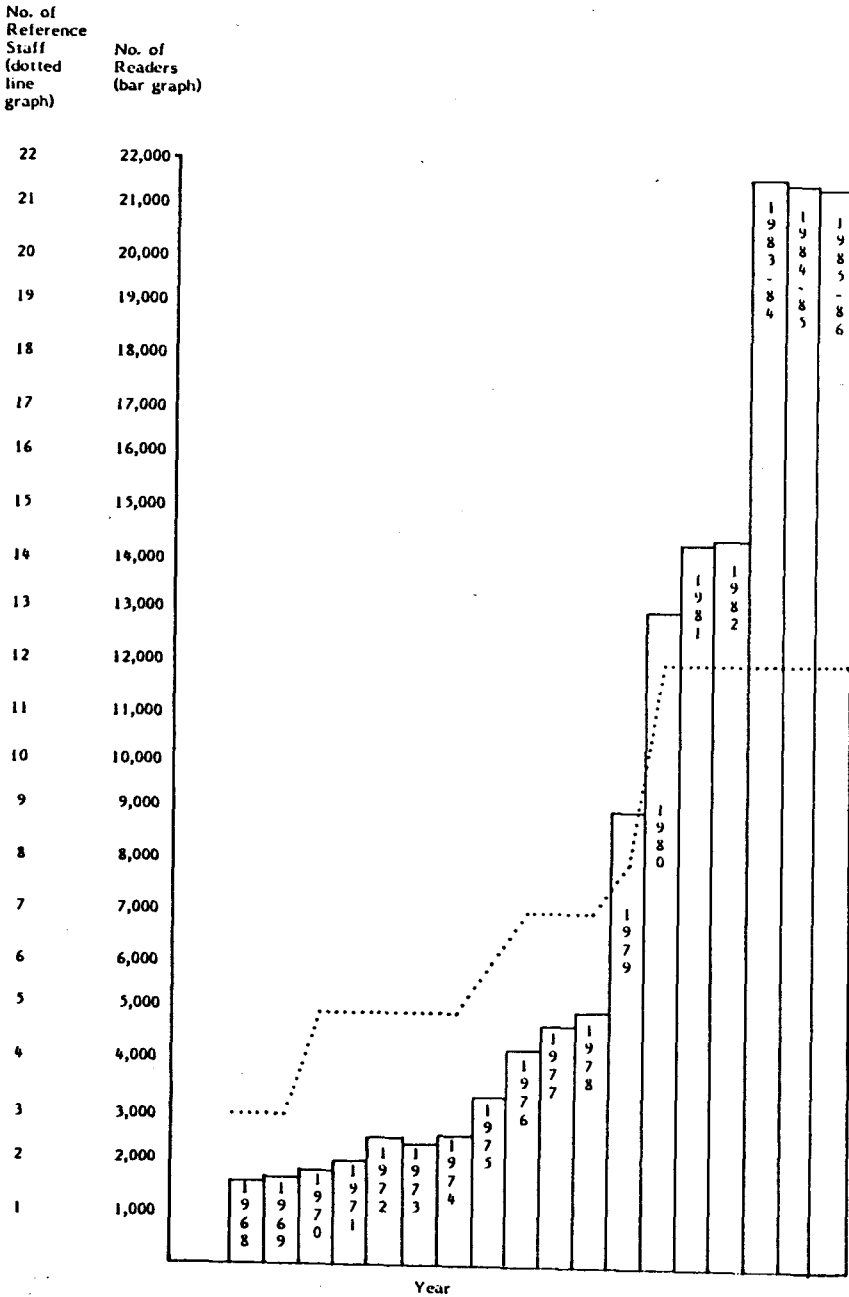


Chart comparing number of Reader
Visits to Search Room with number of
Reference Staff, 1968 to 1985-6



PERFORMANCE INDICATORS

	<u>1984-85</u>	<u>1985-86</u>	<u>% Change</u>
1. <u>Services to the Public</u>			
Number of readers using State archives	21 548	21 443	-0.5
Number of State archives used	123 809	118 522	-4.3
Number of inquiries received	7 076	6 861	-3.0
Number of publications	113	116	2.7
Number of requests to publish State archives	102	95	-6.9
Number of prints supplied by Photographic Service	32 097	42 249	31.6
2. <u>Services to Government</u>			
Number of file reference operations undertaken by Government Records Repository	50 235	50 392	0.3
Issues of State archives to Government Departments	2 796	2 582	-7.6
Number of surveys/advisings undertaken by Records Management Office	50	29	-42.0
Number of officers attending courses conducted by Records Management Office	164	386	135.4
3. <u>System Efficiency</u>			
Number of records series appraised for disposal	674	663	-1.6
Quantity of records authorised for destruction (linear metres)	2 050	2 799	36.5
Quantity of records transferred as State archives (linear metres)	3 196	488	-84.7
Quantity of State archives processed (linear metres)	1 593	827	-48.1
Quantity of semi-active records accessioned (linear metres)	4 076	4 804	17.9
4. <u>Finance</u>			
Revenue raised as a percentage of recurrent budget	15.39	19.30	25.4