ARCHIVES AUTHORITY OF N.S.W.
## ANNUAL REPORT
1988-1989

The Hon. Peter Collins M.P.
Minister for the Arts and Minister for Health
Parliament House
SYDNEY NSW 2000

Dear Mr. Collins,

The Archives Authority of New South Wales takes pleasure in
forwarding, 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-ninth Annual
Report and Financial Statements, covering the year ended 30th
June 1989.

On behalf of the Authority,

Yours sincerely,

K. W. Knight   D. J. Cross
Chairperson   Principal Archivist
The Archives Authority   and Chief Executive
of New South Wales   Officer to the Authority

CONTENTS

SUMMARY OF OPERATIONS
IN 1988-89

The past year was a very satisfying one for the Authority. Most of the Bicentennial projects were successfully completed, the Authority's efforts to reduce public pressure on its search room services bore fruit, 10 new positions were added to its staff establishment, a major restructuring was undertaken, and there was a very large increase in revenue. The Authority is very conscious of the vital contribution which its staff made to these achievements and especially to the Bicentennial projects. Many of the staff involved in supervising and carrying out these projects did so in conjunction with their ordinary duties and they worked long hours, including week-ends, often in their own time. To Mr John Burke and his staff engaged in the NSW Bicentennial Archives Program, and to Mrs Christine Shergold and Mr Richard Gore and their staffs involved in the Authority's own Bicentennial projects, the Authority wishes to extend its special thanks.

Accommodation

The Archives Authority is accommodated in two buildings: "The State Archives" building in Globe Street, Sydney which was constructed in 1978, and the State Archives and Government Records Repository at Kingswood, which is 55 kilometres west of Sydney. The Kingswood building has been constructed in stages since 1973 with the latest extension, a new Services Building, being completed in 1987.

The Authority is again pleased to be able to report that it has adequate accommodation for its clientele, staff and records and in these respects is better placed than most other archives in Australia. This is attributable to two things: first, completion of a building program which began in 1973. This would not have been possible without continuing support from governments over two decades, for which the Authority wishes to record its gratitude. Second, careful husbanding of the space provided. In 1983 the Authority introduced new *Guidelines for Using the Government Records Repository* which were designed to ensure that storage space 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.

The *Guidelines* have been an unqualified success, such that in the period November 1983 - June 1989 the Repository's holdings of semi-active records increased by a total of only 11 384 linear metres. By comparison, in 1979 holdings were increasing at the rate of 6,000 linear metres per year. As a result the Kingswood Repository's storage accommodation, which in 1982 was predicted to be sufficient for only two years' growth, has already lasted six years. Nevertheless, the space must eventually be exhausted. Early in 1989 the Authority foreshadowed the probability that additional storage space, for permanently valuable records, would be required by 1994.

The Genealogical Boom

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

The United States' National Archives and Records Service traces the boom to 1976, the year of the American Bicentenary and the publication of Alex Haley's book *Roots*. In 1977 *Time* magazine reported that there were an estimated 500 000 genealogists in North America and that family history was the third largest national hobby in the United States, after coin and stamp collecting.

The phenomenon quickly spread to Australasia where by 1981 there were 17 genealogical societies with a combined membership of 15 695 persons. The oldest of the Australian societies is the Sydney-based Society of Australian Genealogists, which is one of the largest genealogical societies in the world. In 1988 the Society estimated that there are approximately 120 genealogical societies in Australasia, 60 of them based in New South Wales, and that their combined membership could exceed 40 000 persons.

The effects of this growth have been felt in archives and libraries throughout Australia, with the burden falling most heavily upon the various State archival institutions, because they generally have custody of the early shipping lists and other fundamental records.

The Authority attributes the marked decline in use of its City Search Room to three things:

– **the influence of its** *Genealogical Research Kit.* In 1983-84 the Authority took measures to meet its difficulties by spreading the

Ms Antwanette Dahbar (left) and Ms. Rhonda Campbell inspecting microform components of the *Genealogical Research Kit* for dispatch.

Since the Archives Office Search Room in Globe Street, The Rocks, opened in 1979 the level of public usage of the archives has increased enormously. During 1988-89, 18 349 readers visited the Search Rooms in Globe Street and at Kingswood and were issued with 131 641 individual items from the archives. These figures represent, respectively, a 264.4 per cent and a 505.7 per cent increase on the 1978 figures of 5 035 readers and 21 680 issues.

However, although still very high the 1988-89 figures are substantially lower than in the peak years of 1983-84 (21 700 readers) and 1987-88 (137 026 issues). They would be lower still were it not for the new Search Room at Kingswood, which serves a huge new area and regularly attracts readers from Gosford, Lithgow, Bathurst, Goulburn, Canberra and beyond. Use of the Kingswood Search Room increased by 62 per cent during the year whereas use of Globe Street declined by 29 per cent. This cannot be accounted for by readers transferring from the City to Kingswood, because as yet few readers have made the change.

genealogical and other resources of the State archives more widely throughout the community, thereby reducing dependence on Archives Office facilities. These measures included the publication, in microform, of the very large *Genealogical Research Kit* which contains copies of the most sought-after records. The *Kit* appeared in four Stages between 1984 and 1988 and totals 523 reels of microfilm and 416 microfiche.

The *Kit* has been purchased by individuals, libraries and other institutions throughout Australia and abroad. By the end of the year 39 institutions held full sets of the *Kit* and 136 held part *Kits.* A further 157 part *Kits* were held by private individuals. Purchasers of the *Kit* report heavy usage;

– **the opening early in 1988 of the State Library's new Family History Centre.** The Centre holds a copy of the *Kit* plus many other resources for family historians; and

– **an apparent levelling-off of interest in family history following the Bicentenary.** The

State Archives of Tasmania, Victoria and Queensland all report reductions in readership during 1988-89 of between 2 and 5 per cent.

The effect has been highly beneficial. The Authority is now able to provide better service to its readership and to divert some staff to other areas, which have been deprived of resources for years.

The Authority's Bicentennial Program

The Archives Office undertook three projects which received Bicentennial funding.

The first of these was the *Genealogical Research Kit*, mentioned above. Its fourth and final Stage appeared in February, 1988. The *Kit* has been immensely successful, both in reducing pressure on the Authority's facilities and financially. It is sold at a price which covers production costs and by July 1989 revenue from sales since 1984 totaled $611 235, of which $68 467 was received in 1988-89.

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* 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 encompasses:

– Publication in printed format of a comprehensive index to all the papers.

– Publication of all the papers (c.316 volumes and 63 bundles) in microform format, comprising 72 rolls of film and 312 microfiche.

The microform publication was launched by the Hon. G. B. West, M.P., Minister for Tourism and Chief Secretary on 1st December, 1988. By July 1989 revenue from sales totalled $20,000. The printed index will appear late in 1989.

The third project was a Bicentennial Exhibition. Entitled "Punishment, Pardon and Promise: Government and the People, 1788-1988", it draws upon the wealth of documents, maps, plans and photographs held in the State ar-
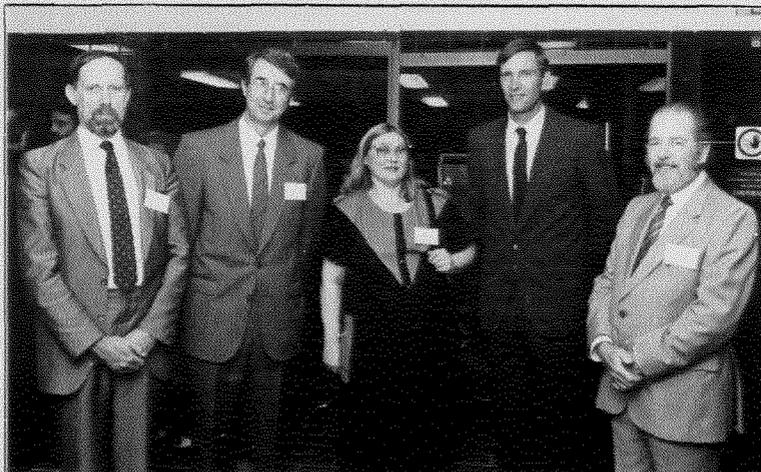
Col Secretary's Launch: The microform publication of the *Colonial Secretary's Papers*, 1788-1825 was launched by the Hon. G.B. West, M.P. Minister for Tourism and Chief Secretary on 1st December 1988. Pictured at the launch are (left to right): Mr. Evan Williams, Secretary, Ministry for the Arts; Mr. D. J. Cross, Principal Archivist; Mrs. Christine Shergold, Manager, Technical Services; Hon. G.B. West, Chief Secretary; and Dr. K. Knight, Chairman of the Authority.

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chives 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. It is accompanied by a published catalogue.

The N.S.W. Government Bicentennial Secretariat provided a special grant of $292 000 to assist with the development of these projects, and the Authority again wishes to record its thanks for this support. The funds were used to employ temporary staff, produce microforms, and prepare items for display.

This Program was part of the State Government's history and education contribution to the Bicentennial celebrations in 1988. The Program was announced by the Premier on 24th June, 1986 and comprised three distinct archival projects: Archives of the Labor Movement; Archives of St Mary's Cathedral; and Archives of Local Government. Broadly speaking, the projects were designed to promote the use of these archival resources by the identification and/or processing of the records and the publication of guides.

The General Records Disposal Schedule for Local Government in New South Wales was officially launched on 26th October 1988 by the Hon. David Hay, M.P., Minister for Local Government and Minister for Planning. Pictured at the launch are (left to right): Prof. Ian Jack, Chairman of Action Committee on Local Government Records; Mrs. Patricia Ward, Secretary of Action Committee; Ms. Sally Irvine-Smith, Project Archivist; the Hon. David Hay, M.P.; Mr. D.J. Cross, Principal Archivist; and Dr. K. Knight, Chairman of the Authority.

N.S.W. Bicentennial Archives Program

In addition to the Bicentennial projects being undertaken by the Archives Office, the Archives Authority in August, 1986 entered into a deed of agreement with the Australian Bicentennial Authority to administer the "N.S.W. Bicentennial Archives Program". This Program was funded by a grant of $300 000 from the N.S.W. Bicentennial Council. The Manager, Repository Services, Mr John Burke, co-ordinated the Program.

The Archives of Local Government project produced the *General Records Disposal Schedule for Local Government in New South Wales* which was officially launched by the Hon. David Hay, M.P., Minister for Local Government and Minister for Planning on 26th October, 1988. In accordance with an amendment (gazetted on 27th January, 1989) to Ordinance 1, Clause 55 of the Local Government Act, it was made mandatory for all local government bodies to use the Schedule. It was produced by Ms Sally Irvine Smith, B.A. (Hons.), Dip. Arch. Admin., who also undertook the preparation of associated documentation, publicity, and conducted fourteen training workshops to promote understanding of

the Schedule.

The Archives of St Mary's Cathedral project provided assistance to the Cathedral in the form of help from professional staff; advice on improvements to its archival systems; processing of records, especially plans; and the production of three publications. The latter comprised two preliminary guides to important parts of the collection, which were distributed gratis, and the compilation, publication and promotion of *The Catholics of New South Wales 1788-1820 and their families,* which has been selling success-

Branch) 1970-88, and Volume 3: *Index* (to the guides). These publications were launched in conjunction with an exhibition of Labor movement records at the A.L.P. Annual Conference held on 10th June, 1989.

All three projects had been successfully completed by the end of the year. However, they consumed a much higher proportion of the Authority's administrative and other resources than anticipated and the Authority's own operations, especially Repository Services, suffered accordingly.
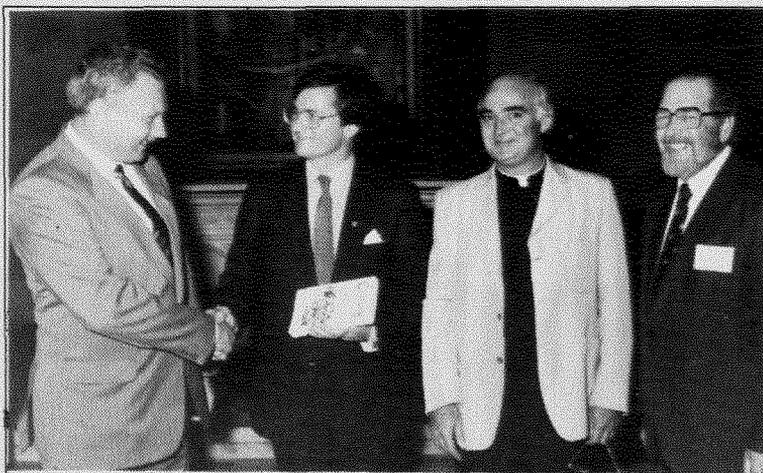
The Archives of St. Mary's Cathedral project culminated with the launch of two preliminary guides to the collection, and the publication *The Catholics of New South Wales 1788-1820 and their families* by the Hon. Peter Collins, Minister for Health and Minister for the Arts on 2nd December 1988. Pictured at the launch are (left to right): Mr. James Donohue, author of the publication; the Hon. Peter Collins M.P.; Monsignor Lex Johnson, Dean of St. Mary's Cathedral; and Dr. K. Knight, Chairman of the Authority.

fully. These publications were launched by the Hon. Peter Collins, Minister for Health and Minister for the Arts, on 2nd December, 1988.

The Archives Of the Labor Movement project involved the archival processing of 1 100 boxes of records from the N.S.W. Branch of the Australian Labor Party and the publication of finding aids. A guide to the records was produced in three parts: Volume 1: *Guide to the records of the Australian Labor Party (N.S.W. Branch) 1956-69,* which was a reprint of an earlier guide prepared by Associate Professor Ken Turner in 1973; Volume 2: *Guide to the records of the Australian Labor Party (N.S.W.*

The Archives

A total of 1,049 metres of records were accessioned as State archives during 1988-89, fewer than in previous years when accessions have sometimes 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 Bicentennial projects, and they are now a major problem.

The Authority intends giving priority to

processing work in 1990, and to publication by 1991 of the long-deferred second edition of the *Concise Guide to the State Archives*. The *Concise Guide*, which is the major finding aid of the Archives Office, has been out of print for years. Its unavailability is seriously hampering the work of staff and researchers alike.

Staff Establishment and Restructuring

The year was one of great activity and achievement in the staffing area.

In terms of public use, the Archives Office of New South Wales has long been one of the two busiest archival institutions in Australia, a distinction which is a source of satisfaction to the Archives Authority. However, this usage has also been a cause of chronic staffing shortages, which have been a regular theme in the Authority's reports for nearly a decade.

In 1987 the Authority's staff establishment was reviewed by the Public Service Board, which approved an increase of 17 positions, 15 of them immediately and a further 2 provisionally, subject to a review of classifications. Later that year the Authority received specific approval and funding to fill 7 of the new positions, as they were urgently required to staff the new Search Room at Kingswood. The remaining 10 could not be filled.

Although grateful for provision of the Kingswood staff, the Authority felt obliged to point out in its report for 1987-88 that the decision to fund only the reference positions continued a long-standing policy of maintaining services to the public at the expense of almost everything else, and that this was making trouble for the future. The Authority then had insufficient staff available to appraise, much less process, records referred to it under Section 14 of the Archives Act and was concerned at being unable to carry out its statutory duties.

The Authority was therefore particularly relieved and pleased to be informed at its August 1988 meeting that funds were available to fill most of the 10 remaining new positions in 1988-89. It is aware of the part played by its Minister, the Hon. Peter Collins, M.P., Minister for the Arts, in achieving this very satisfactory result and wishes to take this opportunity of conveying its warm appreciation.

The year also saw the signing, after eleven years of intermittent negotiations with the Industrial Authority and the Public Service Association, of a new Industrial Agreement for Archivists (No.2513 of 1988), separate from that for Librarians. Finalisation of this Agreement, coupled with approval to fill the new positions, cleared the way for the Authority to proceed with a major restructuring program begun in 1987. This entailed the reclassification and regrading of virtually all of the promotional positions in the Office, from Principal Archivist down, plus establishment of new positions in the areas of Reference Services, Extension Services, Machine Readable Records, Reprographics, Records Management and Administration.

By the end of the year most of the new and regraded positions had been advertised and filled.

Financial Operations and Strategy

The Authority is funded from the Consolidated Fund. It provides basic services to the public free of charge but derives substantial revenue from Repository and Records Management services, from an active publications program which includes the *Genealogical Research Kit*, and from a widening range of "value added" services to both government and the public. The Authority is now levelling charges in eighteen separate areas and the revenue, virtually all of which is repaid into the Consolidated Fund, has increased dramatically in recent years, from $33,513 in 1981-82 to $87,158 in 1983-84, $375,894 in 1985-86, and $481,390 in 1987-88, and $973,501 in 1988-89. The 1988-89 figure represents 35.99 per cent of the Authority's budget for year and is especially pleasing because it far exceeds the Authority's targets for the year of $750 000 and 27.6 per cent of budget allocation.

The Authority is alive to the Government's interest in encouraging public authorities to develop sources of income and is looking to increase further its revenue. In 1987 it submitted to the Minister for consideration a "package" of nine possible revenue sources, of which five have since been introduced and three are being developed. As detailed later in this report, the Authority has successfully marketed the Records Management Office's Keyword thesauri and consultancy services to Federal, State and Local Government agencies throughout Australia and has also been approached by three private firms which are interested in marketing these services to industry.

These initiatives were discussed with Treasury early in 1988 and in April of that year the Authority obtained the services on secondment of two Department of Planning staff, Mr Paul Jeckeln and Mr Scott Webb, to prepare a Financial Management Plan covering the whole of the Authority's operations. This was completed early in July 1988 and recommended, among other things, commercialisation of the Records Management Office and of the Government Records Repository's function of storing semi-active records.

The Financial Management Plan was received by the Authority in August 1988 and considered fully at Special Meeting held on 16th September. After consulting the Ministry for the Arts, the Authority approached Treasury in December 1988 with a request for a $100 000 loan, repayable in 1989/90, plus permission to retain income earned by the Records Management Office and the Repository, as the first steps towards full commercialisation of their activities. Although discussions with Treasury followed in 1989, at the end of July the Authority was still awaiting an answer to its request.

The Authority is proud of its revenue raising activities and believes that the 1988-89 figures provide the most tangible evidence possible of the value and potential of its services. The Authority's revenue now far outstrips that of all other Federal and State archives, combined, and several interstate agencies are following its lead, especially in the areas of genealogical research kits and repository storage charges.

In 1988-89 the Authority paid an audit fee of $8 000 in respect of its accounts.

Program Performance Evaluation

In accordance with the five year plan for Program Performance Evaluation, the *Records System Implementation Program (Keyword Classification)* was evaluated in 1988/89 and a summary of the findings was sent to the Ministry for the Arts.

The Records Management Office developed its Keyword Classification System in the late 1970s as a standardised method of meeting the records classification needs of New South Wales public offices and of improving the efficiency and effectiveness of their information retrieval. It is based upon thesauri which provide its users with an effective means of titling and retrieving files, the core component being a General Administrative Thesaurus (GADM).

It proved difficult to measure the Keyword Program's success in meeting classification needs and improving information retrieval, because little qualitative and quantitative data was available. However, its success in achieving standardisation of classification methods was easier to assess: the evaluation showed that 18 New South Wales public offices now used the system and that an average of 270 departmental officers are trained in Keyword Classification each year.

In 1984, following approaches from interstate government agencies, the Records Management Office began selling the rights to use the GADM Thesaurus, and it is in this area of sales to purchasers outside the NSW public sector that the program has developed most rapidly. By 1989 total income from interstate thesauri sales was $117 500, which is considerably more than the estimated $85 000 cost to NSW of developing the system. In addition to sales to other governments, the Records Management Office is negotiating with private companies in Australia and New Zealand to introduce its Keyword system into industry.

The evaluation concluded that the Records Management Office's classification sys-

tems had considerable commercial potential which, if developed adequately with increased promotion and greater capitalisation, could lead to the Records Management Office becoming the leading authority on and source of records management systems in Australia.

A second Records Management Office program, the *Records Management Training Program*, was also to be evaluated in 1988-89. However, the Office's move during the year to full cost recovery/commercialisation could have a marked effect on this program and it was decided to defer the evaluation until the results could be assessed.

In November 1988, in accordance with the Premier's directive of 27th May 1986, the Authority submitted to the Premier's Department the third of its series of rolling Five Year Plans for Program Performance Evaluation.

Ten programs have been chosen for evaluation over the next five years. They cover most of the Authority's current objectives and relate closely to its strategic planning. During the first year emphasis has been placed upon two programs (Nos. 1 and 2) which are closely interrelated and have long been major producers of revenue and consumers of resources. The outcome of the evaluations is likely to have an important effect upon their future and thus on the Authority's policies and resource allocations. Year two will be devoted principally to a comprehensive review of the Authority's archival finding aids (program 3) including their descriptive basis

(record group or series), format, and degree of standardisation and integration with Archives in other States. Year three includes one recent initiative (No. 5) for which there is growing demand, plus two long-established programs, which are related to each other and will probably require revamping because of rising costs. This is particularly true of no. 7, which may need to be evaluated earlier than planned. There is less certainty about the programs to be evaluated in year four: No. 8 is still in the planning stage while No. 9 is not high priority. Year five is considered an appropriate time to review an initiative which is presently in the planning stage.

THE ARCHIVES AUTHORITY

Membership

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

The Archives Act provides that of these members:

LIST OF PROGRAMS TO BE EVALUATED				
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. Genealogical Research Kit	3. Archival Finding Aids	5. Secondment of Archivists to other agencies	8. Machine Readable Records	10.Commercial-isation of Records Management Office
2. Search Room Services to the public	4. Archives Office	6. Research Correspondence System	9. Stock Control	
		7. Photographic Service		

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• 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: until his resignation in January 1989 the appointee was Mr Ernie Page, Member of Parliament for the electorate of Waverley;

• one shall be nominated by the Library Council of New South Wales: presently 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, who until his retirement during the year was Principal of Kuring-gai College of Advanced Education (Chairperson of the Archives Authority); Associate Professor Beverly Kingston, of the University of New South Wales; and Dr Arthur Davies, formerly the Senior Lecturer in Politics at the University of New England;

• one shall be nominated by the Public Service Board: until his resignation in April 1989 this was Dr. Kevin Sheridan, formerly a Member of the Public Service Board and now Director General of NSW Agriculture and Fisheries;

• 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 David Richmond, formerly a Member of the Public Service Board and subsequently with the Premier's Department (Deputy Chairperson of the Archives Authority); and

• one shall be an officer of the Department of Culture, Sport and Recreation or its successor: presently Mr Evan Williams, Secretary of the Ministry for the Arts.

Committees

Since 1978 the Authority has had a *Publications Committee* responsible for planning and oversighting its publication program. The Committee consists of the Chairperson of the Authority (ex-officio); Dr A.J. Davies; Associate Professor B. Kingston; the Principal Archivist; the Assistant Principal Archivist; and another member of staff who serves as Secretary.

In 1987 the Authority established an expert *Committee on Culling of Documents Relating to Primary Applications.* This voluminous series of records is created by the Land Titles Office in connection with conversion of land from Old System to Torrens Title. The more important documents in the series have been filmed and the remainder have little administrative significance. However, some do have great value for research purposes, especially for local history, architecture and genealogy. The Authority's Committee is charged with surveying the blocks of unfilmed records and developing culling guidelines.

The Committee consists of three members of the Authority, Dr K. W. Knight, Professor B. H. Fletcher and Associate Professor B. Kingston; one former Authority member, Dr L. A. J. Gilbert; three staff members, Mr D.J. Cross, Mr J. L. Burke, and Mrs C. M. Shergold; and two private solicitors who have worked extensively with the records, Mr M. B. Reymond and Ms M. Hole.

The Authority's Committees are very much dependent upon input from the staff, who have been heavily involved throughout the year on Bicentennial projects. For this reason the Committees were dormant for much of the year, and each of them met only once.

Mr D.T. Richmond, M.Ec., was appointed as a member with effect from 1st July, 1988 under Section 4 (2) (f) of the Archives Act, in succession to Mr. R.E. Wilson F.A.S.A. (Senr.), M.A.C.S., whose term of office had expired on 31st May, 1988.

Mr. Wilson had been a member of the Authority since 1984 and its Deputy Chairperson since July, 1985. At its meeting on 12th August the Authority noted that Mr. Wilson had made significant and valuable contributions to its work, and resolved to extend to him its warm appreciation of his services and its good wishes for the

Attendances at Meetings

There were seven meetings of the Archives Authority during 1988-89, of which six were ordinary business meetings and one was a special meeting held to consider the Financial Management Plan. The attendances were as follows:

Dr K.W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairperson)....................................7

Dr A.J. Davies, B.Ec., M.Sc.(Econ.)(Lond), Ph.D., Dip.Ed. 7

Professor B.H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S.
(Excused for his absence from one meeting) 6

Mrs G. Kibble, B.A., Dip. T.C.P.
(Resigned 2nd September, 1988)..1

Associate Professor B. Kingston, B.A., Ph.D...7

Mr E.T. Page, B.E., B.Comm., M.P.
(Excused for his absence from two meetings. Resigned 3rd January, 1989)......................1

Mr. D.T. Richmond, M.Ec. (Deputy Chairperson)
(Appointed 1st June, 1988. Excused for his absence from one meeting) 6

Dr K.P. Sheridan, B.Sc.Agr., M.S., Ph.D.
(Excused for his absence from six meetings. Resigned 21st April, 1989) ....O

The Hon. Mr Justice T.W. Waddell, Q.C.
(Excused for his absence from three meetings) 4

Mr. F.E. Williams
(Appointed 1st November, 1988. Excused for his absence from one meeting)...................3

future.

Mr. Richmond, who had previously served on the Authority between 1982 and 1985, was elected Deputy Chairperson on 14th October, 1988.

Mrs. G. Kibble resigned from the Authority on 2nd September, 1988.

At its meeting on 16th September the Authority resolved to thank Mrs. Kibble for her services and extend its good wishes for the future.

Mrs. Kibble was succeeded, as the member appointed under Section 4 (2) (g) of the Archives Act, by Mr. F.E. Williams.

Mr. E.T. Page resigned from the Authority on 3rd January, 1989.

At its meeting on 14th April the Authority resolved to thank Mr. Page for his work over the last six years and convey its good wishes for the future.

Dr. K.P. Sheridan, B.Sc.Agr., M.S. Ph.D., resigned from the Authority on 21st April, 1989. He had been a member since 1985.

At its meeting on 9th June, the Authority resolved to extend to Dr. Sheridan its thanks for his work and its good wishes for the future.

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 Frances Lemmes, B.A., M.Lib., A.L.A.A.; the Manager (Repository Services), Mr John Burke, B.A., Dip.Lib., Dip.Arch. Admin.; the Manager (Technical Services), Mrs Christine Shergold, B.A., Dip.Lib., Dip.Arch. Admin.; the Manager (Reference Services), Mr Richard Gore, B.A., Dip.Lib., and, the Manager, Records Management Office, Mr Denis Comber, B.A. (Lib.Sc.), Dip.Lab.Rel.& Law.

The Principal Archivist, the Assistant Principal Archivist and the Manager, Records Management Office, attended all meetings of the Archives Authority during the year.

In June, 1989 the Authority adopted new arrangements whereby the Principal Archivist and Assistant Principal Archivist will continue to attend all meetings, while the four divisional Managers will each attend those meetings or parts of meetings which relate to their areas of responsibility. The change will take effect from August, 1989.

Legislation

During the year the Authority devoted much attention to the weaknesses of the Archives Act and the possibility of amendment.

The New South Wales Archives Act, No. 46 of 1960, is an example of what has been termed "first generation" archival legislation in Australia. In essence, it prohibits the destruction of public records unless there is prior approval, establishes an Archives Authority to give or deny such approval, and empowers the Authority to receive records not authorised for destruction. More recent Australian legislation, notably that of the Commonwealth and Tasmania (both 1983 acts), the legislation proposed for Western Australia and South Australia, and also to a lesser extent the Victorian legislation of 1973, constitute "second generation" archival legislation. Second generation acts do all of the things the first generation did, and also mandate trans-

fer of records, regulate records management and regulate access.

The Authority believes that the Archives Act is overdue for conversion from first to second generation legislation, thereby putting N.S.W. on the same basis as most of the other States. In July, 1989 the Minister for the Arts gave his approval, in principle, to a review of the Act and the Authority plans to progress this next year.

In February the Minister advised the Authority that he plans to take to Cabinet a proposal to provide for more uniform procedures for the appointment of trustees to the cultural institutions. As the Authority already conforms fairly closely, in terms of size and periods of appointment to the proposed model for consistency amongst the trusts it is unlikely to be greatly affected, at least in the short term. The model has fewer categories of members, however, which could eventually affect the composition of the Authority. The changes will certainly permit the appointment of one or more members with business backgrounds, which could be both necessary and beneficial given the Authority's moves to commercialise some of its activities.

In February, also, the Authority was advised of its duties and obligations under the Independent Commission Against Corruption Act, 1988. As custodian of many of the official records of the State the Authority anticipates having regular contact with the Commission, and by the end of the year there were already signs that this would be the case. The Authority took advice on how the Corruption Act will affect it and its officers in the handling of records which contain information relevant to the investigation of illegal activities.

The Authority's staff are employed under the Public Sector Management Act, 1988, which replaced the Public Service Act in July of that year.

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 Australian Council of Archives, the Library Association of Australia, and the Commonwealth Archivists Association. The Records Management Office is a member of the Records Management Association of Australia.

The Principal Archivist is a member of the Executive Committee of the Australian Council of Archives.

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 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 of Opening: 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

Search Room, Kingswood Repository

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

Closed Public Holidays: Christmas Day, Boxing Day, New Year's Day, Good Friday)

Other Public Holidays: Contact Office for details

THE PROGRAMS OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

Reference Services Division

This Division is located in The State Archives building, Globe Street, Sydney, and in the Government Records Repository, O'Connell Street, Kingswood. 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 2 public search rooms, an exhibition area, and a letter and telephone inquiry service. The operation of the search rooms 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, undertake the necessary research and correspondence for the letter and telephone inquiry service, and prepare and present tours, talks, seminars and conferences.

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

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, while ultimately determined by creating agencies, are reviewed annually by the Authority.

The Archives Authority's collections are open to all members of the public as well as to government. Admission to the Search Rooms is free and is normally by reader's ticket, which is usually issued for a period of twelve months and is renewable upon application. Readers who visit once or twice only, or who have no appropriate identification which would enable them to apply for a reader's ticket, are granted temporary authority to use copied records, usually for family history purposes.

While Search Room access to the State archives is free, the Authority does impose charges for some of its "value added" services, including photographic work, certain kinds of research inquiries undertaken by staff, specialised seminars and training workshops, and some tours. This policy of free access to basic services in conjunction with charges for specialised services accords with Government policy on admission of the public to the cultural institutions, as conveyed to the Authority by the Minister for the Arts in July, 1988.

1986-87	1987-88	1988-89
Number of new readers tickets' issued		
5 214	6 033	3 491
Number of readers tickets renewed		
1 848	1 668	2 166
Total readers tickets		
7 062	7 701	5 157
Proportion of new/total reader's tickets		
74%	78%	68%
Number of daily undertakings (temporary tickets)		
522	484	854
Total number of users		
7 584	8 185	6 011
Average number of visits per user		
2.7	2.5	3.1

Approximately 80 per cent of enquirers in person, or by letter or telephone are family historians; with the remaining 20 per cent chiefly

comprising university staff and students and local historians. The most notable development during the past year has been the 33 per cent fall in the number of reader's ticket holders, three times the drop in the number of reader/visits. The high figures for proportions of new reader's tickets in 1986-87 and 1987-88 are largely a result of the new policy requiring most readers to obtain reader's tickets (starting in January 1988) and the full-time opening of the Kingswood Search Room (November 1987).

General trends

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 1981-82 but resurged strongly to peak in 1984. Since 1985-86 demand for search room services has levelled off, but demand for the research service and extension activities has remained high.

The Authority is pleased to report substantial growth in the usage of its Kingswood Search Room facility, which was opened to the public on a full-time basis in November 1987 to meet the needs of researchers in western Sydney and country areas. Another encouraging feature of the past year has been the apparent success of the *Genealogical Research Kit* in reducing demand in the City Search Room to a level where staff can provide a high quality service to users (for much of the 1980s, the City Search Room was overcrowded and noisy, and scarce staff resources were diverted from other important areas to meet the heavy public de-

mand). This trend should enable staff to devote more time to the expanding research service and to reader education and other extension activities.

In 1988 the Authority decided reluctantly to cease its long-standing practice of transporting State archives from the Kingswood Repository to the Rocks building for use by readers, and to require readers wishing to use material stored at Kingswood to do so on site. The Authority had long been concerned about the damage being done to archival material and the possibility of unique items being lost in transit. The decision took effect from 1st January 1989 and was widely publicised beforehand. The number of readers requesting transport of material from Kingswood has always been fairly small, but some people were inevitably inconvenienced and the Authority received a complaint from the Professional Historians Association (NSW) Inc. (PHA). Representatives of the PHA attended the April 1989 meeting of the Authority to discuss the problems, and efforts are now underway to minimize them.

In March 1989 the Office introduced, on a trial basis, a user-pays enhanced research service in the area of convict research. The initial response has been very promising, and the service has the potential for considerable benefits to staff in the form of valuable practical experience with a range of records, as well as to researchers in the form of useful information on their ancestors.

The figure for "reader/visits" is the sum of the daily totals of readers using State archives, many of whom attended for more than one day

Search Room Service

Summary - total issues and reader/visits, City and Kingswood				
	1986-87	1987-88	1988 89	Variation 1987-88/1988-89
Total numbers of issues	115 320	137 026	131 631	— 4%
Total number of reader/visits	20 285	20 516	18 349	— 11%

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

Reference to State Archives

	1986-87 City/Kingswood/Total			1987-88 City/Kingswood/Total			1988-89 City/Kingswood/Total		
No. of originals issued (volumes/boxes)	12 587	1 039	13 626	12 005	2 179	14 184	9 320	3 771	13 091
No. of maps issued	6 146	200	6 346	5 060	1 625	6 685	3 800	2 814	6 614
No. of microfilm reels issued	47 375	106	47 481	42 207	9 175	51 382	29 313	15 808	45 121
No. of microfiche issued	38 555	217	38 772	42 836	15 164	58 000	27 485	33 105	60 590
No. of CODs issued (xerox copies of original documents)	9 095	-	9 095	6 775	-	6 775	6 215	-	6 215
Total no. of issues	113 758	1 562	115 320	108 883	28 143	137 026	76 133	55 498	131 631
Total no. of reader/visits	20 118	167	20 285	17 734	2 782	20 516	12 603	5 746	18 349

City Search Room

The City Search Room is currently open to the public for 50 hours per week, including Saturdays and most public holidays. The 29 per cent drop in demand for the City Search Room service has brought the number of reader/visits down to 1979-80 levels (c.40 readers per day), allowing reference staff to offer an efficient high-quality reference service. Microfilm reels, fiche and photocopies are usually issued to readers within 60 to 90 seconds of receipt of a request, while original material is normally available within three to four minutes.

Kingswood Search Room

The new public Search Room at Kingswood is open from Tuesday - Saturday (a total of 38 hours per week). As noted earlier, growth in usage of the Kingswood facility has been dramatic, with an average of 22 readers per day (62 per cent increase over the previous year). Until now, family historians from western/south western Sydney and country centres have been the main users of the Kingswood Search Room. The proportion of academics and other users is expected to steadily increase, however, following the Authority's decision to cease transporting original records from Kingswood for use by readers in the City. Retrieval times at Kingswood are similar to those in the City.

Official Use of State Archives

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 of-

fices 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:

providing access to users, the Authority gives priority to the Government's use of its own records.

	1986-87	1987-88	1988-89
Issues of Documents to Government departments	2 264	3 113	3 707
Research of State archives on behalf of Government departments	85	30	11
Telephone inquiries from Government departments	298	589	898

The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State and, in

In August, 1982 a number of restrictions were placed on the Inquiry Service in order to

Inquiry Service

	Inquiries received			
	1986-87 City/Kingswood/Total	1987-88 City/Kingswood/Total	1988-89 City/Kingswood/Total	**Variation** 87-88/88-89
No. of standard letter inquiries	3 207	3 028	2 813	-7%
* No. of Convict, Research Service inquiries	-	-	58	
Total no. letter inquiries	3 207	3 208	2 871	-5%
No. of telephone inquiries	4 523	4 135 568 4 703	4 515 1 853 6 368	35%
Total no. of inquiries (letter/telephone).	7 730	7 731	9 239	19%

* The Convict Research Service was introduced in March 1989. A fee of $50 per convict is charged.

keep arrears, which had built up to several hundred inquiries, at a reasonable level. These restrictions relate chiefly to the amount of research done for each inquirer, the number of inquiries answered for a particular inquirer within a twelve month period, and the referral of inquirers to organizations maintaining lists of professional researchers, to libraries holding the *Genealogical Research Kit*, or to the Authority's own Search Rooms. Despite a slight drop in demand and additional reference staff resources available at Kingswood, it has not been possible to lift the restrictions, as any spare resources have been absorbed by the expanding extension and educational programs.

All inquirers 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 4-6 weeks of receipt.

The Convict Research Service was introduced in March 1989 on a trial basis, and has proved to be very successful. The service entitles inquirers to 2 hours research and free photocopies (to the value of $10) for a $50 fee. 58 inquiries were received in less than 4 months and the office has received a number of letters of appreciation from grateful inquirers.

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

- Land granted on Norfolk Island for a Masonic Lodge
- Court papers and other records to assist the Royal Commission into Aboriginal deaths in custody
- Leprosy in New South Wales, 1850+

Permission to publish extracts from State archives was granted on 76 occasions in 1988-89 compared with 116 in 1987-88.

Extension and Educational Activities

Extension Services 1988-1989

Activities for which fees were charged

Seminars/workshops/conferences	8
Detailed talks/tours (chiefly for family history groups)	8

Free talks/tours for groups

archives/library students, TAFE/Aboriginal/history students and other researchers	30
school groups	2

Individual visitors

archivists/librarians, etc	5
work experience students	8

Other

Papers given at outside conferences	3
Stalls/publicity activities	3

The Archives Office provides a two-tier extension service, with free short talks and tours for groups of students, researchers etc (normally given during office hours); and more detailed talks/tours, seminars, workshops and conferences (often presented on Saturdays) for which fees are charged.

The Office has continued to expand the range of extension and educational activities offered as resources permit. Highlights of the past year included:

- a conference on "The Bicentenary and its legacy" at Kingswood (offered 4 times due to popular demand).
- a seminar for librarians on all stages of the *Genealogical Research Kit*, held in the City Office.
- a successful program of orientation talks and tours for family history groups at Kingswood.
- continued publication of the popular newsletter *ArchiVista*, which gives up-to-date information to researchers on new reference sources, access conditions, forthcoming activities etc.
- the presentation of 3 papers and the staffing of a stall at the well-attended *International Genealogical Congress*, held in Sydney in October 1988.

Exhibitions

* Incomplete: figures were not kept for some periods, owing to staff vacancies.

The Archives Authority mounted a major exhibition for the Bicentenary year, entitled "Punishment, Pardon and Promise - Government and the People, 1788-1988". It featured letters, maps, plans and photographs which shed light on the convict system, immigration, the administration of justice, treatment of Aborigines, and many other important aspects of life during the first two hundred years of European settlement. This display has remained during 1988-89, as insufficient staff resources were available to prepare and mount a new exhibition. It is hoped to prepare a display in late 1989 - early 1990 on the Colonial Secretary, to coincide with the publication of the *Index* to the *Papers 1788-1825.*

Other activities

As time permits, reference staff are working on a number of projects which will enhance the quality of the Authority's reference services. The most significant of these are an index to Photograph Description Books for prisoners in gaols c.1870-1920, and an index to the Office's research enquiries.

Photographic Service

A photographic service for researchers using the State archives was established in 1979. The service is equipped with photocopiers, three 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 (see table next page).

The most notable developments during the year have been the purchase of a Canon NP 780 Reader/Printer for the Head Office (which produces high quality copies on bond paper from film, fiche or aperture cards) and a new copy stand for photographing large items, particularly bound volumes.

Ms. Jimena Galleguillos (standing), Records Assistant, and Ms. Sandra Orellana, Deputy Senior Records Assistant, inspecting the new Canon NP780 Reader/printer purchased for the City Office.

Photographic Service

	1986-87	1987-88 City/Kingswood/Total			1988-89 City/Kingswood/Total		
In the Search Rooms							
Photocopies	21 573	30 464	1 697	32 161	23 666	8 840	32 506
Reader/Printer Copies	11 930	10 807	841	11 648	8 859	3 249	12108
Aperture Card Negatives	1 023	774	—	774	614	325	939
Photographic Prints	782	708	—	708	453	64	517
Microfilm Rolls							
Arising from Written Inquiries:							
Photocopies	2 942			3 004			1374
Reader/Printer Copies	1 039			1 249			1135
Aperture Card Negatives	282			197			66
Photographic Prints	10			49			181
Microfilm rolls	—			—			66
Totals							
Photocopies	24 515			35 165			33 880
Reader/Printer copies	12 969			12 897			12 243
Aperture card negatives	1 305			971			1 005
Photographic prints	783			757			698
Microfilm rolls	—			—			66

Technical Services Division

This Division is 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 documents 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 authorising 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 1988-89, the Authority dealt with 173 recommendations for the disposal of public records, compared with 155 in 1987-88. The recommendations covered 872 series of records.

As noted earlier, a total of 1049 metres of records covering 690 series and 82 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1987-88 were 724 metres and 624 series and part series.

Authorisation for the destruction of 306 series and 82 part series was given in 1988-89. 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 authorisations given in 1988-89 covered the immediate destruction of at least 2933.3 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

In 1986 the Authority adopted a policy of seconding archivists to public offices to assist with tasks associated with records handling. Three archivists were on secondment during 1988-89. Ms Laurel Catchpool was seconded to the Department of Water Resources to assist with work arising from the Department's move to Parramatta, including the evaluation of records for disposal, preparation of disposal schedules, and related matters. Mr Anthony Mitchell was seconded to the Public Works Department to assist the Department in the evaluation of records for disposal; and Mrs Christine Yeats was seconded to the Electricity Commission of New South Wales from 24th April, 1989, to assist with implementation of a new records management system.

These arrangements are proving to be helpful to both the public offices and the Authority, and the Authority hopes to be in a position to provide similar assistance to other Government offices requiring help with moves or special projects in the records area.

In 1988 the Authority gave further consideration to the problems posed by computer, or machine-readable, records. These have great potential and offer advantages to administrators and historians alike, but they are also transient and difficult to preserve and there is world-wide concern that society risks "losing its memory". This concern is shared by the Authority, especially now that computers have outgrown simple "housekeeping functions" like payrolls and mail distribution and are being adapted to a wide variety of uses, many of which have long-term administrative, evidential, legal, historical or genealogical significance.

In 1986 the Government established 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 submitted an interim report in August of that year, after which the matter unfortunately lapsed. In April of this year, the Authority wrote to the Minister asking that the Government establish an Action Committee, representative of a large range of government agencies, and charged with developing strategies, guidelines, and records management practices which would address the problems of machine-readable records.

Accessions during 1988-89

The State archives, exclusive of maps,
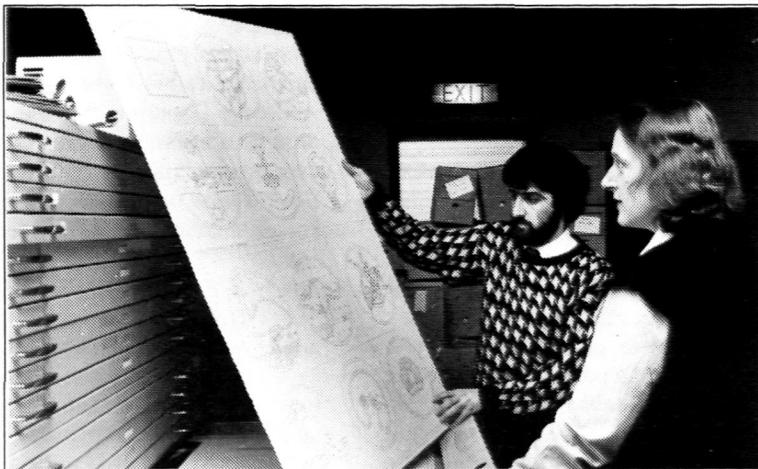
Mr. Stephen Bedford, Senior Archivist-Machine Readable Records, and Ms. Amanda Barber, Senior Archivist - Appraisal, inspecting part of a large accession of material from the Public Works Department: Bicentennial Decorations and Illuminations Committee (Accession No 3963).

plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 30 082.75 metres of shelving.

Same of the more notable accessions during the year were: New South Wales Directorate of Special Bicentennial Events, Music scores of Douglas Gamley's compositions for Australia Day, 26 January 1988, and Recording of the music for Australia Day 1988; Public Works Department, Records of the State Brickworks, Blacktown, 1972-88, and Records of the Walsh Island Dockyard, 1912-35; Records of the Sydney Olympic Games Secretariat 1924-77; and Department of Water Resources, Original town plans of Leeton and Griffith by Walter Burley Griffin, 1914.

A number of archival estrays were also accessioned during the year. Estrays are public records which, for one reason or another, have passed out of official custody and into private hands. The most significant of these accessions were: Governor, Copies of despatches to the Secretary of State for the Colonies, 20 February 1816-30 November 1821, transferred from the Mitchell Library; Superintendent of Police, Western District, Copies of letters sent, 7 April 1865-8 July 1881 and Register of prisoners discharged on licence, 1892-1915; and Police, Lachlan District, Register of communications received and despatched, April 1863-February

1865. The three Police series were identified as public records following their inspection by Archives Office staff at the auction rooms of James R Lawson Pty Ltd. Following their withdrawal from sale, as required under the provisions of Section 18 of the Archives Act, the Authority made an ex-gratia payment of $1 000 for the return of the records to official custody.

Processing

Approximately 29.2 metres of records were processed in the City office during 1988-89, compared with 60.6 metres processed in 1987-88. The major part of this figure resulted from the processing of one series of records, the Supreme Court, Family Law Division, Index to matrimonial causes, 1873-1976.

The amount of processing carried out in the City office is far less than that required to keep abreast of the quantity of records being received as State archives from public offices. Hence there are very 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 selec-

tion and preparation of material for conservation, binding and microfilming; the production of microfilms for use in the Kingswood Search Room; 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 by Government departments to unprocessed or recently processed State archives.

However, during 1988-89, as in the previous year, the most significant single task which curtailed the amount of processing undertaken in the City office was the work involved with preparing the microfilm edition of, and an index to, the Colonial Secretary's papers, 1788-1825, one of the Authority's Bicentenary projects. The microfilms and microfiche have been available for purchase since December 1988, however work is still continuing on the verification and editing of entries in the printed index, a most time consuming and arduous task.

While the processing of maps and plans in 1988-89 was also severely affected by a lack of available staff, Ms Sally Irvine-Smith, the Senior Archivist - Maps and Plans, who commenced duties on 13 June 1989, processed a total of 155 items before the end of the year.

Processing at Kingswood

The Processing Section at the Kingswood Repository processed a further 571 metres of records during 1988-89, compared with 798 metres in 1987-88.

Processing during 1988-89 included: Board of Fire Commissioners, Correspondence of the Volunteer Fire Company No.I, 1856-1900; Premier's Department - Cabinet Division, General representation files, 1965-85; Supreme Court, Probate packets, 1817-73; Corrective Services, Indexes to photographic description sheets, 1930-84 and the photographic description sheets, 1930-70; records of the Licences Reduction Board, 1924-61. Also included were the N.S.W. Bicentennial Council, Project files, 1980-88, which were transferred for processing from the City Office.

Also included in the processing was a significant quantity of records which, although State archives, were required to be re-processed because they had not previously been listed. These included: Lands Department, Conditional purchase registers; Corrective Services, records from various gaols; Treasury, Special bundles; and Public Service Board, Personnel reference cards, 1930-74.

Unfortunately, the bulk of the Repository's processing comprised records transferred, not from semi-active storage in the Repository, but direct from creating agencies. These records were given priority because, on the one hand, it was not possible to process them in the City office, while on the other hand, heavy retrieval rates created problems if they remained unprocessed. In addition to the Repository's own arrears of unprocessed records (held in semi-active storage), the quantity of unprocessed State archives ("accessions") transferred from the City office is growing. These records, which are held in a separate storage area in the Repository, have grown to over 1 500 linear metres, which is about 9 000 boxes. Accessing unprocessed records, on a regular basis, is very time-consuming.

State Archives on Loan

For many 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". In March, 1989 the Minister for the Arts endorsed the Authority's proposals for regionalising repository services and gave his approval, in principle, to their development. This was welcome news and the Authority is already investigating the possibility of improving storage facilities in Armidale. However, development of a State-wide network is unlikely to be possible without some 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-Murray Institute of Higher Education, and the Newcastle Region Public Library. In all, approximately 2,000 metres of records and some 860 maps and plans are held in these institutions.

Since 1984 the Archives Authority has supplied components of the *Genealogical Research Kit*, as they became available, to the University of New England (UNE), the University of Wollongong, the Riverina-Murray Institute of Higher Education (RMIHE), and the Newcastle Region Public Library, and they now hold complete sets of the *Kit*.

Some of these institutions receive heavy public usage. During 1988 the Local History Section of the Newcastle Region Public Library recorded 10 157 reader visits; the Riverina Archives at the RMIHE recorded 3 023 reader visits; and the Archives at the UNE received approximately 447 reader visits. All three institutions report that a substantial proportion of readers are attracted by the *Genealogical Research Kit*.

Parliamentary Archives

In December 1980 a position at the level of Assistant Senior Archivist (now Senior Archivist) was created an 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 also been responsible for the records of the Legislative Council. He is therefore responsible to both the Clerk of the Parliaments and the Clerk of the Legislative Assembly, and operates under the professional guidance of the Principal Archivist.

At the beginning of 1989 the Presiding Officers of Parliament (the President of the Legislative Council and the Speaker of the Legislative Assembly) approved an 'Archives Policy' for the Parliament. This Policy now governs the operations of the Parliamentary Archives and gives it a legitimate role and function within the Parliamentary establishment.

The Parliamentary Archivist was Chairman of the Parliament House Bicentennial Exhibition Committee which set up an exhibition entitled 'The Sovereign People: A Bicentennial Exhibition on the History of Parliamentary Government in New South Wales'. The exhibition traced same of the highlights of the development of parliamentary institutions in New South Wales since the early colonial days and was opened by the Presiding Officers of Parliament on 26 September. It closed at the end of January 1989. Copies of the Catalogue are still available on application from the Parliamentary Archivist.

A three month program to complete the processing of the Legislative Assembly Tabled Papers finished at the end of June 1989. The whole of the Assembly Tabled Papers from 1856 to 1977 are now available again for administrative purposes and for academic study.

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 large 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 consists of two newsletters, *Archeion*, which appears annually, and *ArchiVista*, a bimonthly, which are designed to disseminate information about archival holdings, publications and programs.

Revenue produced from the sale of these publications, including those of the Records Management Office, totalled $122 572 in 1988-89.

The Authority published one finding aid during the year: Information Leaflet No.40: *The Colonial Secretary's Papers, 1788-1825* (prepared by Mrs Christine Shergold and Mr Michael Allen) which is designed to assist in the use of the microform edition of the Papers.

A *Prospectus* for the Colonial Secretary's Papers, providing details of the cost of the package and other relevant ordering information, was also printed during the year.

Guide No.16: *Immigration: Index to Assisted Immigrants Arriving Port Phillip, 1839-1851* was reprinted for the second time during the year. Originally published in 1976, this publication was first reprinted in 1985 and its distribution restricted to purchasers of the *Genealogical Research Kit*. This most recent reprint is not subject to such a restriction.

As noted previously, the work involved with the production of a multi-volume index to the records of the Colonial Secretary, covering the period 1788 to 1825, has required considerable staff resources, detrimentally affecting other work, particularly the production of other publications. Pending the completion of this major publication, 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 been deferred.

Work on the sixth edition of the newsletter, *Archeion*, which has also been delayed by the concentration of staff resources on the Colonial Secretary project, has now commenced.

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

Repair and Preservation of Records

A total of 3 545 items were attended to during the year: 3 503 folios, 22 microfilms, and 20 maps and plans were repaired and encapsulated in Mylar. In addition much time was spent during the year in the silver densitometric testing of 178 reels of microfilm from the series Public Works Department: *Plans of Government Buildings*. Samples of reels from this series are to be regularly tested to ensure that they are being processed to archival standards.

Items of interest treated include: Bench of Magistrates, Newcastle, Bench book, 1836-39; Colonial Secretary, Regulations relating to constables and the Night Watch, 1789, 1796, and Convict indents, 1814-18; Court of Criminal Jurisdiction, Case papers, September - December 1818; Registry of Births, Deaths and Marriages, Record of baptisms, burials and marriages, 1787-1809; and Surveyor General, Map of Brisbane Water and creeks, n.d., and Hoddle's General map of the Colony, n.d.

The bookbinding program saw a total of 249 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 197 of these. In addition, these volumes were finished (i.e. lettered) by a Government Printer finisher who was employed for a period of 9 days. The remaining 52 volumes were bound by the Archives Office Conservation staff (36 items) and a binder from the Land Titles Office (16 items). The services of the latter were made available in return for the instruction, in conservation techniques, of an officer of the Binding Section of the Land Titles Office.

Assistant Conservators Ms. Clara Cesarone (left) and Ms. Bronwyn Ormsby at work repairing an old map in the Consevation laboratory in the City Office.

The microfilming program was another casualty of the pressure on Technical Services staff resources resulting from concentration on the Colonial Secretary Project. In addition the position of Senior Archivist Reprography, which is responsible for this area, has been left unfilled in the absence of Ms Jill Motassam, the successful applicant for this position, who will be on maternity leave until 25 September 1989.

Thus during 1988-89 only 10 reels of roll microfilm copies of volumes and documents were produced. Material filmed includes: Bench of Magistrates, Armidale, Copies of letters sent, June 1847-July 1870, and Minutes of proceedings, November 1861-January 1871 & January 1878-November 1879; Colonial Secretary, Main Series of letters received, Van Diemen's Land, 1804-21, and Register of Land grants and conditional pardons, 1792-95; Police, Burrowa, Charge book, 6 August 1862-4 November 1879; and, a number of records of the Marine Board, Navigation Department and Maritime Services Board, Newcastle. In addition, same 400 reels of State archives were reproduced for use in the Search Room at the Kingswood Repository.

1 407 aperture cards of maps and plans were also produced during the year.

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. The Repository also has facilities for the public to use State archives.

Divisional Strategy

The Repository Services Division provides the bulk storage component of the Authority's operations. The storage of large quantities of records in a purpose built out-of-town repository achieves savings through economies of scale.

The Repository stores more than 75 per cent of the State archives collection and this proportion will increase because most new

accessions are housed in the Repository. The other storage function of the Repository is to house semi-active records of Government offices. These have always been central to the Repository's storage problems in the past, because while it is required to store and service them, it can have no control over the rate at which they are created. In the life-cycle of records the Repository is a link between the departmental records management function and the eventual archiving of permanently valuable records.

To a limited degree, the Repository also extends use of its facilities to local government bodies and public hospitals requiring off-site records storage.

Management Guidelines

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. 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 *Guidelines* were extended so that all Repository clients are covered by the same financial charges, effective from 1st July, 1987.

The success of this approach is evident from the annual statistics in Appendix 3. These show a continuing low net increase in holdings, which postpones the need for additional capital expenditure. The net increase in Repository holdings of semi-active records in 1988-89 was only 3.3 per cent, compared with 6 per cent in 1987-88 and 11 per cent in 1986-1987. Encouragement to review and schedule records for disposal, coupled with the policy of charging, has brought significant and demonstrable results, as highlighted by these figures. Revenue has also increased.

Financial Strategy

In line with the continuing implementation of program budgeting by N.S.W. public offices, the Archives Authority has extended its policy of charging for Repository services to all of its clients, requiring them to meet apportioned costs. At its simplest, this policy is an expression of 'the user pays' principle. It uses financial incentives to help achieve administrative goals. Its overall effect is to place the Government Records Repository on a defined financially oriented path, which is designed to highlight and to recoup costs, without prejudicing the role and functions of the Repository. In the first full year of operation, 1988-89, revenue was $586 000, which was over 60 per cent of the Authority's gross revenue.

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. However, the commercial potential of the Repository is also under active consideration by the Authority.

Appendix 4 is a table which shows the amounts that have been invoiced to clients for services provided in 1988-89. From a financial viewpoint, the Repository's major clients are: Education Department ($51 286); Office of State Revenue ($50 489); Supreme Court ($45 638) and Local Courts Administration ($41 879). The Repository's ten largest clients were invoiced for nearly $350 000, which represented 65 per cent

of the whole. This table, although it excludes certain minor services, shows that the largest component of Repository income is derived from storage charges, which represented over 70 per cent of the total, and a further 23 per cent is derived from file retrieval charges.

Accommodation

The State Archives and Government Records Repository has a capacity in excess of 120 kilometres of shelving (120 000 linear metres). This is used for storage of files and volumes. It also has facilities for the storage of non-standard items such as maps, plan rolls, aerial photograph negatives, microfilms and computer tapes.

Stage 1 of the Repository, which was built in 1974-75, is based on a cellular design and is air-conditioned. It contains 45 kilometres of static shelving for the storage of State archives, plus staff areas. Space for the State archives, which has not been a problem for the past fourteen years, will be exhausted in a few years.

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 1983. This is a comparatively cheap building based on a "barn" style and having a capacity of over 75 kilometres of mobile compact shelving.

The Services Building extension, completed in 1987, comprises a public search room and associated facilities for the public. It also has special coolroom vaults for the proper storage of computer tapes and microfilm reels.

Prior to the adoption of the Guidelines and the re-opening of the Repository in late 1983, following a four year closure to accessions, 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 current projections it appears that the Repository will have sufficient accommodation for semi-active records for at least another five years. This is probably one of the most appropriate indicators for performance measurement and evaluation.

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).

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of clients during 1987-88 and 1988-89. It shows, for each client, 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 1988-89. (Note that this table only includes records stored in standard boxes).

According to Appendix 3 the public offices with the largest holdings in the Repository are:

Office of State Revenue	34 149 boxes
Local Courts Administration	25 657 boxes
Supreme Court	18 262 boxes

One of the most important performance 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 per cent in 1983 to 24.5 per cent as at 30th June, 1989.

Accessioning of Records

The quantity of semi-active records accessioned in 1988-89 was 5 692 linear metres, compared with 5 642 in 1987-88. The overall effect of this was to increase Repository holdings by only 3.3 per cent compared with 6 per cent in the previous year.

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 public offices lodging the most rec-

extended to the State Library until the completion of its new building and renovations. The Repository co-operates closely with those public offices which have their own archivist or have acquired the services of an archivist on secondment from the Archives Office, such as the Water Resources Department, Public Works Department and the Electricity Commission.

The Authority devised its system of Repository charges as a control mechanism and an economic yardstick, rather than as a mere deterrent to usage. That the charges are having the desired effect is demonstrated both by the limited general increase in Repository holdings and by the rapid growth in the holdings of some major users, who have clearly preferred using the Repository to any alternative storage facility. Similarly, in the past year, the Repository gained several new clients including the Treasury Corporation, Office of State Development, Cabinet Office and Concord Municipal Council.

	1985-86	1986-87	1987-88	1988-89
Number of files requested	27 933	34 898	42 806	42 373
Number of files issued	23 975	29 300	36 180	35 891
Number of files returned	19 162	23 203	25 179	25 256
Number of files added to existing boxes in the Repository	2 455	1 503	3 893	3 423
Number of items attached to existing files in the Repository	842	1 828	2 378	3 084
Total File Retrieval Operations Performed	50 392	61 432	74 256	74 136

ords in 1988-89 were:

Office of State Revenue   (4 919 boxes)
Legal Aid Commission   (3 757 boxes)
Business and Consumer Affairs (3 305 boxes)

The Repository is extending special assistance to public offices which are being relocated from the City or required to vacate premises. It has been shown that offices can make considerable financial savings by transferring semi-active records to Repository storage at the time of relocation. Special storage arrangements were

File Retrieval Service

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

The number of individual reference inquiries handled by the File Retrieval Service amounted to 74 136 in 1988-89, compared with 74 256 in 1987-88. This represents a monthly average of 6 178 jobs compared with 6 188 last year. Reference to State archives (as distinguished from semi-active records) accounted

29

for 8 363 jobs, which is 11.3 per cent of the whole, compared with 15 231 jobs last year, which was 21 per cent of the whole. The reason for the decrease is mainly because since 1st January 1989 State archives have ceased to be transported to the Search Room at The Rocks (which is explained elsewhere in this report).

The above table shows the total statistics of the File Retrieval Service conducted for clients from the Repository.

Clients storing records in the Repository may request their return and items requested are normally despatched within the next 24 hours. The File Retrieval Service statistics are arrived at by adding together the numbers 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 1988-89 the percentage of files issued to files requested was 85 per cent which was the same as 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 above the average. Unfortunately, a few public offices have retrieval rates which are regarded as unsatisfactory. 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 in Appendix 5 shows the use made of the File Retrieval Service by individual clients. The table is arranged in descending order based on the total number of jobs performed for the client. The table shows, for example, that the top 6 clients account for over 70 per cent of File Retrieval Service usage. Clients were charged a fee of $3.00 per file request and there was a surcharge for urgent requests.

The extensive administrative rearrangement of public offices undertaken by the Govern-ment in mid 1988 had a notable adverse effect on the daily operations of the Repository, which had to extensively up-date its control information to accommodate these changes, which were of a particularly complex nature.

Disposal of Records

One of the important functions of the Repository is to ensure that unwanted records do not accumulate in the system. The removal or disposal of records from the Repository usually takes place in one of three ways: recall by the creating agency, destruction and/or transfer as a State archive.

The quantities (of standard boxes) disposed of from the holdings of each client is shown in Appendix 3. The quantity of semi-active records destroyed in 1988-89 was 2 397 linear metres, compared with 2 800 linear metres in 1987-88. A further 253 linear metres of semi-active records were transferred as State archives in 1988-89, compared with 421 linear metres in 1987-88. The State Library, which had been permitted to store records belonging to the Mitchell Library in the Repository, without charge pending completion of its extensions, withdrew its total holdings (comprising about 15 000 boxes) in January 1989.

The quantity of records currently stored in the Repository and awaiting disposal action is a matter of growing concern. It is estimated that these records comprise 4 500 linear metres, which is about 28 000 boxes. As a consequence, this means that ten per cent of the Repository's holdings of semi-active records are now stored without charge to the client.

Records stored in the Repository are destroyed under supervision by the Repository, at no charge, when they are time-expired. The physical destruction of records can be undertaken by confidential shredding on the premises, if the client is prepared to pay for it, although most records are destroyed by pulping under supervision at a nearby paper mill. All waste paper from the Repository is sold for recycling.

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.

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.

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 1988-89 were -

1. Records Systems Surveys and Advisings

Numerous requests for assistance in devising and implementing records procedures continued to be received during the year, reflecting wide appreciation throughout the Public Service of the importance of records management. The impetus for departmental action would seem to be a combination of the readiness to adopt computer assistance and the need for standardised procedures.

Surveys were conducted at:

Electricity Commission of NSW
Australian Nuclear Science and Technology
   Organisation
Roads and Traffic Authority
Agriculture and Fisheries
Shellharbour Council
Conservatorium of Music
National Parks & Wildlife Service
Sydney Opera House
Treasury Corporation
State Rail Authority (Occupational Health)
Medical Examinations Board
Public Trust Office
Anti-Discrimination Board
Police Department (Purchasing & Supply)
Department of State Development

A commitment to some of these agencies, in the form of implementation assistance, will extend throughout 1989.

The Office also provided advice on specific aspects of records management to more than fifteen other agencies.

2. Keyword Classification

The Keyword Classification program expanded rapidly this year with several purchases by interstate and Federal government agencies.

There were further sales of rights to use the General Administrative Thesaurus (GADM) to Western Australian agencies, namely the Fremantle Port Authority, the Fire Brigade, the Treasury, and the Health Department; and to Queensland agencies, namely the Treasury Department, the Department of Works, and the Capricornia Electricity Board.

A functional thesaurus for local government agencies in Australia has been developed in conjunction with Glenorchy City Council, Hobart, with which the RMO has a marketing agreement. To date Thesauri have been sold to Botany Municipal Council and Lilydale, Esk and Port Stephens Shire Councils.

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. KWOC is seen as an effective interim measure by some departments which plan, eventually, to use the on-line indexing facilities offered by computer packages.

practical sessions including computer literacy and skills training.

The courses which were offered to the Service were -

Short talks on Records Management -1/2 day
Records Management Courses - 3 days and 5 days
Records Operations Course - 2 days
Keyword Compiler's Workshop - 3 days
Keyword Users Workshop - 1/2 day

Ms. Kim Garside, Records Management Officer, reviewing the General Administrative Thesaurus (G.A.D.M.).

During the year the Office entered into a joint venture agreement with Ortex Australia Pty Limited for the development and marketing of an indexing software package, entitled "KWOC-IT". KWOC-IT was launched by the Hon. Peter Collins, M.P., on 12th August 1988 and is being marketed throughout Australia.

3. Records Management Software

The Records Management Office has continued to be actively involved in the implementation of records management software suitable for the Public Service and a large number of agencies are now using records management software recommended by the Office.

4. Training

Courses were further updated to incorporate new aspects of records and information technology. There was strong emphasis on

On-line Indexing - 1 day
Classification & Indexing Workshop - 3 days.

By the end of June, 1989 a total of 216 persons had undertaken training in Records Management.

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. Talks were provided for students of Kuring-gai College of Advanced Education, the University of New South Wales, and various Colleges of TAFE.

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

6. Publications

The Office was again successful in promoting its series of publications on records management, with revenue from sales to non-government agencies totalling $3 075.

7. Office Administration

During the year, the Office pursued its policy of regularly reviewing and updating its work practices and administrative functions, with a view to increasing efficiency in both of these areas. Three additional positions (one permanent and two temporary) were added to the establishment in December 1988.

8. Charging for Services

A major change in Office policy led to the introduction in February 1989 of fees for service. The Office aims at full cost recovery for consultancy and training services provided to public and private sector agencies.

Results to date indicate that the Office is capable of earning significant income from its activities and accordingly it will be seeking to expand its business operations in 1989/90.

Total revenue for 1988/89 exceeded $210 000, compared with $54 913 in 1987/88. The 1988/89 figure is even more significant than it appears, because the Office embarked on full cost recovery only in February 1989 and most of the revenue was received in the last five months of the financial year.

HUMAN RESOURCES

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 Sector Management Act, 1988, during the tenure of their office or employment. Following the change in government in March 1988 the administrative responsibility for the Authority's Archives and Records Management Offices was transferred from the Department of Planning to the Ministry for the Arts.

Early in the year the Authority's policies and practices relating to personnel and industrial relations were adapted to conform to those adopted by the Ministry, the Office of Public Management, and the Department of Industrial Relations and Employment. Thereafter the Ministry provided the Authority with administrative support in the areas of personnel, staff and finance.

Staffing

At the end of June, 1989 the maximum number of positions in the Archives and Records Management Offices which could be filled was seventy three, while the total staff establishment was seventy four. The positions were distributed as follows:

Administration, including the Principal Archivist and the Assistant Principal Archivist	8
Reference Services Division, Archives Office	24
Technical Services Division, Archives Office	14
Repository Services Division, Archives Office	21
Records Management Office	6
Seconded to staff of the Parliament of N.S.W.	1
Total	74

This represents an increase of ten positions on the previous year, the ten positions being the balance of the seventeen new establishment positions approved by the Public Service Board in 1987. The Authority received specific approval and funds to progressively fill most of these positions in 1988, but unfortunately five of the new positions remained unfilled at the end of June 1989 due to the staff freeze.

After numerous discussions and submissions the Authority, together with the Department of Industrial Relations and Employment and the Public Service Association, negotiated a new Archivists' Agreement separate from that for Librarians, which took effect from 2 June 1988. In addition the Industrial Authority approved the reclassification and regrading of most senior positions from the Principal Archivist down. Appropriate recruitment action was taken to fill the majority of these positions before the end of June 1989.

Responsibility for the Kingswood Search Room was transferred to the Manager, Reference Services from April, 1989 altering the allocation of the Authority's staff resources, as shown in the pie chart on the following page. The classification of persons employed has remained fairly stable.

Equal Employment Opportunity

The Authority supports equality of employment opportunity (EEO) and during the year it prepared an EEO Annual Report for the Director of Equal Opportunity in Public Employment, which documented the implementation of a number of affirmative action strategies.

Staff Training and Staff Development

The Archives and Records Management Offices continued to provide internal training courses relating to the activities and operations of the Authority. In 1988-89 these again concentrated on records management and reference services. Staff also attended a large number of external courses on such topics as: computer training; public sector finances; supervisory skills; Spokeswomen; selection techniques; disciplinary procedures; Freedom of Information; program evaluation; English and clerical skills for migrants; training techniques; first aid; and occupational health and safety.

Leave

Mrs Jill Motassam, Mrs Rosanna Guevara and Mrs Debbie Bridgford all took maternity leave during the year.

Promotions and Appointments

Ms J. M. Stapleton, B.A., Dip.Arch.Adm., Assistant Senior Archivist was promoted to the position of Deputy Manager, Repository Services on 1st September 1988.

Ms A. J. Barber, B.A., Dip.Arch.Adm., Assistant Senior Archivist was promoted to the

position of Senior Archivist, Appraisal on 22nd September 1988.

Ms C. Cesarone, Manuscript Restorer was promoted to the position of Assistant Conservator, Class 1 on 26th September 1988.

Ms S. Wright, Assoc.Dip.Med.Records Admin., Senior Records Management Officer was promoted to the position of Deputy Manager, Records Management Office on 24th January 1989.

Mr M. R. Allen, B.A., Dip.Lib., Assistant Senior Archivist was promoted to the position of Senior Archivist, Processing on 15th February 1989.

Ms S. B. Irvine-Smith, B.A., Dip.I.M., Arch.Adm., temporary Project Archivist, was appointed to the permanent position of Senior Archivist, Maps and Plans on 15th February 1989.

Mr D. F. Comber, B.A. (Lib.Sc.), Dip.Lab.Rel. & Law, Records Administration Officer was promoted to the position of Manager, Records Management Office on 17th February 1989.

Mr S. J. Bedford, B.A., Dip.I.M., Arch.Adm., Archivist was promoted to the position of Senior Archivist, Machine Readable Records on 27th February 1989.

Mr J. L. Burke, B.A., Dip.Lib., Dip.Arch.Admin., Senior Archivist was promoted to the position of Manager, Repository Services on 6th March 1989.

Mrs C. M. Shergold, B.A., Dip.Lib., Dip.Arch.Admin., Senior Archivist was promoted to the position of Manager, Technical Services on 6th March 1989.

Mr R. Gore, B.A., Dip.Lib., Assistant Senior Archivist was promoted to the position of Manager, Reference Services on 6th April 1989.

Mr D. J. Cross, B.A., Dip.Lib., was re-appointed to the position of Principal Archivist on 12th April 1989.

Allocation of Staff Resources, 1988 - 1989

Repository Services Division

Parliament House

Records Management Office

Administrarion

References Services Division

Technical Services Division
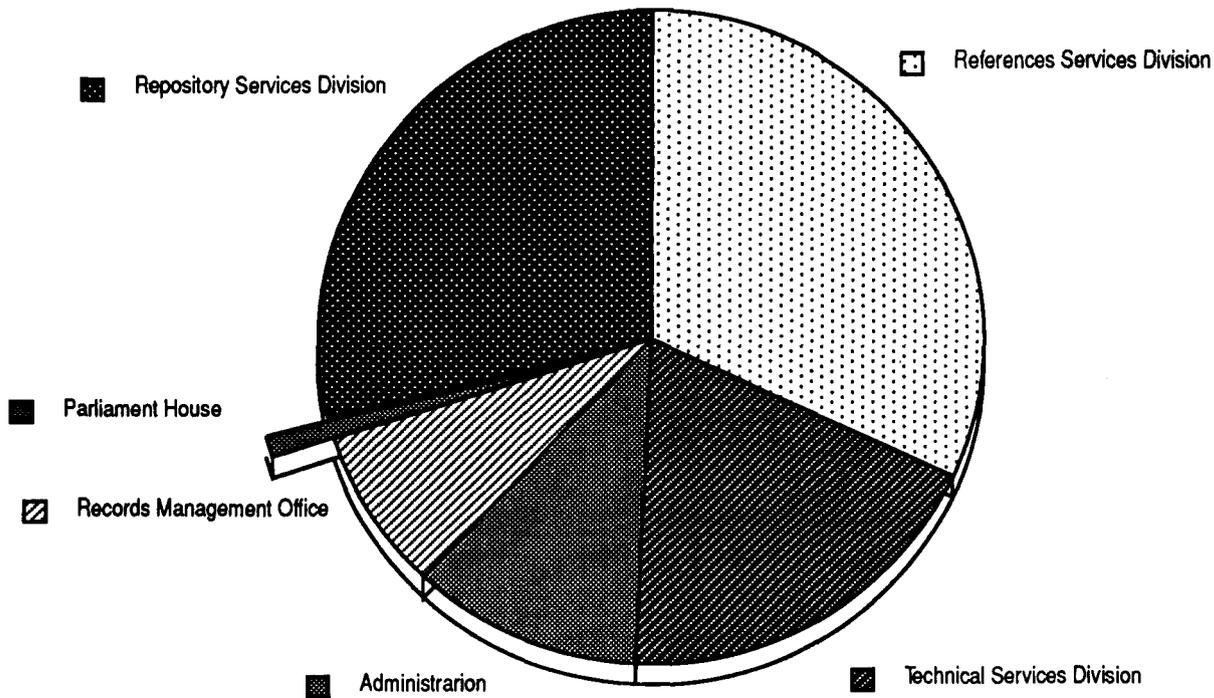
Classification of Persons Employed, 1988- 1989

29.00% ■ Clerical Assistants

43.00% ⊡ Archivists

12.00% ▦ Clerks

5.00% ▦ Other (e.g Conservator, Photographer, etc)

11.00% ▨ Typists
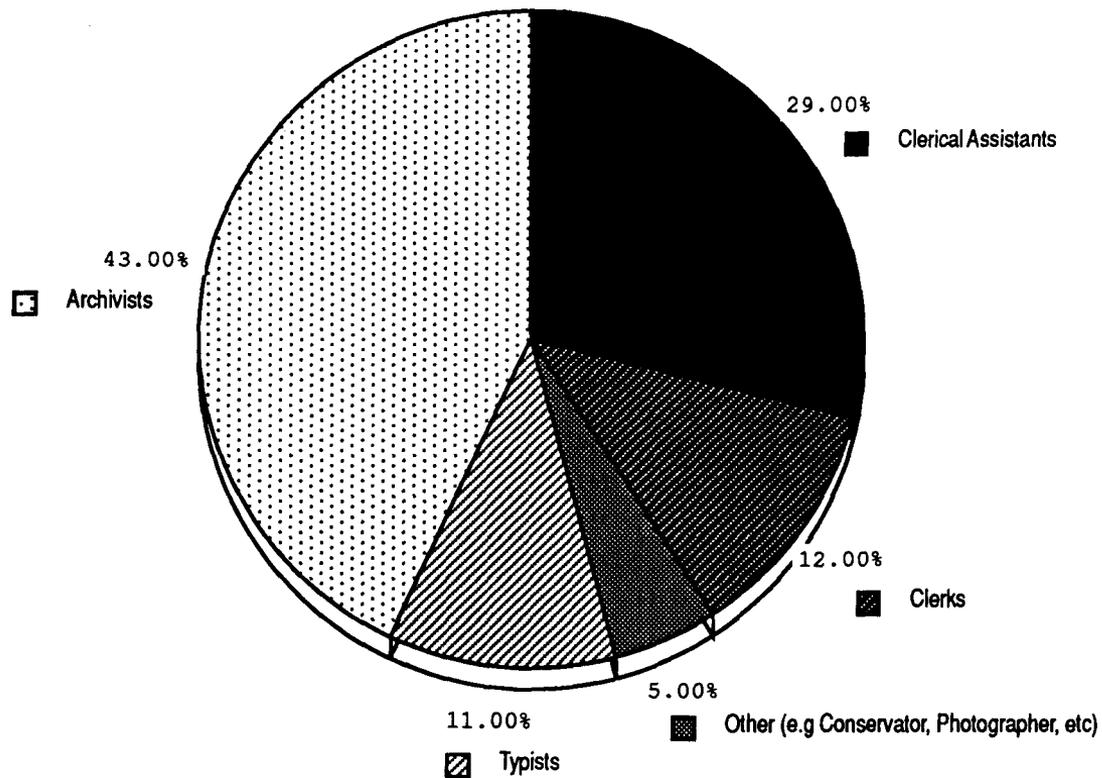
Kingswood on 10th December 1988. More than 250 bookings were received and as a result three repeat conferences were held on 11th and 15th February and 18th March 1989. The conference was chaired by the Manager, Repository Services, John Burke, and speakers included Roslyn Beard, Martyn Killion and Lesly Whitford.

The Authority also held a joint seminar with the Professional Historians Association, NSW Inc, entitled "Food for Thought", in the Conference Room, State Archives Building on 10th June 1989. Speakers included John Cross, Amanda Barber, Christine Shergold and Richard Gore.

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 Action Committee on Local Government Records; Local Government Ministerial Working Party: General Records Disposal Schedule; the Australian Archives Disaster Planning Committee; and the Crown Lands Office Committee on Restoration and Protection of Records and Documents in the Event of a Catastrophe.

Members of the Archives Authority also participated in a variety of conferences, seminars and meetings relevant to the work of the Archives and Records Management Offices.

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

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 1989.

(b) the financial statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, Regulation, 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: *(signature)*   SIGNED: *(signature)*

DATE: 11 August, 1989   DATE: 11 August, 1989

SIGNED: *(signature)*

DATE: 11 August 1989

Ms C. I. Yeats, B.A., Dip.Lib., Dip.Arch.Admin., Assistant Senior Archivist was promoted to the position of Senior Archivist, Search Room on l9th April 1989.

Mrs J. R. Motassam, B.A., Dip.I.M., Arch.Adm., Archivist was promoted to the position of Senior Archivist, Reprography, to take effect from 25th September 1989.

Professional Activities

The Manager, Repository Services, John Burke, participated on the Local Government Ministerial Working Party on the General Records Disposal Schedule which met on a number of occasions during the year.

Mr R. W. Lawrie, Senior Archivist, Parliament, received his Master of Public Policy from the University of Sydney on 28th April 1989.

The Assistant Principal Archivist, Frances Lemmes, spoke at a "Professional Employment Seminar for Archivists" held at the School of Librarianship, University of New South Wales on 25th August 1988.

Frances Lemmes attended the International Federation of Library Associations/ Library Association of Australia (IFLA/LAA) International Conference held in Sydney on 27th August - 3rd September 1988.

Nine staff members attended the Royal Australian Institute of Public Administration's (RAIPA) 4th National Conference on Administrative History held in Sydney on 1-3rd September 1988.

Denis Comber, Susan Wright, Joy Stanford, Amanda Barber and Sally Irvine-Smith attended Records Management Association of Australia's (RMAA) 5th National Convention in Canberra on 6-9th September 1988 and assisted on the Records Management Office information stand.

Seven staff members attended the combined 1st International Congress on Family History and 5th Australasian Congress on Ge-nealogy and Heraldry held at Darling Harbour on 19-22nd October 1988, and assisted on the State Archives information stand. John Cross, Christine Yeats and Richard Gore all presented papers.

The Principal Archivist, John Cross attended a weekend "Leaders' Retreat" at Milton Park, Bowral on 27-28th November 1988.

The Curator of Conservation, John Davies, attended meetings of the Australian Archives Disaster Planning Committee on 29th September and 6th December 1988.

Frances Lemmes attended the Government Administration Association for Training and Development's (GAAFTAD) 1989 Conference "Influencing the Organisation: a Training and Development Perspective" held at Warwick Farm on 16-17th February 1989.

John Davies attended the Pacific and Regional Branch of the International Council on Archives' (PARBICA) Conference held at Wellington on 10-23rd April 1989.

Six staff members attended a seminar on archival photographs "More than Meets the Eye" held at the State Library of NSW on 22nd May 1989.

John Cross, Frances Lemmes, John Burke and Richard Gore attended the Australian Society of Archivists' 7th Biennial Conference held at Hobart on 2-6th June 1989. John Burke and Frances Lemmes both presented papers.

In addition, staff members addressed many other societies and groups including the Hurstville Family History Society, the Parramatta Local History Society, Nepean Family History Society, the Heraldry and Genealogy Society of Canberra and the Chester Hill Community Aid. Reference staff from Kingswood also operated a stall at the Bicentennial "Gathering of Pioneer Families" at Castle Hill Showground on 17-18th September 1988.

A major family conference "The Bicentenary and its Legacy: Recent Developments in Family History Research" was organised by the Repository staff in the new Conference Room at

Income and Expenditure Statement for the
Year Ended 30 June, 1989

Income	Note	$
Consolidated Fund –	10	2,562,089
Bicentennial Grants	4	136,780
Authority Generated Funds		
Colonial Secretary's Papers		20,000
Genealogical Research Kit		61,356
Repository Services		639,228
Records Management Office		247,653
Photographic and other Miscellaneous Services		37,842
Publications		13,818
Sponsored Publications		18,272
Total Income		**3,737,038**

Expenditure

	Note	$
Salaries, Allowances, etc		1,795,822
Payroll Tax		104,981
Maintenance and Working Expenses		490,477
Other Services		
• Genealogical Research Kit		15,990
• Purchase and Reproduction of Public Archives		31,999
Bicentennial Projects	4	
150,102		
Sponsored Publications		10,059
Doubtful Debts		2,500
Depreciation		189,681
Authority Generated Funds Paid to Consolidated Fund	3	720,912
Total Expenditure		**3,512,523**
Operating Surplus for Year		**224,515**

Balance Sheet as at 30 June 1989

	Note	1989
Current Assets		
Cash at Bank & On Hand	5	20,525
Deposit with Treasurer		245,074
Receivables	5.1	158,390
Stock	5.2	226,742
Total Current Assets		650,731
Non-current Assets	6	
Property	6.1	6,776,250
Plant & Equipment	6.2	193,865
Deferred Costs - employees entitlements,		
owing by State Treasurer	6.3	385,062
Total Non-current Assets		7,355,177
Total Assets		8,005,908
Current Liabilities	7	
Creditors and Accrued Charges		29,635
Total Current liabilities		29,635
Non-current liabilities	8	
Employees Leave Entitlements	8.1	385,062
Total Non-current Liabilities		385,062
Total Liabilities		414,697
Net Assets		7,591,211
Capital & Retained Earnings	9	
Advance - State Treasurer		20,525
Assets Acquired Free of Capital Liability	9.1	7,159,796
Accumulated funds	9.2	410,890
Total Capital & Retained Earnings		7,591,211

Statement of Source and Application of Funds
for the Year Ended 30 June 1989

Source of Funds	1989 $	$
Funds from Operations		
Inflow of funds	3,737,038	
Less Outflow of funds	3,332,842	
		414,196
Capital funds provided by Treasurer		59,648
		473,844

Application of Funds		
Building Improvements	59,648	
Acquistion of Plant & Equipment	92,337	
		151,985
INCREASE IN WORKING CAPITAL*		321,859
		473,844

Reconciliation of Funds Flow from Operations with Operating Surplus

Operating Surplus		224,515
Add Depreciation		189,681
		414,196

* Detailed components of the movements in working capital not provided owing to the absence of previous years figures for current assets and current liabilities.

ARCHIVES AUTHORITY OF NEW SOUTH WALES

NOTES TO AND FORMING PART OF THE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE, 1989

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1 Basis of presentation

Prior to 1989 the Authority's financial statements were prepared on a "modified" accrual accounting basis by exemption approved by the Treasurer under Section 41B(2) of the Public Finance & Audit Act, 1983. By decision of the Authority the financial statements have now been prepared in accordance with accrual accounting principles with the exceptions that: first, the Authority's archival collections have not been brought to account as a balance sheet asset because of the difficulties of assigning a value to assets possessing an intrinsic value; second, there has been no recognition of employee superannuation liabilities (refer to note 8.2); and, third, stock has been expensed (refer to note 5.2). Otherwise the statements comply materially with the disclosure requirements of Australian Accounting Standards, industry practices, the requirements of the Public Finance and Audit Act, 1983, and the Public Finance (Statutory Bodies) Regulation, 1985. The statements have been prepared in accordance with the historical cost convention and do not take account of changing money values.

The principal effects of the change in accounting practice are:

• Non-current assets acquired free of charge from Government funds are recorded in financial statements.
• Non-current assets acquired by the Authority are now capitalised instead of being expensed in the year of acquisition except where otherwise stated.
• Non-current assets are depreciated on a straight line basis, except where otherwise stated.
• The full liability in respect of employees' leave entitlements is brought to account and the State Treasurer raised as a debtor for an equivalent amount. Formal acceptance by the State Treasurer of this debt has not been obtained.
• Operations financed from Consolidated Fund are accounted for on an accrual basis rather than mainly on a cash basis which operated previously. As such, the State Treasurer has been raised as debtor to match the extent of Consolidated Fund accrued expenditure. Formal acceptance by the State Treasurer of this debt has not been obtained.

With the adoption of accrual accounting, a Balance Sheet is compiled in place of a Financial Statement and an Income and Expenditure Statement has replaced a Statement of Financial Operations. The absence in the statements of comparable figures for the year ended 30 June, 1988 relates to the lack of effective figures for that year because of the changes in accounting presentation. An exemption from the application of Clause 8(1) of the Public Finance and Audit Act (Statutory Bodies) Regulation, 1985 has been sought from the Treasurer, but had not been received when the Accounts were formalised.

1.2 Accounting Records

The Authority maintains proper accounts and records for all its operations in terms of Section 41(1) of the Public Finance and Audit Act, 1983.

1.3 State Archives

Costs associated with the identification, acquisition and preservation as State archives of all non-current public records of permanent value, are expensed annually. Because of the intrinsic value of such assets it is not practicable to determine their value for accounting purposes and accordingly they are not brought to account as a balance sheet asset.

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2. CONSOLIDATED FUND APPROPRIATIONS

Funds are provided by the State under allocations voted to the Ministry for the Arts for the preservation and management of Government records. Allocations together with actual funds expended are recorded on page 57 of the Treasurer's Public Accounts for the year ended 30th June, 1989.

Expenditure against amounts provided for the past two years was

	1988/89	1987/88
	$	$
Recurrent Services	543 830	2 038 300
Capital Works & Services	59 648	197 732
	2 603 478	2 236 032

See Note 10 for reconciliation with Income and Expenditure Statement.

3. PAYMENTS TO CONSOLIDATED FUNDS

Funds are provided by the State under allocations voted to the Ministry for the Arts for the preservation and management of Government records. Allocations together with actual funds expended are recorded on page 57 of the Treasurer's Public Accounts for the year ended 30th June, 1989.

4. OTHER GOVERNMENT FUNDS

An aggregate of $136 780 was received from Bicentennial Funds towards heritage projects undertaken by the Authority. Expenditure on the projects aggregated $150 102 and was serviced from those funds together with a balance of $7 437 on hand at 30 June 1988. In addition an amount of $5 885 over expended against Bicentennial Funds is to be recouped from revenue from such projects in 1989/90.

5. CURRENT ASSETS

5.1 Receivables

At an aggregate value of $158 390 recorded at balance date these comprised:

	$	$
Debtors	98 922	
Less Provision for Doubtful Debts	2 500	
		96 422
Accrued Income - Repository Services		39 891
Prepayments		3 818
Accrued Expenditure Recoverable from Consolidated Fund in 1989/90		18 259
		158 390

5.2 Stock on Hand

Stock on hand at balance date comprised:

Publications	107 717
Genealogical Research Kit	110 298
Boxes	8 727
	$226 742

Stock on hand was valued at cost. However, the value shown is not supported by detailed records. While stock on hand is in good order and condition, certain items are slow moving and may not realise their cost value. A detailed review of this matter is planned for 1989/90 to identify obsolete material.

The cost of stocks acquired during 1988/89 was incorrectly expensed and the amount involved is not readily ascertainable. It is intended that appropriate remedial action will be taken in 1989/90 to redress this matter.

6. NON-CURRENT ASSETS

6.1 Property

The building occupied by the Authority in Globe St, The Rocks, Sydney is owned by the Sydney Cove Redevelopment Authority. The Archives

Authority's status is that of joint tenant.

Land and buildings occupied by the Authority and known as the State Archives and Government Records Repository at Kingswood are vested in the Minister for Public Works on trust for the Archives Authority. The site is charted on the St Mary's sheet of the Department's State Mapping Index as "Kingswood Archives Repository" and the Department's relevant plans, etc, are marked "No lease or disposal of site without reference to the client Department: Archives Authority". The buildings have been brought to account at 30 June, 1989 at ascertainable cost of $6 950 000 with provision for depreciation $173 750 at one fortieth of the cost of the buildings being recorded as a cost of operations for 1988/89. Property was thus brought to account at a net value of $6 776 250.

A current market valuation of both site and building has been requested from the Valuer General. Accordingly it is proposed that the assets concerned, including land value, will be revalued in 1989/90 upon receipt of the Valuer General's detailed valuation.

6.2 Plant & Equipment

This represents the nett book value of major plant and equipment (for individual items costing $2 000 or greater) as determined from the Authority's plant and equipment records. A depreciation charge of $15 931 was brought to account as a charge against operations for 1988-89. The depreciation charge as assessed for that year had regard to the estimated remaining life of the assets involved and to prevailing depreciation rates applying for taxation purposes.

The cost of plant and equipment items at an individual cost lower than $2 000 is expensed in the year of acquisition. However, plant and equipment records for such items, as appropriate, are maintained in accordance with the Treasurer's Directions.

The figure recorded includes a current market value of $12 000 at 30 June 1989 for one motor vehicle owned by the Authority and acquired from Bicentennial funds in 1986. Other motor vehicles utilised by the Authority for its operations are leased from the Government Supply Office. The leasing system contains two cost components, an annual lease fee and a changeover cost adjustment on supply of new vehicles. These fees are reassessed annually or on vehicle renewal or disposal. The Government Supply Office remains the beneficial owner of the vehicles and accordingly costs associated with operation of the vehicle fleet (including running and leasing) are expensed against operations.

6.3 Deferred Costs—Employee Entitlements, Owing by State Treasurer

The amount brought to account at 30 June 1989 represents past service costs of employee leave entitlements of an aggregate of $385 062 for Authority employees. Leave entitlement costs are funded by the State Treasurer on benefit emergence. This debt has not been formally acknowledged by the State Treasurer.

7. CURRENT LIABILITIES

Creditors and accrued charges $29 635 relate to commitments $28 021 for goods and services provided prior to 30 June, 1989 for which payments were serviced after that date and an amount held on deposit with the Treasurer $1 614, refundable to the Department of Industrial Relations and Employment.

8. NON-CURRENT LIABILITIES

8.1 Employee's Accrued Leave Entitlements

The assessed liability brought to account at 30 June, 1989 for Employee Leave Entitlements comprised:

	$
Accrued Long Service Leave	271 661
Accrued Annual Leave	113 401
	385 062

Assessment of the liabilities as recorded was based upon:

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a) Long Service Leave represents liability for the total value of leave accrued but not taken by employees with five or more years' service. Effective for the year ended 30 June 1989 an on-cost of 1.95% on gross salaries and wages is charged against operations and paid to the State Treasurer towards funding the liability on benefit emergence.

b) Annual Leave payments with respect to leave taken during the year are charged as an operating cost. For the year ended 30 June 1989 the Office's cost for Annual Leave taken was $95,069. Accordingly the liability as recorded above represents the accumulated value of untaken annual leave (inclusive of industry loadings) at 30 June 1989. (See also comment at Note 6.3)

8.2 Employee Superannuation Entitlements

The Authority has sought advice from the Government Actuary as to the past service liability for the unfunded employer liability in respect of Authority employees covered by the State Superannuation Scheme and the State Public Service Superannuation Scheme. It is proposed to bring this to account in future in similar manner to the accounting treatment for accrued leave entitlements above and as mentioned in Note 6.3.

9. CAPITAL & RETAINED EARNINGS

9.1 Assets Acquired Free of Capital Liability

The amount brought to account at 30 June 1989 represents the capitalisation at ascertainable cost of property, plant and equipment $7,159,796 acquired by the Authority free of capital liability (see also note 6.1 Property).

9.2 Accumulated Funds

After allowing for assets acquired free of capital liability, as referred to in 9.1, the amount brought to account at 30 June 1989 as Accumulated Funds was $410,890, inclusive of the Surplus on Operations $224,515 for 1988/89.

10. CONSOLIDATED FUND RECONCILATION

10.1 Recurrent Services

Payments as recorded in Treasurer's Public Accounts with Income reflected in the Authority's Income & Expenditure Statement.

	$
Consolidated Fund Payments	2 543 830
Add Accrued Charges at 30/6/89 met from Consolidated Fund in 1989/90	22 077
	2 565 907
Deduct Amounts Prepaid at 30/6/89 on account of 1989/90 services	3 818
Consolidated Fund Income & Expenditure Statement	2 562 089

10.2 Reconciliation of Consolidated Fund Payments with Expenditure in Income and Expenditure Statement.

		$
Consolidated Fund Payments		2 543 830
Add Consolidated Fund Accrued Charges		22 077
		2 565 907
	$	
Deduct Consolidated Fund Prepayments	3 818	
Deduct Plant & Equipment Purchases capitalised	92 337	
		2 469 752
Add Special Deposits Expenses	730 971	
Bicentennial Expenses	150 102	
Provisions	192 181	
		1 073 254
		3 543 006
Deduct Prepayments 1987/88		30 483
Consolidated Fund Income & Expenditureas shown in Income and Expenditure Statement		3 512 523

11. 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 its owner the Sydney Cove Redevelopment Authority.

• Plant and equipment, fixtures, fittings and furniture, are insured through the Treasury Fire Risks Account.

• The estimated value of the State archives in the Authority's custody for insurance purposes only is $150 000 000.   In August, 1986 Treasury advised that they are covered against damage caused by fire and lightning by the Treasury Fire Risks Account.

12. AUDIT FEE

The fee for the audit of the Authority's accounts and records by the New South Wales Auditor-General's Office was $8 000 ($4 500 for 1987/88).   The Auditor received no other benefits.

13. COMMITMENTS FOR GOODS AND SERVICES

The Authority had no material commitments for goods and services contracted for at 30 June 1989 and not otherwise accounted for in the balance sheet.

14. MEMBERS FEES OR BENEFITS, ETC

Authority members do not receive emoluments or other benefits of office. There were no loans made to members, officers or employees of the Authority.

15. OUTSTANDING CAPITAL COMMITMENTS

The Authority was not contracted for any capital expenditure at 30 June 1989.

16. CONTINGENT LIABILITIES

The Authority was not aware of any contingent liability relevant to its functions at 30 June 1989.

17. MATERIAL ASSISTANCE PROVIDED AT NO COST TO THE AUTHORITY

Material assistance and services provided free of charge to the Authority by other authorities/departments, for which no estimate of the costs involved can be given, are:

• Postal, freight services provided by the Government Courier Service.
• Recruitment services provided by the Government Recruitment Agency.
• Building maintenance, minor repairs, etc provided by the Public Works Department.
• Cleaning and Garbage Removal provided by the Department of Administrative Services
• Rent of the Globe Street Building was met by the Office Accommodation Bureau.

End of audited Financial Statements.

AUDITOR – GENERAL'S CERTIFICATE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

The accounts of the Archives Authority of New South Wales for the year ended 30 June 1989 have been audited in accordance with Section 34 of the Public Finance and Audit Act 1983.

As disclosed in notes 1.1, 1.3, 6.1, and 8.2, the Authority's financial statements have not complied with Australian Statements of Accounting Standards by excluding the archival collection; land; and employer's liability for superannuation. In addition, stock has been incorrectly accounted for (note 5.2 refers). I am unable to quantify the effect on the financial statements of the omissions and incorrect treatment of stock.

As this is the first year in which the financial statements have been prepared on an accrual basis, previous year's comparative figures were not available. Accordingly, for the reasons stated by way of footnote to the statement of source and application of funds, the requirements of Australian Accounting Standard AAS12 "Statement of Sources and Applications of Funds" have not been met.

In my opinion, except for the effects of the matters referred to in the preceding paragraphs, the balance sheet, income and expenditure statement and funds statement, 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 1989 and transactions for the year then ended.

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

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SYDNEY,
20 October 1989

Program: 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 1988-89

ITEM	ALLOCATION 1988-89	EXPENDITURE 1988-89
SALARIES & PAYMENTS	$	$
A.1 Salaries & wages		
Penalities etc.	1,708,000	1,673,781
National Wage adjustment	31,000	-
A.2 Leave on Termination - Provision	34,000	32,639
A.3 Overtime	43,000	75,900
A.5 Workers Compensation Insurance	10,000	10,000
A.7 Payroll Tax Expense	101,000	95,036
A.8 Employer's Superannuation Contributions	1,000	606
S.A.S.S. Basic	-	2,512
S.A.S.S Other	-	384
Sub-total "A" Items	1,928,000	1,890,858
MAINTENANCE AND WORKING EXPENSES		
B.2 Expenses in Connection with Building		
Rates, charges, etc.	4,000	3,974
Maintenance	14,100	14,005
Cleaning	35,700	35,664
B.3 Subsistence and Transport		
Travelling and Subsistence	13,900	13,822
Motor Vehicles and Running Costs etc.	10,200	10,166
B.4 General Expenses		
Advertising and Publicity	8,900	8,833
Books and Periodicals	9,850	9,822
Fees for Services Rendered	51,617	51,590
Gas and Electricity	211,400	211,039
Other Insurance	2,200	2,026
Postal and Telephone	21,000	20,827
Printing	56,400	27,570
Stores, Equipment etc.	171,510	171,433
Minor expenses	1,000	902
Out of Pocket Expenses	1,200	1,121
Maintenance Contracts	22,250	22,189
Sub-total "B" Items	635,217	604,983
OTHER SERVICES		
E.318 Archives and Records Management	32,000	31,999
E.320 Reproduction of Genealogical Research Kits	50,000	15,990
Sub-total 'E' Items	82,000	47,989
PROGRAM TOTAL	**2,645,217**	**2,543,830**

THE ARCHIVES OFFICE OF N.S.W.
EXPENDITURE OF FINANCIAL RESOURCES 1988-1989

Printing & Publications 1.5%

Other 6%

Gas & electricity 8%

Equipment & Purchases 8.5%

Salaries & Allowances 76%
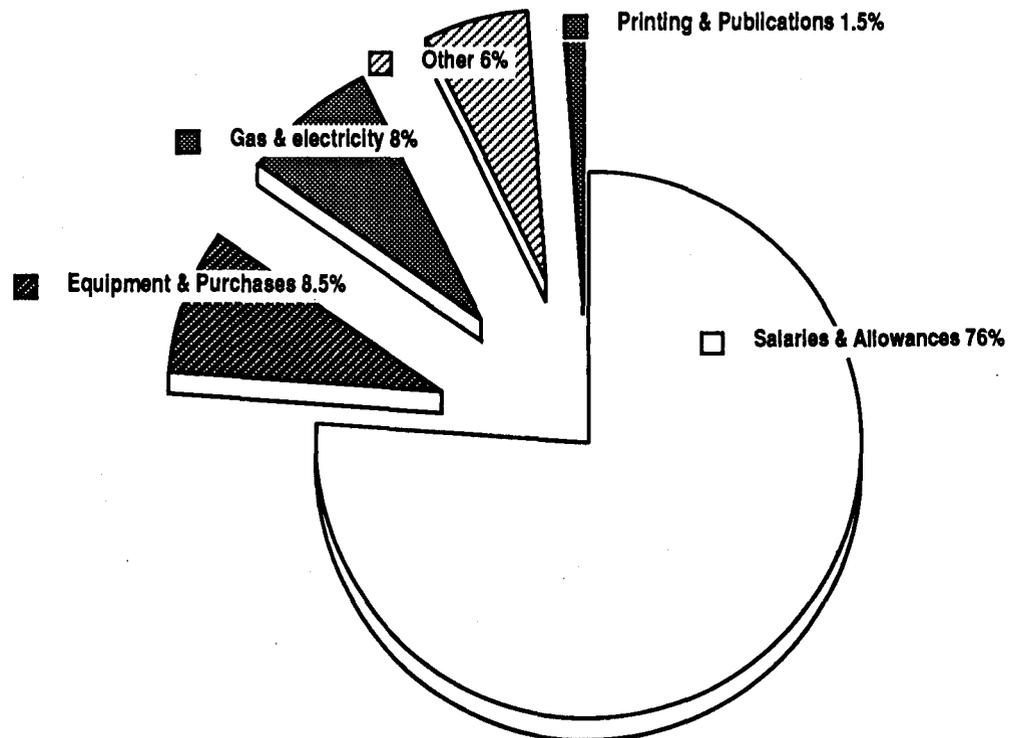
Program: 0017 Preservation and Management of Government Records

Detailed Budget in Accordance with Section 7(1)(a)(iii) of Annual Reports (Statutory Bodies) Act, 1984 - For Financial Year 1989-90

ITEM	ALLOCATION 1989-90
EMPLOYEE RELATED PAYMENTS	$
A.100 Salaries, Wages, Penalities etc.	1,931,000
A.101 National Wage adjustment	162,000
A.200 Leave on Termination - Provision	40,000
A.300 Overtime	38,000
A.500 Workers Compensation Insurance	10,000
A.700 Payroll Tax Expense	110,000
A.800 Employer's Superannuation Contributions	81,000
S.A.S.S. Basic	-
S.A.S.S Other	-
TOTAL EMPLOYEE RELATED PAYMENTS	<u>2.372.000</u>
MAINTENANCE AND WORKING EXPENSES	
B.201 Building Rent (Cleaning)	1,180,000
B.202 Rates, charges, etc.	5,000
B.303 Maintenance	14,000
B.205 Cleaning	40,000
B.301 Subsistence and Transport	14,000
B.302 Motor Vehicles and Running Costs etc.	11,000
B.401 Advertising and Publicity	5,000
B.402 Books and Periodicals	9,000
B.403 Fees for Services Rendered	60,000
B.404 Gas and Electricity	220,000
B.406 Other Insurance	2,500
B.407 Postal, Telephone and Courier	80,000
B.408 Printing	58,000
B.409 Stores, Equipment etc.	155,000
B.410 Minor expenses	1,000
B.411 Out of Pocket Expenses	1,200
B.412 Maintenance Contracts	<u>27.000</u>
TOTAL MAINTENANCE AND WORKING EXPENSES	<u>1.883.000</u>
OTHER SERVICES	
E.318 Purchase and Reproduction of Public Archives	32,000
E.320 Publication of Genealogical Research Kits and Colonial Secretary's Papers	<u>15.000</u>
TOTAL OTHER SERVICES	<u>47.000</u>
TOTAL RECURRENT CONSOLIDATED EXPENDITURE	<u>4.302.000</u>

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

ARCHIVES AUTHORITY OF N.S.W.
(statutory body)

PRINCIPAL ARCHIVIST

ASSISTANT PRINCIPAL ARCHIVIST

| TECHANICAL SERVICES DIVISION | REFERENCE SERVICES DIVISION | REPOSITORY SERVICES DIVISION | ADMINISTRATIVE UNIT | RMO |

TECHANICAL SERVICES DIVISION

MANAGER

Conservator

Assistant Conservator

Senior Archivist (Reprography)

Parliamentary Archivist

Senior Archivist (Processing)

4 Archivists
Typist
Records Assistant

Senior Archivist (Maps and Plans)

Senior Archivist (Appraisal)

Senior Archivist (Machine Readable Records)

Senior Records Assistant
Deputy Senior Records Assistant
4 Records Assistants

REFERENCE SERVICES DIVISION

MANAGER

Extension Officer

Senior Archivist (Search Room)

5 Archivists
1 Photographer
1 Security Officer

Senior Archivist (Research Services)

REPOSITORY SERVICES DIVISION

MANAGER

Deputy Manager

Administrative Assistant

3 Senior Records Assistants
8 Records Assistants
1 Stenographer
2 Typists
2 Driver/Attendants

Repository (Search Room)

1 Senior Archivist
3 Archivists
2 Reference Assistants
1 Records Assistant

Repository (Processing)

2 Archivists

ADMINISTRATIVE UNIT

Senior Administrative Officer

Administration Officer

Clerk General Scale

Stenographer
Typist
Office Assistant

RMO

MANAGER

Deputy Manager

3 Records Management Officers

Typist

Establishment = 74

June 1989

PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) Inventories and Guides

(l) 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. Out of print.)

(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; 1st reprint 1985, 2nd reprint 1989)

(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.

(29) Immigration: Index to Assisted Immigrants arriving Sydney and Newcastle, 1844-59. (1987.)

(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, 1870-1960.

(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.I.)

(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.

(38) Muster and Census Records.

(39) Index to Abstracts of all Licences for Marriage granted to Free Persons, March 1813 - December 1827.

(40) The Colonial Secretary's Papers, 1788-1825

(c) Technical Papers

(I) 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

(I) 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

(I) Genealogical Research Kit (1984 - 88.)

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)

Stage III (1987):

Register of Conditional Pardons, 1791-1825 (4 microfiche)

Registers of Convicts recommended for Conditional Pardons, 1826-56 (12 microfiche) Registers of Absolute Pardons, 1791-1843 (1 part reel)

Registers of recommendations for Absolute Pardons, 1826-46 (1 part reel)

Ticket of Leave butts, 1827-67 (58 reels)

Abstracts of licences for marriages granted to free persons, 1813-27 (1 microfiche)

Registers of Coroners inquests, 1902-42 (7 reels)

Wives and families of convicts on bounty ships, 1849-55 (2 microfiche)

Members of the Family Colonization Loan Society, 1854-57 (1 part microfiche)

Passenger lists of the Family Colonization Loan Society, 1854-55 (1 part microfiche) Applications for admission into the Orphan Schools, 1825-33 (1 part reel)

Applications for children out of the Orphan Schools, 1825-33 (2 part reels)

Female Orphan School Admission books, 1817-32 (1 part reel)

Male Orphan School Admission books, 1819-33 (1 part reel) 1828

Census Householders Returns (4 reels)

Stage IV (1988):

Wage agreements and entitlement certificates of persons on bounty ships, 1844-45 (8 reels)

Persons on bounty ships to Sydney, Newcastle and Moreton Bay, 1848-91 (Board's Immigrant Lists) (41 reels)

Immigration deposit journals, 1853-1900 (9 reels)

Germans on bounty ships, 1849-52 (1 microfiche)

Reports of inquests, 1796 - April 1824, June 1828 (2 reels)

Indexes and registers of Coroners inquests, 1834-1901 (9 reels)

Musters and other papers relating to convict ships, 1790-1849 (12 reels)

Medical Board Minutes of proceedings and register, December 1838 - February 1901 (4 microfiche)

Register of chemists and druggists, 1876-

1920 (2 microfiche)

Register of Police, 1862-1904 (5 microfiche)

Roll of barristers, solicitors, attorneys, proctors and conveyancers, 1824-76 (2 microfiche)

Colonial Secretary 's Papers, 1788-1825

These papers are available on 72 reels of 35mm vesicular roll microfilm and 312 diazo microfiche. Two printed publications - a multivolume index, which is still in preparation, and Information Leaflet No.40, a guide to the microforms - complete the package.

The following records are included:

A. On roll film:

(I) Letters received

Main series, 1788-1825

Bathurst, 1815-25

Melville Island, 1823-25

Moreton Bay, 1822-25

Newcastle, 1804-25

John Oxley, Surveyor General, 1810-25

Port Macquarie, 1821-25

Wellington Valley, 1818-25

Van Diemen's Land, 1804-21

(II) Letters sent

Lieutenant Governor Foveaux to Governor Bligh and the Secretary of State, 28 Jul 1808-7 Nov 1809

Copies of letters sent and received by Lieutenant Governor Paterson, Dec 1808-Nov 1809

Local and overseas, Van Diemen's Land, Newcastle and Norfolk Island, 28 Dec1809-28 Dec 1813

Within the Colony, 1814-25

Outside the Colony, 1814-25

Melville Island, 14 Aug 1824-14 Nov 1825

Moreton Bay, 27 Aug 1824-29 Sep 1825

Norfolk Island, May-Nov 1825

Port Macquarie, 28 Jun 1822-31 Dec 1825

(III) Proclamations, Government and General Orders, and related records

Regulations to be observed by the Night Watch, 7 Aug 1789

Instructions for constables of country districts and to watchmen of the Town Divisions, 16 & 17 Nov 1796

Government and General Orders, Proclamations and Notices, 1791-1825

Official extracts from the Sydney Gazette and New South Wales Advertiser, 1810-12

Proclamation of Governor Ralph Darling constituting the Executive and Legislative Councils, 20 Dec 1825

(iv) Special bundles and other records

B. On microfiche:

Memorials re land, 1810-25

Petitions for mitigation of sentences, 1810-25

Special bundles and other records

A prospectus describing the package and providing details of prices and ordering is also available.

(f) Other Publications

(I) Annual Reports of the Archives Authority of New South Wales.

(2) Archeion: The Newsletter of the State Archives.

(3) ArchiVista: News and Views from the State Archives, Kingswood.

(4) Catalogue of the Exhibition: Punishment, Pardon and Promise - Government and the People, 1788-1988.

(g) Postcards

(I) 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. (Out of print.)

(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 McMahons 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. (Out of print.)

(h) Greeting Cards

(l) 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.

(i) Maps

(l) 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.

(j) J.G. Wilson sketches

(l) Port Jackson approaches.

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

(k) Posters

(l) 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. (Out of print.)

(5) Plague Proclamation, 1st February, 1905. (Out of print.)

(6) The Australian Mail Steamer "Orient".

(7) "Kelly Gang", 1899.

(l) Hotel Plans

(l) Proposed Federal Hotel, corner of Parramatta Road and Johnston Street, Annandale, 1890. (Out of print.)

(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. (Out of print.)

(m) Other Items

(l) Ticket of Leave tea towel.

(2) Ticket of leave blank.

(3) "Archives are here to stay" Badge.

(4) Convict koala souvenir doll

(5) Souvenir teaspoon

(6) "Documents" individually wrapped after dinner mints

GOVERNMENT RECORDS REPOSITORY
Analysis of Repository Holdings of Semi-Active Records of Clients, 1988-1989
(Figures represent number of standard Repository Cartons)

Client	Category 1		Category 2		Category 3		Accesions	Disposals	TASA	Total Holdings	
	1978 -88	1988-89	1978 -88	1988-89	1978 -88	1988-89				1978 -88	1988-89
Agriculture & Fisheries	116	138	2474	2488	880	858	73	56	3	3470	3484
Attorney General's Department	837	4496	2030	2302	9626	9631	3936	-	-	12493	16429
Auditor General's Department	-	-	26	26	-	-	-	-	-	26	26
Building Services Corporation	-	-	402	718	308	308	316	-	-	710	1026
Business & Consumer Affairs	3442	3667	9695	12265	302	369	3305	425	18	13439	16301
Cabinet Office	432	473	595	777	-	-	223	-	-	1027	1250
Chief Secretary's Department	368	22	-	1067	847	-	572	-	698	1215	1089
Corrective Services Department	-	737	9819	11836	1818	649	1585	-	-	11637	13222
Crown Solicitor's Office	-	-	9438	10717	-	-	1279	-	-	9438	10717
Dust Diseases Board	-	29	-	-	140	122	11	-	-	140	151
Education Department	230	622	7700	8410	2505	258	1450	1827	768	10435	9290
Egg Corporation	-	-	44	54	-	-	10	-	-	44	54
Family & Community Services	4155	4501	4492	4770	-	-	624	-	-	8647	9271
Film & Television Office	15	-	-	-	101	116	:	-	-	116	116
Government Insurance Office	-	-	9645	9660	22	22	15	-	-	9667	9682
Government Supply Department	-	-	215	154	-	-	-	61	-	215	154
Health Department	214	214	85	106	2651	2651	21	-	-	2950	2971
Housing Department	22	22	1150	694	170	-	108	734	-	1342	716
Industrial Authority	-	-	6073	6016	30	-	114	201	-	6103	6016
Industrial Relations and Employment	2424	2762	2558	3015	-	-	795	-	-	4982	5777
Lands Department	346	346	10119	10271	710	710	152	-	-	11175	11327
Lands Titles Office	-	-	1149	1231	9434	9434	82	-	-	10583	10665
Legal Aid Commission	836	-	9423	14016	-	-	3757	-	-	10259	14016
Legislative Assembly	-	-	-	-	186	186	-	-	-	186	186
Local Government Department	281	431	3277	3261	-	-	134	-	-	3558	3692
Local Courts Administration	8933	8920	9313	11896	4769	4841	2642	-	-	23015	25657
Maritime Services Board	2121	-	38	2729	111	111	632	62	-	2270	2840
M.W.S. & D. Board	-	-	159	159	-	-	-	-	-	159	159
Ministry for the Arts	-	106	139	47	-	-	14	-	-	139	153
Ministry of Education & Youth Affairs	-	-	2	37	92	101	44	-	-	94	138
Ministry of Transport	20	-	467	824	-	20	357	-	-	487	844
National Parks & Wildlife Service	-	-	2	89	116	116	87	-	-	118	205

Client	Category 1		Category 2		Category 3		Accesions	Disposals	TASA	Total Holdings	
	1978 -88	1988-89	1978 -88	1988-89	1978 -88	1988-89				1978 -88	1988-89
Ombudsman's Office	–	–	791	967	–	–	176	–	–	791	967
Police Department	121	121	1555	3367	661	–	1151	–	–	2337	3488
Premier's Department	338	53	509	1541	134	12	683	58	–	981	1606
Public Trust Office	545	545	–	–	9	9	–	–	–	554	554
Public Works Department	525	599	1155	551	6928	6931	157	684	–	8608	8081
Roads and Traffic Authority	804	1098	4800	4960	–	–	694	240	–	5604	6058
Soil Conservation Service	–	–	195	195	–	–	–	–	–	195	195
Solicitor for Public Prosecutions	4722	582	–	–	5	–	123	4268	–	4727	582
Sport and Recreation	5	5	43	43	–	–	–	–	–	48	48
State Authorities Superannuation Board	–	–	1174	1417	–	–	243	–	–	1174	1417
State Compensation Board & Court	–	–	493	735	1797	1794	242	3	–	2290	2529
State Development	–	–	–	–	–	50	50	–	–	–	50
State Libarary	13	–	7758	–	47	–	–	7818	–	7818	–
State Lotteries	–	–	80	163	–	–	83	–	–	80	163
State Revenue	17604	17833	11845	16316	139	–	4919	358	–	29588	34149
State Superannuation Office	–	–	68	68	–	–	–	–	–	68	68
Supreme Court	–	–	–	–	17788	18262	593	119	–	17788	18262
Technical & Further Education	–	255	1025	866	94	–	2	–	–	1119	1121
Tourism Commission	–	–	–	–	161	161	–	–	–	161	161
Treasury	–	–	497	1349	682	–	177	7	–	1179	1349
University of Western Sydney	–	–	11	11	2	2	–	–	–	13	13
Urban Transit Authority	–	–	171	171	39	39	–	–	–	210	210
Valuer General's Department	422	422	1625	1522	4125	–	–	4228	–	6172	1944
Water Resources Commission	–	–	210	180	8277	7540	–	767	–	8487	7720
Western Lands Commission	–	–	–	–	1160	1161	1	–	–	1160	1161
Local Councils	–	–	992	1670	–	–	678	–	–	992	1670
TOTAL	49891	48999	135526	155727	76866	66464	32310	21916	1487	262283	271190

Category 1: Records scheduled to become State archives
Category 2: Records scheduled for destruction
Category 3: Records not scheduled
TASA: Transferred as State archives

GOVERNMENT RECORDS REPOSITORY
ANALYSIS OF INVOICES TO CLIENTS, 1988-89

Client	Storage	File Retrieval	Sale of Boxes	Total
Education Department	$12,589.80	37,299.00	1,397.50	51,286.30
Office of State Revenue	31,818.85	18,482.50	187.50	50,488.85
Supreme Court	44,913.75	724.50	–	45,638.25
Local Courts Administration	32,015.75	7,801.00	2,062.50	41,879.25
Corrective Services Department	17,242.90	16,957.00	225.00	34,424.90
Public Works Department	30,957.40	1,559.00	1,072.50	33,588.90
Registry of Births, Deaths and Marriages	27,474.00	339.50	75.00	27,888.50
Water Resources Commission	20,986.50	880.00	187.50	22,054.00
Business and Consumer Affairs	17,297.15	1,999.50	2,700.00	21,996.65
Family and Community Services	9,514.75	8,507.00	2,004.75	20,026.50
Legal Aid Commission	15,057.00	639.50	225.00	15.921.50
Crown Solicitor's Office	13,549.20	1,208.50	–	14,757.70
Government Insurance Office	13,579.00	423.00	–	14,002.00
Valuer General's Department	12,882.90	394.00	150.00	13,426.90
Health Department	6,778.80	1,398.50	3,808.75	11,986.05
Roads and Traffic Authority	6,860.00	2,142.50	–	9,002.50
Industrial Relations and Employment	5,636.35	1,900.50	900.00	8,436.85
Housing Department	2,170.10	2,661.50	2,775.00	7,606.60
Local Government Department	4,994.90	1,333.50	262.50	6,590.90
Agriculture and Fisheries	5,741.40	438.50	307.50	6,487.40
Attorney General's Department	3,771.20	893.50	1,605.00	6,269.70
State Compensation Board and Court	5,175.20	158.50	150.00	5,483.70
Police Department	3,988.40	1,049.00	375.00	5,412.40
Land Titles Office	3,424.60	1,658.00	–	5,082.60
District Court Criminal Registry	2,947.95	578.50	750.00	4,276.45
Lands Department	2,014.90	1,766.50	30.00	3,811.40
Maritime Services Board	2,577.35	455.50	300.00	3,332.85
Technical and Further Education	1,438.90	597.00	1,237.50	3,273.40
Western Lands Commission	2,902.00	145.00	–	3,047.00
State Library	333.75	2,330.50	–	2,664.25
Premier's Department	1,831.20	748.50	–	2,579.70
Building Services Corporation	1,457.40	433.50	630.00	2,520.90
Treasury	1,766.10	401.00	187.50	2,354.60
Chief Secretary's Department	1,964.55	164.00	225.00	2,353.55
State Authorities Superannuation Board	1,687.00	38.00	450.00	2,175.00
Ombudsman's Office	1,159.90	421.50	525.00	2,106.40
Administrative Services	1,219.40	111.00	375.00	1,705.40
Public Trust Office	–	1,408.00	225.00	1,633.00
Industrial Authority	1,078.70	48.00	225.00	1,351.70
Ministry of Transport	703.80	21.50	450.00	1,175.30
Cabinet Office	963.20	72.00	–	1,035.20
National Parks and Wildlife	341.20	–	555.00	896.20
Government Motor Service	621.60	–	150.00	771.60
M.S.W. and D. Board	222.60	81.00	225.00	528.60
Legislative Assembly	465.00	–	26.25	491.25
Solicitor for Public Prosecutions	203.70	99.50	150.00	453.20
Tourism Commission	402.50	–	–	402.50
Building and Construction Industry Long Service Payments Corporation	–	–	390.00	390.00
Film and Television Office	291.50	84.00	–	375.50
Riverina-Murray Institute	–	–	375.00	375.00
Ministry of Education and Youth Affairs	255.30	–	90.00	345.30
Bicentennial Council	–	6.00	337.50	343.50
Urban Transit Authority	336.90	–	–	336.90
Dust Diseases Board	320.30	–	–	320.30

Client	Storage	File Retrieval	Sale of Boxes	Total
Department of Planning	270.00	45.00	–	315.00
Egg Corporation	88.60	180.00	37.50	306.10
Soil Conservation Service	273.00	–	–	273.00
Land and Environment Court	–	247.00	–	247.00
State Superannuation Office	95.20	48.00	75.00	218.20
Government Supply	215.60	–	–	215.60
Mineral Resources & Energy	–	209.50	–	209.50
Opera House	30.00	7.50	150.00	187.50
Board of Fire Commissioners	–	15.00	160.00	175.00
University of Western Sydney	20.40	–	150.00	170.40
State Lotteries	143.70	24.00	–	167.70
Ku-ring-gai College of Advanced Education	–	–	150.00	150.00
Darling Harbour Authority	–	–	150.00	150.00
Office Trade Development	120.00	–	–	120.00
Treasury Corporation	78.00	–	15.00	93.00
Sheriff's Office	–	–	75.00	75.00
Botanical Gardens	–	–	75.00	75.00
Ministry for the Arts	65.00	–	–	65.00
Department of Sport & Recreation	63.70	–	–	63.70
Dairy Corporation	–	21.00	22.50	43.50
Auditor General's Department	36.40	–	–	36.40
Forestry Commission	–	17.50	–	17.50
State Emergency Services	–	7.50	–	7.50
Local Councils	1,413.80	66.00	3,735.00	5,214.80
Public Hospitals	–	–	686.25	686.25
Other	–	–	1,705.50	1,705.50
TOTAL	$380,840.00	121,846.50	35,566.50	538,253.00

Government Records Repository
ANALYSIS OF FILE RETRIEVAL SERVICE STATISTICS, 1988-1989

Client	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Education Department	9,449	8,316	3,922	1,363	14,734	19.88
Office of State Revenue	7,942	6,417	4,409	1,909	14,260	19.24
Corrective Services Department	6,493	5,585	4,431	697	11,621	15.68
Family and Community Services	2,842	2,253	2,105	156	5,103	6.89
Local Courts Administration	2,795	2,306	913	38	3,746	5.05
Archives Office (Search Room)	1,436	1,354	1,738	–	3,174	4.28
Business and Consumer Affairs	678	578	489	559	1,726	2.33
Roads and Traffic Authority	912	888	757	3	1,673	2.26
Housing Department	768	619	75	616	1,459	1.97
State Library	614	448	797	–	1,411	1.90
Health Department	458	349	349	543	1,350	1.82
Industrial Relations and Employment	641	517	438	132	1,211	1.64
Public Works Department	883	748	173	11	1,067	1.44
Public Trust Office	493	415	563	3	1,059	1.43
Land Titles Office	522	483	450	21	993	1.34
Lands Department	542	410	353	10	905	1.22
Local Government Department	449	407	323	21	793	1.07
Police Department	357	405	434	1	792	1.07
Attorney General's Department	474	414	235	29	738	1.00
Crown Solicitor's Office	449	294	255	26	730	0.99
Legal Aid Commission	333	295	144	164	641	0.87
Water Resources Commission	315	218	292	5	612	0.83
Premier's Department	191	177	209	29	429	0.58
Technical and Further Education	220	172	130	3	353	0.48
Supreme Court	175	134	143	10	328	0.44
Maritime Services Board	210	200	88	14	312	0.42
Solicitor for Public Prosecutions	148	112	149	6	303	0.41
Treasury	146	145	116	14	276	0.37
Building Services Corporation	130	113	135	10	275	0.37
Valuer General's Department	156	143	63	27	246	0.33
Agriculture and Fisheries	173	154	48	5	226	0.30
Ombudsman's Office	135	114	89	–	224	0.30
Government Insurance Office	121	93	67	–	188	0.25
Metropolitan W.S. and D. Board	34	28	102	–	136	0.18
Egg Corporation	94	90	19	19	132	0.18
Local Councils	91	88	3	29	123	0.17
Chief Secretary's Department	55	42	43	21	119	0.16
Land and Environment Court	79	65	28	–	107	0.14
Western Lands Commission	53	43	38	4	95	0.13
District Court Criminal Registry	35	26	30	2	67	0.09
Mineral Resources and Energy	50	10	3	–	53	0.07
Independent Commission Against Corruption	25	25	25	–	50	0.07
State Compensation Board and Court	46	33	–	–	46	0.06
Administrative Services	23	21	18	3	44	0.06
State Authorities Superannuation Board	23	14	8	–	31	0.04
State Lotteries	13	12	8	3	24	0.03
Cabinet Office	23	21	–	–	23	0.03
Board of Fire Commissioners	11	11	9	–	20	0.03
Ministry of Education and Youth Affairs	19	19	1	–	20	0.03
Forestry Commission	8	5	11	–	19	0.03
Government Supply Department	3	3	14	–	17	0.02
Department of Planning	15	15	–	–	15	0.02
Ministry of Transport	5	3	7	–	12	0.02
Film and Television	9	9	–	–	9	0.01
Bicentennial Council	2	2	2	–	4	0.01
State Emergency Services	2	1	1	–	3	
Dairy Corporation	2	2	1	–	3	
Urban Transit Authority	–		3	–	3	0.02
Anti-Discrimination Board	1	1	–	–	1	
State Superannuation Office	1	1	–	–	1	
Ministry for the Arts	1	–	–	–	1	
TOTALS	**42,373**	**35,891**	**25,256**	**6,507**	**74,136**	**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.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

ARCHIVES AND RECORDS MANAGEMENT OFFICES

PRINCIPAL ARCHIVIST
(Mr D.J. Cross, B.a., Dip. Lib)

ASSISTANT PRINCIPAL ARCHIVIST
(Mrs F. Lemmes, B.A., M.Lib., A.L.A.A.)

REFERENCE SERVICES DIVISION
Manager
(Mr R. Gore, B.A., Dip. Lib.)

Senior Archivist
- Search Room
(Mrs C.I. Yeats,
B.A., Dip. Lib.,
Dip. Arch.
Admin.)

Senior Archivist
- Research
(vacant)

Senior Archivist
Repository Search
Room
(Mrs R.M. Beard,
B.A. Grad. Dip.,
Lib. Sc.)

Extension
Officer
(vacant)

TECHNICAL SERVICES DIVISION
Manager
(Mrs C.M. Shergold,
B.A., Dip. Lib., Dip.
Arch. Admin.)

Senior Archivist
- Appraisal
(Ms. A.J.
Barber, B.A.,
Dip. Arch.
Adm.)

Senior Archivist
- Processing
(Mr M.R. Allen,
B.A., Dip. Lib.)

Senior Archivist - Maps
and Plans
(Ms. S. Irvine-Smith,
B.A., Dip. I.M., Arch.
Adm.)

Curator of
Conservation
(Mr J. Davies, A.M.N.)

Senior Archivist
Reprography
(Mrs J.
Motassam, B.A.,
Dip. I.M. Arch.
Adm.)

Senior Archivist
Machine
Readable
Records
(Mr S. Bedford,
B.A., Dip. I.M.
Arch. Adm.)

Senior Archivist
- Parliament
House
(Mr R.W.
Lawrie, B.A.
(Hons), M.P.P.,
Dip. Lib., Dip.
I.M., Arch.
Admin.)

REPOSITORY SERVICES DIVISION
Manager
(Mr J.L. Burke, B.A.,
Dip. Lib., Dip. Arch.
Admim.)

Deputy Manager
(Ms. J. M. Stapleton,
B.A., Dip. Arch.
Admin.)

ADMINISTRATIVE UNIT
Senior Administrative
Officer
(Mr. B.J. Edwards,
Acting)

RECORDS MANAGEMENT OFFICE
Manager
(Mr D.F. Comber, B.A.
(Lib. Sc.), Dip. Lab.
Rel. & Law)

Deputy Manager
(Mrs S. Wright, Assoc,
Dip. Med. Records
Admin.)

June 1989

Reader/Visits, 1979 - 1989
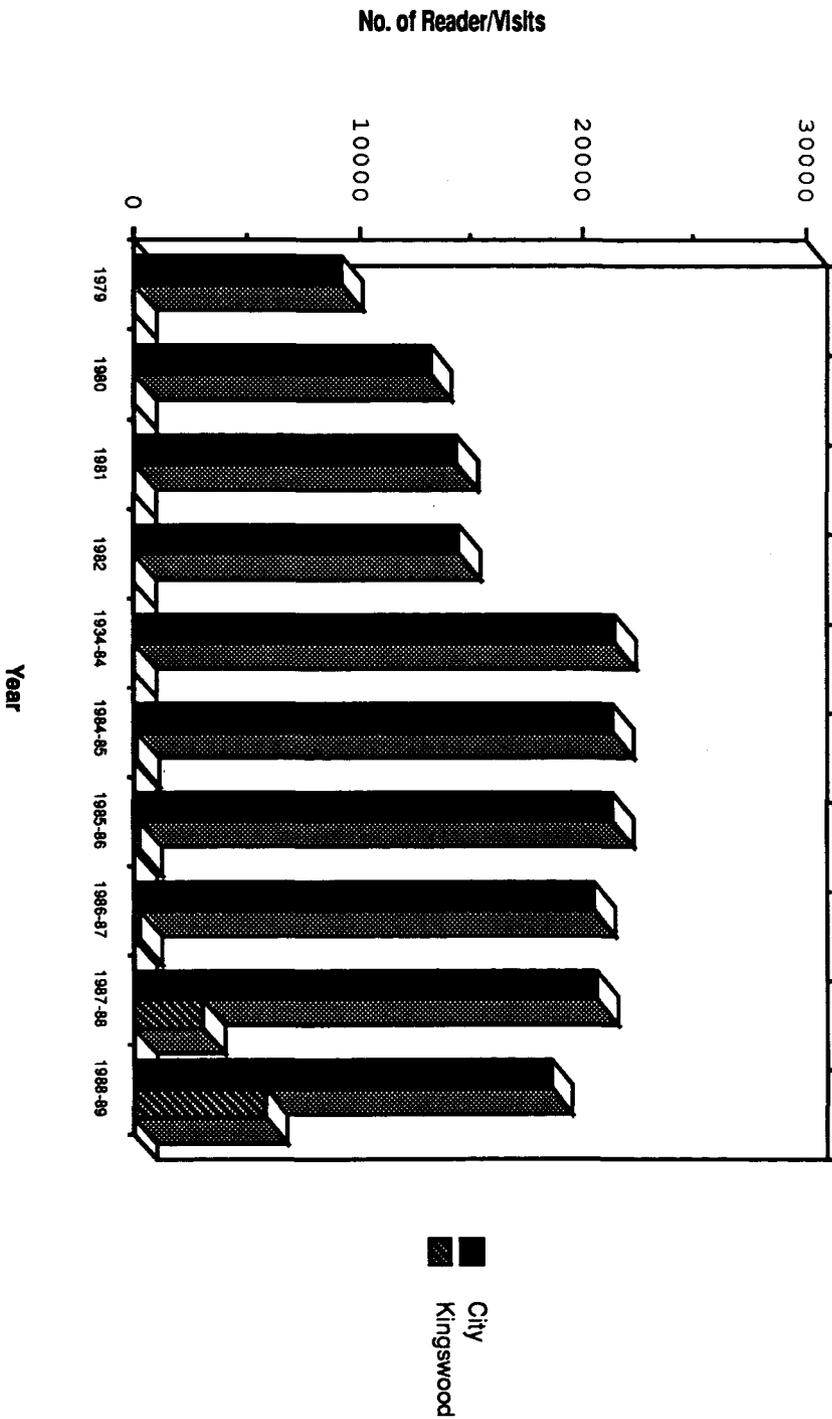
PERFORMANCE INDICATORS

	1987-88	1988-89	% Change
1. Services to the Public (City and Kingswood)			
Number of readers using State archives	20 516	18 349	-10.5
Number of State archives used	137 026	131 631	-4.00
Number of inquiries received	7 731	9 239	19.5
Number of publications	124	130	4.8
Number of requests to publish State archives	116	76	34.4
Number of copies supplied by Photographic Service	49 790	47 892	-3.8
2. Services to Government			
Number of file reference operations undertaken by Government Records Repository	74 256	74 136	-.16
Issues of State archives to Government Departments	3 113	3 707	19
Number of surveys/advisings undertaken by Records Management Office	38	30	-21
Number of officers attending courses conducted by Records Management Office	273	216	-20.8
3. System Efficiency			
Number of records series appraised for disposal	419	872	108.11
Quantity of records authorised for destruction (linear metres)	665	2 933	341.05
Quantity of records transferred as State archives (linear metres)	724	1 049	44.89
Quantity of State archives processed (linear metres)	859	600	-30.15
Quantity of semi-active records accessioned (linear metres)	5 642	5 692	.89
4. Finance			
Revenue raised as a percentage of recurrent budget	23.00	35.99	56.5

Archives Office of N.S.W.

Stores and Equipment Purchases 1988-1989
Monthly Breakdown - Total $171,433