

**ARCHIVES AUTHORITY
OF N.S.W.
ANNUAL REPORT
1989-1990**



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

31 October 1990

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 thirtieth Annual Report and Financial Statements, covering the year ended 30th June 1990.

On behalf of the Authority,

Yours sincerely,



K. W. Knight
Chairperson
The Archives Authority
of New South Wales



D. T. Richmond
Deputy Chairperson
The Archives Authority
of New South Wales



Peter Collins
Minister for the Arts
Minister for Health
Member for Middle Harbour



Minister for the Arts

It gives me great pleasure to table the 1990 report of the Archives Authority of New South Wales to Parliament.

The past year has been one of consolidation and review for the Authority, following the challenges of the Bicentennial projects and a major staff restructure. It has been a year of increasing commercialisation, and, in preparation for the Records Management Office and the Repository Services Decision to go "off-Budget" from 1st July, 1990, there has been a general broadening of the Archives Authority's role and operations.

There were also a number of administrative improvements. These included the redesign and refurbishment of the main administrative areas and an increase in the automation of office procedures.

I congratulate the Members of the Authority and the staff on their fine work this year, particularly in light of the fact that these initiatives have been achieved against a backdrop of economic stringency.

The Archives Authority has maintained a full range of services whilst, at the same time, meeting the required productivity savings necessary to put this State on a sound financial footing.

I am sure that the Authority will continue to provide a first class service to the people of New South Wales.

A handwritten signature in black ink, appearing to read 'Peter Collins'.

Peter Collins, M.P.
MINISTER FOR THE ARTS

Cover (front and back): Globe Street looking towards Port Jackson c.1900, showing part of the site now occupied by the State Archives Building. (*From the original in the Archives Office of New South Wales: Government Printing Office, Glass Negatives: COD121, aperture card 1078*).

Right: Harrington and Globe Street c.1900, showing a different perspective of the site now occupied by the State Archives Building. (*From the original in the Archives Office of New South Wales: Government Printing Office, Glass Negatives: COD121, aperture card 1079*).

REPORT
of the
ARCHIVES AUTHORITY
OF NEW SOUTH WALES
1989/90



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THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

CHARTER

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

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

OBJECTIVES

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

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

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

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

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

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

SUMMARY OF OPERATIONS IN 1989-90

The past year has been one of consolidation and review, following the satisfactory completion of the Authority's various Bicentennial projects and a major restructuring of senior positions. There was further progress with commercialisation, in conjunction with a broadening of the Authority's role and operations, in preparation for the Records Management Office and the Government Records Repository going off-Budget from 1 July 1990. The establishment of a Subcommittee on Amending the Archives Act and a Task Force on Guidelines for Machine Readable Records was further evidence of the Authority's desire to define its role and future directions. There has also been a number of administrative improvements, including the redesign and refurbishment of the main administrative area along functional lines, increased automation of office procedures and

the introduction of the new Clerical Officers classification to 29 positions as a major "Structural Efficiency Principle" initiative. The Authority is very conscious of the vital contribution which its staff has made to these achievements, especially in the areas of revenue-raising and office efficiency.

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 pleased 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; and second, careful husbanding of the space provided. In 1983 the Authority introduced 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 services in conjunction with a range of other measures which encourage public offices to review their records regularly and to schedule them for disposal.

A revised and updated edition of the Guidelines, entitled Procedures for using the Government Records Repository was issued in April 1990. This approach has been an unqualified success, such that in the period November 1983 - June 1990 the Repository's holdings of semi-active records increased by a total of only 15 738 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 year's growth, has already lasted eight years. Nevertheless, the space will eventually be exhausted and early in 1989 the Authority foreshadowed the probability that additional storage space 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.

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 1989-90, 15 226 readers visited the Search Rooms in Globe Street and at Kingswood and were issued with 117 937 individual items from the archives. These figures represent, respectively, a 202 per cent and a 444 per cent increase on the 1978 figures of 5 035 readers and 21 680 issues.

However, although still high the 1989-90 figures are substantially lower than in the peak years of 1983-84 (21 700 readers) and 1987-88 (137 026 issues). This marked decline in use of State archives can be attributed to three things:

- the influence of the Genealogical Research Kit.
- the opening early in 1988 of the State Library's new Family History Centre.
- an apparent levelling-off of interest in family history following the Bicentenary.

In 1983-84 the Authority took measures to meet its difficulties by spreading the 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 and a number of associated indexes, guides, leaflets and finding aids.

The Kit has been widely purchased by individuals, libraries and other institutions throughout Australia and abroad. To date 39 institutions hold full sets of the Kit and 150 hold part Kits, while a further 170 part Kits are held by private individuals. A recent evaluation of the Kit showed that it is used by over 150 researchers per day in nearly 50 locations throughout New South Wales, and has paid for itself within 6 years. Significantly the archives of three other States, Queensland, Victoria and Western Australia, have followed the Archives Authority's initiative and published kits based on their records.

Late in 1989 the Archives Office of New South Wales was the proud recipient of the Australasian Federation of Family History Organisations' Niel T Hansen Award for 1989 for meritorious service to family history. The award was made in recognition of the successful release of the Genealogical Research Kit and the follow-up educational programs for readers. The award, in the form of a bronze plaque, was presented to the Office at a function to launch the Index to the NSW Colonial Secretary's Papers 1788-1825 held on Tuesday 30 January 1990.



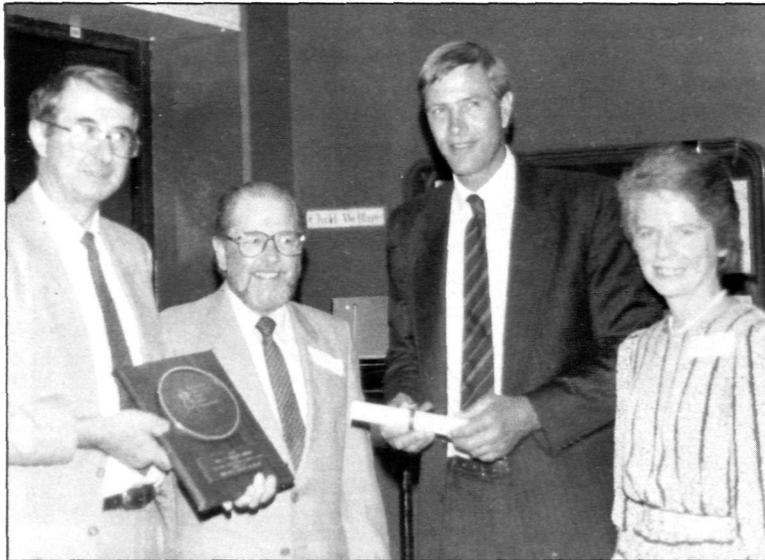
Dr K. Knight, Chairman of the Authority and Mrs Faye Young, representing the Australian Federation of Family History Organisations at the *Presentation of the Niel T. Hanson Award* on 30 January 1990.

Wind-up of 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 previously. It has been immensely successful, both in reducing pressure on the Authority's facilities, and financially.

The second project was the publication of the New South Wales Colonial Secretary's Papers, 1788-1825. These 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 Papers were published as a package consisting of 72 reels of microfilm, 312 microfiche, Information Leaflet No.40 (a printed guide to the microforms) and a microfiche index with an introductory printed volume. The Authority had originally planned to print and publish the Index on paper in a ten volume set, but its size increased by 50 per cent and the associated printing costs escalated by an even greater factor, and so the Index was produced on microfiche with a single printed introductory volume. The Index was launched by the Hon. G. B. West, M.P., Minister for Tourism and Chief Secretary on Tuesday 30 January 1990. To date revenue from sales of both the Papers and the Index totals \$69 000.



Mr D. J. Cross, Principal Archivist; Dr K. Knight, Chairman of the Authority; the Hon. G. B. West, M.P., Minister for Tourism and Chief Secretary; and Mrs Faye Young at the *Presentation of the Niel T. Hanson Award* and the function to launch the *Index to the Colonial Secretary's Papers* on 30 January 1990.

The third project, the Bicentennial Exhibition, entitled "Punishment, Pardon and Promise: Government and the People, 1788-1988", which draws upon a wealth of documents, maps, plans and photographs held in the State Archives is still on display in the Exhibition area.



GOVERNMENT AND GENERAL ORDERS.

GOVERNMENT HOUSE, PARRAMATTA,
20th May, 1820,

CIVIL DEPARTMENT.

IT being a common Practice with certain Persons residing in Parramatta and its Vicinity to trespass on the Government Domain there, and to commit various Depredations on the Trees and Plantations therein, particularly on the Mimosa, which has been in numerous Instances stripped of its Bark, supposed for the Purpose of making a Tannin, whereby the said Trees, which are intended for Ornament, are disfigured and totally destroyed.

AND it appearing that idle Boys and others, who should know better, are in the Habit of resorting to the said Domain, and to the several Inclosures around Parramatta, for the Purpose of killing Birds, particularly on Sundays :

It is hereby ordered and directed, that the Constables and Peace Officers do apprehend all Persons who shall hereafter be found trespassing in the foregoing Ways either in the Government Domain or the Vicinity of Parramatta, in Order to their being prosecuted and dealt with according to Law for such Offences.

By His Excellency's Command,

J. T. CAMPBELL, Secretary,

In addition to the Bicentennial projects 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" as part of the State Government's history and education contribution to the Bicentennial celebrations in 1988. The Program, which was co-ordinated by Mr John Burke, Manager, Repository Services, comprised three distinct archival projects: Archives of the Labor Movement; Archives of St Mary's Cathedral; and Archives of Local Government. All three projects were successfully completed by June 1989.

The Archives

A total of 1 935 linear metres of records was accessioned as State archives during 1989-90, fewer than in previous years when accessions sometimes exceeded 3 000 metres per annum, but still a very substantial addition to the already large arrears of unprocessed records. These arrears have accumulated over many years as staff were diverted away from processing to other areas, especially reference services and Bicentennial projects. However, processing has now been given priority and about 1 005 linear metres were processed this year compared to 600 linear metres in 1988/89. The Authority intends to maintain this processing impetus as well as give priority to the publication of the long-deferred second edition of the Concise Guide to the State Archives by 1992. The Concise Guide, which is the major finding aid of the Archives Office, has been out of print for years, and its unavailability is seriously hampering the work of staff and researchers alike.

Staff Establishment and Restructuring

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

In 1987 the Authority's staff establishment was reviewed and an increase of 17 positions was approved, 15 of them immediately and a further 2 provisionally, subject to a further 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 positions could not be filled. However, a new Industrial Agreement for Archivists (No. 2513 of 1988) was finalised late in 1988, and this, coupled with approval to fund the remaining positions, cleared the way for the Authority to proceed with the major restructuring program begun in 1987. This entailed the reclassification and regrading of virtually all of the promotional positions in the Office, from the 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 mid October 1989 all the new and regraded promotional positions had been advertised and filled, and in addition, the Principal Archivist's position was placed within the recently created Senior Executive Service.

As part of this restructuring program the Authority's remaining support positions were also reviewed and evaluated. Approval was sought from the Industrial Authority to reclassify and regrade at least 29 positions to the new Clerical Officers scale. The positions involved were Records Assistants (Clerical Assistants), typists, stenographers, machine operators and security officer. Although essentially an Archives Authority initiative, the reclassification was eventually approved as a Structural Efficiency Principle proposal to take effect from 23 May 1990. Furthermore, the Industrial Authority agreed that all permanent staff occupying previously equivalent positions could be appointed directly to the new positions at higher salaries. The introduction of the Clerical Officers classification will result in greater flexibility in deployment of staff and more efficient use of limited staff resources. The staff will benefit by enhanced career prospects, better paid jobs, multiskilling and improved diversity of work.

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 The Colonial Secretary's Papers, 1788-1825, as well as a widening range of "value added" services to both government and the public. The Authority is now levying charges in nearly 30 separate areas and the revenue, virtually all of which was 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, \$481 390 in 1987-88, \$973 501 in 1988-89, and \$1 167 145 in 1989-90.

The Authority is proud of its revenue-raising initiatives and believes that the 1989-90 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 research kits and repository storage charges.

The Authority is also alive to the Government's interest in encouraging public authorities to develop new sources of income and is looking to increase further its revenue and commercial potential. In 1988 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 in July 1988 and recommended, among other things, commercialisation of the Records Management Office and the Government Records Repository.

The Financial Management Plan was received by the Authority in August 1988 and considered fully at a Special Meeting held on 16 September 1988. 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.

Lengthy discussions continued with Treasury throughout 1989 and 1990 until finally in June 1990 the Treasurer approved: the creation of separate working accounts within the Special Deposits Account to record the operations of the Archives Authority's Records Management Office and Government Records Repository from 1 July 1990; the forward estimates of the Ministry for the Arts being reduced by \$1.1 million in 1990-91, 1991-92 and 1992-3, representing the estimated loss of revenue to the Consolidated Fund Receipts Account; that an amount of \$200 000 be provided for the working accounts for use as working capital; and that this capital advance be interest free and repayable after twelve months. It was further agreed that over the 1990-91 financial year the whole of the Archives and Records Management Office would move towards the net appropriation system, preparatory to its formal introduction in 1991-92.

In 1989-90 the Authority paid an audit fee of \$17 500 in respect of its accounts.

Program Performance Evaluation

In accordance with the five year plan for Program Performance Evaluation, the Archives Office's Genealogical Research Kit was evaluated in 1989-90 and a report of the findings was sent to the Ministry for the Arts.

The Genealogical Research Kit, as previously mentioned, consists of microform copies of a substantial quantity of heavily-used New South Wales official records useful for genealogical research. The Kit was produced in response to excessive pressure on the Archives Authority's resources in the early 1980s, and its main aims were to contain and

reduce demand, and to spread archival resources through the community. The object of this evaluation was to examine the effectiveness of the Kit in meeting these aims.

The report examined the background to the development of the Genealogical Research Kit, its content, structure, costs and revenue, distribution and sales as well as its effect on the work of the Archives Office and its impact on libraries. The report found that City Search Room demand has dropped by more than 50 per cent since 1984, that more than 150 researchers per day use the Kit in nearly 50 locations throughout New South Wales, and that the Kit has paid for itself within six years.

A number of minor shortcomings were found during the evaluation process but these do not detract from what can be described as the Kit's outstanding success in achieving its aims.

An associated program, the Archives Office's Search Room Services to the Public, was also to have been evaluated in 1989-90, but the evaluation was deferred, owing to pressure of other work and changing priorities.

In November 1988, in accordance with the Premier's directive of 27 May 1986, the Authority submitted to the Premier's Department the third of its series of rolling Five Year Plans for Program Performance Evaluation. This was revised and rescheduled in 1990 to form the basis of a fourth plan (see below).

LIST OF PROGRAMS TO BE EVALUATED

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. Research Services to the public	3. Stock Control	5. Search Room Services to the Public	7. Archival Finding Aids	9. Commercialisation of Records Management Office
2. Photographic Service	4. Archives Office Correspondence System	6. Secondment of Archivists to other agencies	8. Machine Readable Records	10. Commercialisation of Records Management Office

Computer Appraisal Group

In April 1990 a Computer Appraisal Group was established to review and appraise proposed computer purchases. The overall purpose of the group is to co-ordinate, rationalise and ensure compatibility, wherever practicable, of the Authority's computer equipment and to promote a broader understanding of its computer capabilities. The group is chaired by the Assistant Principal Archivist and consists of the Senior Administrative Officer plus representatives from each of the four divisions.

Recycling Performance

The Authority is strongly committed to recycling waste paper. For many years the Repository Services Division has collected and arranged for the confidential pulping of time-expired public records. The Authority entered into an agreement with Southern Waste Paper in November 1988 to sell its waste paper and obsolete records for recycling. The

Authority also collects records from other agencies for destruction and recycling. In 1989-90 the quantity of records destroyed by the Authority was 99 tonnes. The revenue received from this activity was \$5 947.

THE ARCHIVES AUTHORITY

Membership

The Archives Authority consists of nine members who are appointed by the Governor in accordance with the Archives Act 1960, as amended by the Cultural Institutions (Miscellaneous Amendments) Act 1989. 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 three year term, and a member may hold office for up to three consecutive terms.

The Cultural Institutions (Miscellaneous Amendments) Act 1989 provides that of these members:

- . one is to be nominated jointly by the President of the Legislative Council and the Speaker of the Legislative Assembly: the appointee under this section is presently Mr John Booth, Member of Parliament for the electorate of Wakehurst;
- . one is to be nominated by the Chief Justice of the Supreme Court: the appointee under this section is presently the Hon. Mr. Justice Thomas Waddell of the Supreme Court;
- . one is to be nominated by the Premier: the appointee under this section is presently Mr David Richmond, formerly with the Premier's Department and now Executive Director, Community Services, of the Benevolent Society of NSW (Deputy Chairperson of the Archives Authority);
- . six are to be nominated by the Minister and must include at least one person who has knowledge of, or experience in, tertiary education: at present the appointees under this section are: Dr Arthur Davies, formerly the Senior Lecturer in Politics at the University of New England; Professor Brian Fletcher of the University of Sydney; Mr Graham Ireland, Executive Director, NSW Workcover Insurers Committee; Associate Professor Beverly Kingston of the University of New South Wales; Dr Kenneth Knight, formerly Principal of Kuring-gai College of Advanced Education (Chairperson of the Archives Authority); and Mr Evan Williams, Secretary of the Ministry for the Arts.

Attendances at Meetings

There were six meetings of the Archives Authority during 1989-90. The attendances were as follows:

Dr K.W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairperson)	6
Mr J.D. Booth, B.A., LL.B., M.P. (Appointed 1 July 1989. Excused for his absence from one meeting)	5
Dr A.J. Davies, B.Ec., M.Sc.(Econ.)(Lond), Ph.D., Dip.Ed.	6

Professor B.H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S.	5
(Excused for his absence from one meeting)	
Mr G.R. Ireland, LL.B.	3
(Appointed 1 January 1990)	
Associate Professor B. Kingston, B.A., Ph.D.	6
Mr. D.T. Richmond, M.Ec. (Deputy Chairperson)	6
The Hon. Mr Justice T.W. Waddell, Q.C.	6
Mr. F.E. Williams	3
(Excused for his absence from three meetings)	

Committees

The Authority has four Committees: a Publications Committee; a Committee on Culling of Documents Relating to Primary Applications; a Sub-Committee on Amending the Archives Act; and a Task Force on Guidelines for Machine Readable Records.

Two longstanding committees, the Publications Committee, established in 1978, which is responsible for planning and overseeing its publication program, and the Committee on Culling of Documents Relating to Primary Applications, established in 1987, which is responsible for surveying blocks of unfiled records from the Land Titles Office and developing culling guidelines, were dormant for the entire year. These Committees are very much dependent upon input from the staff who were heavily involved in other projects and on other Committees throughout the year.

In October 1989 a Sub-Committee on Amending the Archives Act was established in conjunction with the Ministry for the Arts. The Sub-Committee consists of Mr Richmond (Chairperson), Mr Justice Waddell, Associate Professor B Kingston, and Mr F E Williams (who also represents the Ministry for the Arts), together with the Chairperson of the Archives Authority, the Principal Archivist and the Assistant Principal Archivist as ex-officio members. It held its first meeting on 8 December 1989. The Sub-Committee is preparing a detailed discussion paper on the proposed legislation and the principles underlying the amendments, and if this attracts general support, amending legislation will be prepared for Parliament by late 1990.

The Authority's fourth Committee, a Task Force on Guidelines for Machine Readable Records, was approved by the Premier on 28 December 1989 with the following terms of reference: "to develop guidelines and standards for machine readable records in the New South Wales Government sector, with particular reference to their creation, format, updating, maintenance, storage, disposal, access, and, in respect of records identified as having long-term value, their permanent preservation". The Task Force is chaired by the Principal Archivist with representation from the Attorney General's Department, the Auditor General's Department, the Department of Administrative Services, the Land Titles Office, the Premier's Department, the State Library and the Treasury. The first meeting of the Task Force was held on 18 April 1990.

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.Lib.Rel. & Law.

The Principal Archivist attended all meetings of the Archives Authority during the year and the Assistant Principal Archivist attended five meetings and the Acting Assistant Principal Archivist attended one meeting. In 1989 the Authority adopted new arrangements whereby each of the four divisional Managers also attend those meetings or parts of meetings which relate to their areas of responsibility.

Legislation

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

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 transfer 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 New South Wales on the same basis as most of the other States, and in July 1989 the Minister for the Arts gave his approval, in principle, to a review of the Act. As noted above, the review is being undertaken by a Sub-Committee of the Authority and the Ministry for the Arts.

In October 1989 the Cultural Institutions (Miscellaneous Amendments) Bill 1989 was enacted. The Act provided more uniform procedures for the appointment of trustees to cultural institutions but, as the Archives Authority already conformed fairly closely in terms of size and period of appointment to the model proposed by the Act, its main effect will be on the eventual composition of the Authority, as the new Act allows for fewer categories of members. The new Act permits the appointment of one or more members with business backgrounds which could be both necessary and beneficial given the Authority's commercial activities.

In May 1990 the Authority was informed that it was required under the Freedom of Information Act 1989, (Part 2, SS.13, 14 and 15), to ensure that information concerning the Authority's operations, policy, rules, practices and documents is published, kept up-to-date and made available to the public. This information has been included under various sections in this Report and supplementary information on documents held and access to these records has been included as Appendix 10.

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

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 Australian Library and

Information Association, 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 0200 (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 - 6.00 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

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 and exhibition areas, a letter and telephone inquiry service and extension and reader education services. 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.

Search Room Statistics (City and Kingswood)

	1987-88	1988-89	1989-90
Number of new readers tickets issued	6 033	3 860	3 078
Number of readers tickets renewed	1 668	1 496	2 344
Total readers tickets	7 701	5 356	5 422
Proportion of new/total readers tickets	78%	72%	57%
Number of daily undertakings (temporary tickets)	484	696	890
Total number of users	8 185	6 052	6 312
Average number of visits per user	2.5	3.0	2.4

Approximately 85 per cent of enquirers in person, or by letter or telephone are family historians; with the remaining 15 per cent chiefly comprising university staff and students and local historians. The most notable feature of the readers ticket/user figures is the increase in the number of individual users, together with a drop in the number of visits made by each user.

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 declined, but demand for the research service and extension activities has remained high.

After strong initial growth over the period 1987-1989, the usage of the Kingswood Search Room facility has fallen slightly during 1989-90. A particularly encouraging feature of the past year has been the continuing 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 demand). This trend has enabled staff to devote more time to the research service and to expanding reader education and other extension activities.

In March 1989 the Office introduced, on a trial basis, a user-pays enhanced research service in the area of convict research. The response was very promising, and the service has continued to operate successfully during 1989-90, being particularly popular with interstate researchers. Another successful initiative has been the new subscription system for the Office's publicity organs ArchVista and Archeion, introduced in January 1990.

Search Room Service

Summary - total issues and reader/visits, City and Kingswood

	1987-88	1988-89	1989-90	Variation 1988-89/1989-90
Total numbers of issues	137 026	131 631	117 937	- 10.4%
Total number of reader/visits	20 516	18 349	15 226	- 17%

Reference to State Archives

	1987-88			1988-89			1989-90		
	<u>City/Kingswood/Total</u>			<u>City/Kingswood/Total</u>			<u>City/Kingswood/Total</u>		
No. of originals issued (volumes/boxes)	12 005	2 179	14 184	9 320	3 771	13 091	9 697	6 160	15 857
No. of original maps issued	5 060	1 625	6 685	3 800	2 814	6 614	1 316	2 776	4 092
No. of aperture card maps issued							4 098	-	4 098
No. of microfilm reels issued	42 207	9 175	51 382	29 313	15 808	45 121	23 341	13 393	36 734
No. of microfiche issued	42 836	15 164	58 000	27 485	33 105	60 590	22 408	30 278	52 686
No. of CODs issued (xerox copies of original documents)	6 775	-	6 775	6 215	-	6 215	3 898	572	4 470
Total no. of issues	108 883	28 143	137 026	76 133	55 498	131 631	64 758	53 179	117 937
Total no. of reader/visits	17 734	2 782	20 516	12 603	5 746	18 349	9 774	5 452	15 226

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 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 Rooms.

Most figures in the above table are in line with general trends in demand, with the exception of the substantial increase in the number of originals issued, particularly at Kingswood (+63%). While the increase is partly due to a small number of readers using a large quantity of records (especially in the City), an increasing number of experienced family historians are using a wider range and greater quantity of original records than was the case in the past.

City Search Room

The City Search Room is currently open to the public for 47 hours per week, including Saturdays (from 1 January 1990 Wednesday night and public holiday services were no longer offered, due to insufficient patronage). The 22 per cent drop in demand for the City Search Room service has brought the number of reader/visits down to 1979 levels (c.33 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 five to fifteen minutes.

During June 1990, minor renovations to the Search Room were completed. These have provided users with an enclosed manuscript reading room, as well as improved storage for guides and microfilms and better access to the Search room for staff.

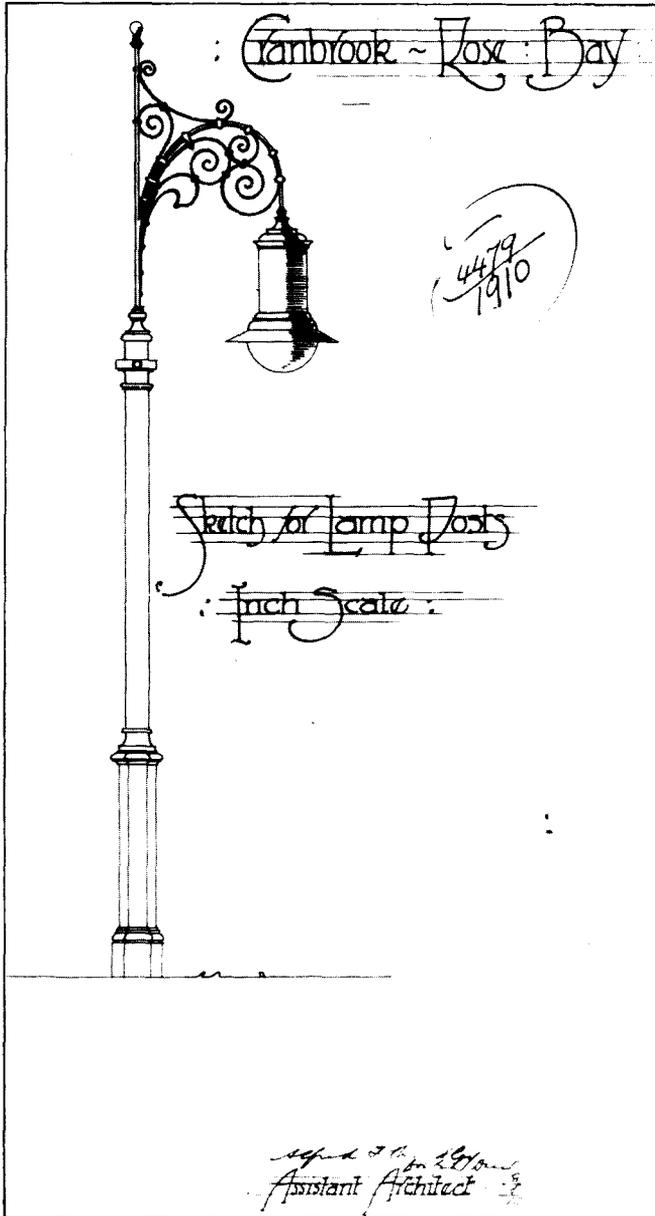
Kingswood Search Room

The public Search Room at Kingswood is open from Tuesday - Saturday (a total of 38 hours per week). As noted earlier, usage at Kingswood has levelled off, with an average of just under 22 readers per day. Until now, family historians from western/southwestern 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 offices which transferred them or by others. The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State and, in providing access to users, the Authority gives priority to the Government's use of its own records. The statistics for the level of reference to State archives and other enquiries from Government departments are set out below:

	1987-88	1988-89	1989-90
Issues of Documents to Government departments	3 113	3 707	3 048
Research of State archives on behalf of Government departments	30	11	12
Telephone inquiries from Government departments	589	898	366



Sketch for Lamp Posts from the Government Architect plans of the Vice Regal Residence, situated at "Cranbrook", Rose Bay (leased by the Government: 1901, bought by the Government in 1910 and sold in 1917) - an archival estray returned to the Archives Office by Cranbrook School (Accession No. 4052)

Inquiry Service

Inquiries received

	1987-88		1988-89		1989-90		Variation
	City/Kingswood/Total		City/Kingswood/Total		City/Kingswood/Total		88-89/89-90
No. of standard letter enquiries	3 028		2 813		2 555		-9.2%
* No. of Convict, Research Service inquiries			+ 58		150		n/a
Total no. letter inquiries	3 028		2 871		2 705		-5.8%
No. of telephone inquiries	4 135	568 4 703	4 515	1 853 6 368	3 794	1 955 5 749	-9.7%
Total no. of inquiries (letter/telephone)	7 731		9 239		8 454		-8.5%

* a fee is charged for this service
+ introduced March 1989

In August, 1982 a number of restrictions were placed on the Inquiry Service in order to keep arrears, which had built up to several hundred inquiries, at a reasonable level. These restrictions 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 and by various in-house indexing projects.

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 continued to be very popular. The service entitles inquirers to 2 hours research and free photocopies (to the value of \$10) for a \$60 fee. 150 inquiries were received during the year (with revenue in excess of \$8 000) and the Office has received a number of letters of appreciation from grateful inquirers. Following the success of this venture, investigations are currently underway with a view to expanding this service into other areas.

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

- . the admission of Andrew Barton Paterson as an articled clerk, 1881
- . the trial of Michael Dwyer and others who were charged with sedition by Governor Bligh, 1807
- . the murder of Captain James Longmuir on board the clipper Rifleman, 1873

- . Count Strzelecki's convict servant, James Nowlan or Keena
- . Records (Aboriginal Welfare Board) to assist the Royal Commission into Aboriginal deaths in custody

Permission to publish extracts from State archives was granted on 64 occasions in 1989-90 compared with 76 in 1988-89.

Extension and Educational Activities

Extension Services

	1988-89	1989-90
<u>Activities for which fees were charged</u>		
Seminars/workshops/conferences	8	3
Detailed talks/tours (chiefly for family history groups)	8	6
<u>Free talks/tours for groups</u>		
archives/library students, TAFE/Aboriginal/history students and other researchers	30	31
school groups	2	4
<u>Individual visitors</u>		
archivists/librarians, etc	5	4
work experience students	8	10
<u>Other</u>		
Papers given at outside conferences	3	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. A highlight of the year was the co-ordination of the subscription list of the Office's publicity organs, ArchVista (quarterly news sheet), and Archeion (annual newsletter). Activities during the year included:

- visits by several groups of Aboriginal students (City Office).
- tours and talks on family history for Heritage Week, 1990 (City and Kingswood).
- seminars on "advanced" family history research (City and Kingswood).
- a seminar on Convict research (Kingswood).
- talks for undergraduate and post-graduate history students (City and Kingswood).

Exhibitions

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 1989-90. A new display on the early Colonial Secretary's papers is in the final stages of preparation.

An exhibition entitled "A working life: records of employment in the State archives" was prepared and mounted in April at Kingswood. This display highlights the diverse range of records held documenting occupations, with particular emphasis on their usefulness for family history and biographical research.

Other activities

As time permits, reference staff work on various projects which will improve the quality of the Authority's reference services. The most significant of these, an index to Photographic Description Books for prisoners in gaols c.1870-1920, was completed during the year. Work is continuing on indexes to early inquests, convict records and a range of other sources.

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, a print processor, and a photographic darkroom fitted out with basic equipment needed to develop film and produce prints. The most notable developments during the year have been the purchase of a new photocopier for Kingswood and a substantial drop in the number of prints produced for the public (see below).

Photographic Service

	1987-88			1988-89			1989-90		
	City/Kingswood/Total								
<u>In the Search Rooms</u>									
Photocopies	30 464	1 697	32 161	23 666	8 840	32 506	19 388	13 705	33 093
Reader/Printer Copies	10 807	841	11 648	8 859	3 249	12 108	6 492	3 329	9 821
Aperture Card Negatives	774	---	774	614	325	939	504	322	826
Photographic Prints	708	---	708	453	64	517	208	19	227
<u>Arising from Written Inquiries:</u>									
Photocopies			3 004			1 374			3 720
Reader/Printer Copies			1 249			1 135			1 382
Aperture Card Negatives			197			66			183
Photographic Prints			49			181			46
<u>Totals</u>									
Photocopies			35 165			33 880			36 813
Reader/Printer copies			12 897			12 243			11 203
Aperture card negatives			971			1 005			1 009
Photographic prints			757			698			273
Microfilm rolls			---			66			101

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 document kits for use in schools, and other items; and to undertake the conservation, repair and photocopying of the State archives.

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

Disposal of Public Records

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

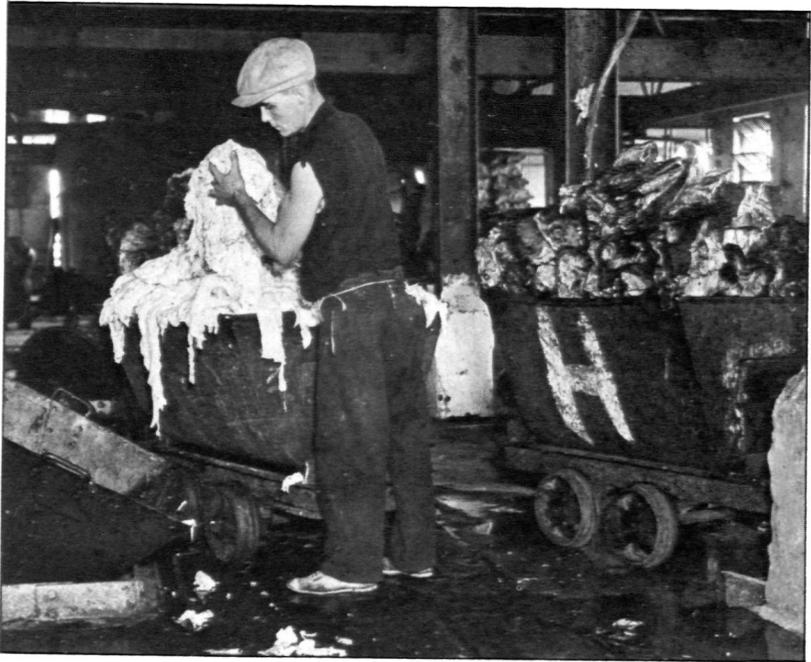
The Authority has continued its policy of authorizing the destruction of some series of records on a continuing basis; this is appropriate when records considered to be of no further administrative or research use are being continually created without any significant variation from time to time in form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

In 1989-90, the Authority dealt with 271 recommendations for the disposal of public records, compared with 173 in 1988-89. The recommendations covered 1 451 series of records.

As noted earlier, a total of 1 935 metres of records covering 1 033 series and 138 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1988-89 were 1 049 metres and 772 series and part series.

Authorization for the destruction of 477 series and 138 part series was given in 1989-90. No attempt has been made to estimate the total quantity of records involved as statistics of destructions were not always supplied. However, it is known that the authorizations given in 1989-90 covered the immediate destruction of at least 1 134.2 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 1989-90. 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



Undated photographs from the records relating to the State meat industry recently received from the Homebush Abattoir Corporation (Accession No. 4056)

to the Electricity Commission of New South Wales from 24 April 1989, to assist with implementation of a new records management system. Mrs Yeats' secondment ended on 21 December 1989 when she was appointed to the new position of Document Policy Officer (Archives) at the Electricity Commission.

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.

Since 1984 the Authority has devoted much attention 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 pay-rolls 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. However, as noted previously, the whole issue was reactivated in 1989-90 with the establishment of the Task Force on Guidelines for Machine Readable Records, which held its first meeting on 18 April 1990.

Accessions during 1989-90

The State archives, exclusive of maps, plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 32 018 metres of shelving.

Some of the more notable accessions during the year were: various records related to the State meat industry transferred by the Homebush Abattoir Corporation, including Minutes of meetings of the Meat Industry and Abattoirs Board and Metropolitan Meat Industry Board, 1912-78, Letter press books, 1893-95, 1906-17, History files, c.1916-70, and Photographs, c.1900-c.1980; Government Printing Office, Papers respecting the printing of records of the Australasian Antarctic Expedition, 1911-14, c.1919-c.1947; and Public Service Board, Annual Reports, 1895-1988.

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. Most of these records were transferred from the Mitchell Library. The most significant of these were: Premier's Department, Programme for the Bicentennial Celebrations at Sydney on 26 January 1988, signed by the principal guests; and a large number of documents of diverse provenance including Despatches to the Governor of New South Wales, 1806-08, list of prisoners deserted from Newcastle, 1823, Journal of Captain R Hunt at Norfolk Island, 1828-29, plans of Government House, Sydney, 1834, list of essays on catarrh in sheep, 1848, and a collection of records mainly relating to convict and police matters in the Goulburn-Yass area, c.1836-c.1860.

In addition to the above estrays, an ex-gratia payment of \$1 100 was made for the return to official custody of a volume identified as a deposition book of the Police Magistrate's Bench (Police Office), Sydney, 2 December 1822-28 August 1823. It was discovered amongst items to be auctioned by James R Lawson Pty Ltd and withdrawn from sale at the Authority's request under the provisions of Section 18 of the Archives Act.

Processing

In the two previous years, processing suffered from the concentration of staff resources on the preparation of the Index to the New South Wales Colonial Secretary's papers, 1788-1825. Following the winding down of this project, an intense processing program commenced in February 1990. As a result approximately 377.6 metres of records were processed in the City office during 1989-90, compared with 29.2 metres in 1988-89.

Records processed during 1989-90 included: Government Printing Office, Glass and film negatives, 1869-1954 (totalling some 64,000 items); State Rail Authority - Corporate Relations Branch, Photographic Section, Photographic negatives, c.1925-89; Public Service Board, General correspondence files, 1978-88; Public Transport Commission, Bus and tram general files, 1956-74; Department of Government Transport, Staff correspondence files, 1946-60; and Supreme Court, Notebooks of Justices Capelin, Glass, Hope, McHugh, Maxwell, Roden, Samuels, and Yeldham.

Despite the intense processing program, there are considerable arrears in processing which will have to be dealt with in the future. In addition to new records accessioned during the last few years while the preparation of the Index to the New South Wales Colonial Secretary's Papers was in progress, there are long-standing arrears of unprocessed records including valuable records dating from the early 1800's, particularly those of the various colonial courts in a number of jurisdictions (Civil, Criminal, Probate, Lunacy, Insolvency and Equity), which have yet to be adequately sorted and described.

In respect of the latter category, some small progress was made during the year. The Court of Criminal Jurisdiction, Informations, depositions and related papers, 1821-24 (SZ793-803) have been processed and the Papers have undergone preliminary conservation work prior to microfilming. This completes the fine processing of this series, 1796-1824, which was commenced more than 20 years ago. The Papers relate to the Criminal Court sitting at Sydney, and on Circuit to Van Diemen's Land, 1821-23. The 1821-24 papers will be available for use by researchers in the next few months when the microfilming has been completed.

A preliminary guide to the records of the Court, containing schedules of the case papers, and detailed lists of the precepts and other papers, has been prepared for use in the Search Rooms.

The processing of maps and plans in 1989-90 was again severely affected by a lack of available staff. The Senior Archivist - Maps and Plans, resigned in April 1990 and a replacement was appointed by June. A total of 467 items was processed during the year.

Processing at Kingswood

The Processing Section at the Kingswood Repository processed a further 627 metres of records during 1989-90, compared with 571 metres in 1988-89.

With the completion of the Bicentennial Archives Program in June 1989 the processing archivists at Kingswood have spent much time catching up on "housekeeping" tasks which had been delayed because of other priorities. Shelf checking of Repository holdings allowed a complete analysis of records awaiting transfer from the Repository as State archives. Records processed included large quantities belonging to the Lands Department (94 metres), Public Trust Office (97 metres) and Local Courts (125 metres). In addition, archivists have begun culling the Public Service Board Correspondence files, a run of over 5 000 boxes (850 metres) which will require very close and detailed appraisal. This task, which has already occupied the Section for many months, it is essential to release Repository storage space for re-use.

In addition to the large quantities mentioned above many smaller runs of records of considerable archival interest were processed during the year. These included: Corrective Services, Photographic description books, 1871-74; Health Department, Morgue registers, 1968-80; Department of Labour and Industry, Trade Union files and Annual returns, 1959-72; Mines Department, Special Bundle relating to experiments by Lyons Brothers of Newcastle into production of motor fuel from coal, 1931-42; Services, Registers of letters patent, 1943-65; State Rail Authority, Personal history cards for staff born before 1900; Department of Tourism, Director's papers, 1961-68; and Water Resources Commission, Military Leave files, 1916-31, 1940-43.

Concentration on the processing of records in the Repository, rather than direct from the creating agencies, has led to a huge backlog of unprocessed accessions being held in the Repository's archival storage area pending processing. In June 1989 these records measured 1 515 linear metres. By June 1990 these records had accumulated until they measured 2 453 metres. These records pose a number of problems, valuable archival storage space is used inefficiently, unprocessed records are very difficult to access, while the rapid increase in this category and the need to deal with it will be a drain on resources in the future.

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 Charles Sturt University (which incorporates the former Riverina-Murray Institute of Higher Education), the University of New England, the University of Newcastle, the University of Wollongong, and the Newcastle Region Public Library. In all, approximately 3 000 metres of records and some 1 000 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 Charles Sturt University, the University of New England (UNE), the University of Wollongong, and the Newcastle Region Public Library,

and they now hold complete sets of the Kit. The Authority has also supplied copies of the New South Wales Colonial Secretary's Papers, 1788-1825 to the Charles Sturt University, the University of New England, and the Newcastle Region Public Library.

Material at some of these institutions receive heavy public usage. During 1989 the Local History Section of the Newcastle Region Public Library recorded 9 985 reader visits; the Riverina Archives at the Charles Sturt University recorded nearly 3 500 reader visits; and the Archives at the University of New England received over 564 reader visits (figures only kept accurately up to August 1989). All three institutions report that a substantial proportion of readers are attracted by the Genealogical Research Kit.

The Authority was concerned to learn during the year that the University of New England had been obliged to delete the position of University Archivist, as a cost saving measure. However, Library staff will be available on a part-time basis, to oversee public use of the Archives.

Parliamentary Archives

In December 1980 a position at the level of Assistant Senior Archivist (now Senior Archivist) was created on the Archives Authority's establishment to permit the appointment of an archivist to care for the records of the Legislative Assembly. Since January 1985 the archivist has 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.

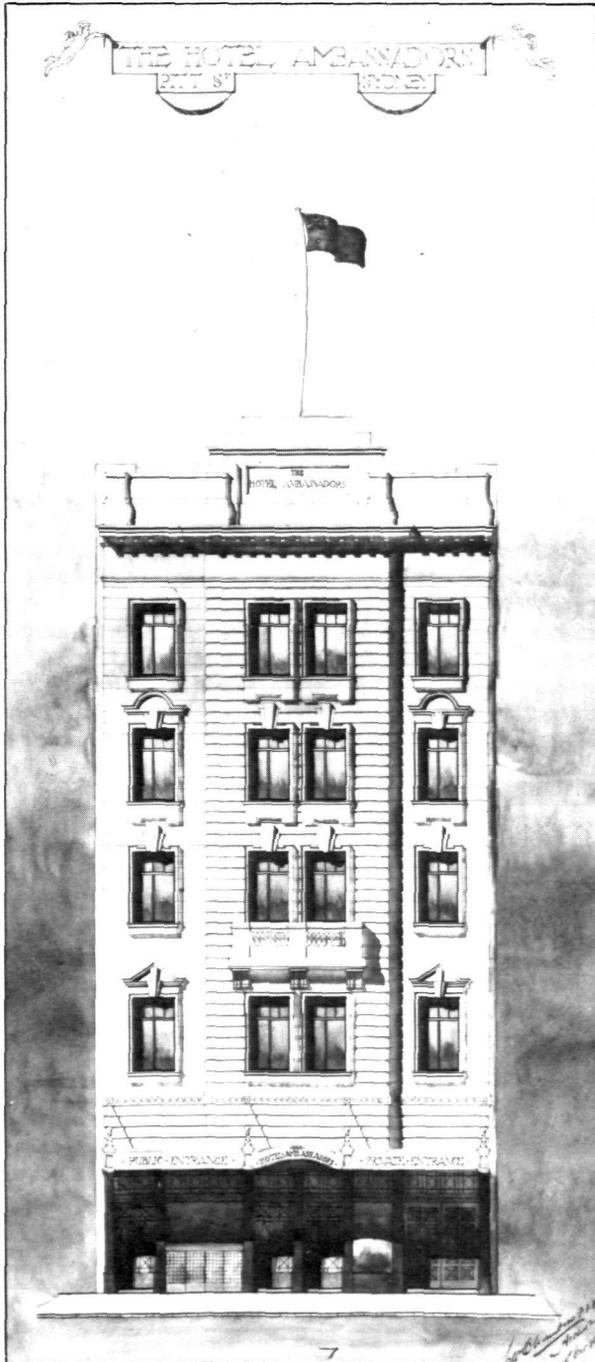
The Parliamentary Archivist released the Guide to the Archives of the New South Wales Parliament, parts 2 and 7 during the year. Copies are available on application to the Parliamentary Archivist.

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 quarterly, which are designed to disseminate information about archival holdings, publications and programs.

The sixth edition of Archeion and issues 9 to 12 of Archivista were published during 1989-90.

On 1 January 1990 a subscription system was introduced offering Archeion and Archivista as a package to individuals and overseas institutions at a cost of \$10.00 for two years. Australian libraries and societies, for the time being, will still receive these publications free of charge. By the end of June 1990 437 subscriptions had been received including seven from overseas. Revenue raised in respect of these subscriptions was \$4 370.



Plan of the front elevation of the Ambassador's Hotel, Pitt Street, 1924, which was published in June, as an addition to the series of colour facsimile reproductions of hotel plans.

Revenue produced from the sale of all publications, including those of the Records Management Office, totalled \$107 061 in 1989-90.

Guide No.30: Index to the Papers of the New South Wales Colonial Secretary, 1788-1825 was published during the year. This Guide comprises sixty-three microfiche and an introductory printed volume, the Handbook. The fiche and Handbook are contained in a custom designed folder.

A colour facsimile of a front elevation of the Ambassador's Hotel, Pitt Street, 1924 was published in June, as an addition to the series of facsimile reproductions of hotel plans.

A reassessment of the large series of Information Leaflets was also begun in June. In addition to revisions of existing leaflets, a number of new leaflets will result from this program.

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

Repair and Preservation of Records

A total of 4 870 items were attended to during the year: 4 822 folios, 13 microfilms, and 35 maps and plans. In addition some time was spent during the year in the silver densitometric testing of 97 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: Court of Criminal Jurisdiction, Case papers, June 1819 - October 1822 and Surveyor General, Map of the surveyed part of the Hunter River, 1823 (signed by T L Mitchell), Newcastle Town map, c.1826, and Map of Parramatta with allotments and building locations, 1823.

The bookbinding program saw a total of 315 items bound or rebound during the year. A bookbinder hired from STYFOX Pty Ltd, a company founded by ex-Government Printing Office binding staff, who worked in the Archives Office for a period of nine weeks accounted for 260 of these. In addition, all but 33 of these volumes were finished (i.e. lettered) by a finisher, also supplied by STYFOX, who was employed for a period of 6 days. The remaining 55 volumes were bound by the Archives Office Conservation staff in the course of their various restoration projects.

During 1989-90 27 reels of microfilm copies of volumes and documents were produced. Material filmed includes: Police, Salary registers, 1838-1915, and Registers of police, c.1852-1904; Mounted Police, Nominal roll of the Mounted Police Corps, 1848, Record of offences by members of the Mounted Police Corps, 1839-50 and Copies of letters sent, Adjutant's Office, Sydney, 1 January 1842 - 30 September 1846; Marine Board, Outports - Tweed River, Pilots log books, 18 July 1870 - 31 December 1927; and various series of letters sent by the Colonial Secretary.

During the year the Office embarked on a co-operative microfilming project of 101 boxes of Surveyor General. Letters received from Surveyors, 1822-55. The other parties to this venture, Australian Geographic Pty Ltd, the Institution of Surveyors of NSW Inc, the New South Wales Lands Department, the National Library of Australia and the Queensland Department of Geographic Information, have each provided a sum of \$2 000 which will go towards the cost of filming these records. Work has commenced on preparing these records for microfilming, which will be progressively done during the next year or two. All parties to the project will receive a copy of each microfilm as it is produced.

990 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 public sector bodies in New South Wales, including Government public offices, local councils, public hospitals and universities. 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 80 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 and other public sector agencies. 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 agency records management function and the eventual archiving of permanently valuable records.

Since 1983, the Repository has operated under the Guidelines for Using the Government Records Repository, which provided the mechanism through which optimum value could be gained from Repository storage space. These Guidelines were reviewed by the Archives Authority in December 1989. The resulting changes were meant to address three issues: an increase in charges to allow the Repository to recoup total operating costs, including capital replacement, preparatory to commercialisation; revision of the Guidelines to meet changing needs (such as the extensive restructuring of the Public Service); and the introduction of new services for Repository clients, including boxing, listing and sorting records and the provision of consultancy advice on the scheduling, disposal and storage of records. The Repository is also moving towards enhanced vertical integration of its activities by becoming more involved with records before they enter the Repository system.

The success of this strategy is reflected in the various statistics maintained by the Repository; the net increase in holdings is sustainable, records disposal is very active, the percentage of unscheduled records has dropped, file retrieval is static and revenue is rapidly increasing.

Financial Management

In line with the continuing implementation of program budgeting by New South Wales 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.

Appendix 4 is a table which shows the amounts that have been invoiced to clients for services provided in 1989-90. From a financial viewpoint, the Repository's major clients are: Education Department (\$67 672); Office of State Revenue (\$65 263); and Supreme Court (\$47 396). The Repository's six largest clients have been invoiced for over \$300 000, which represents 47 percent 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 60 percent of the total, and a further 27 percent is derived from file retrieval charges.

The Repository's development in recent years has transformed it from being passive receptacle for departmental records into a dynamic organisation handling all facets of records disposal and storage matters for the whole New South Wales public sector. Since the early 1980's the Government Records Repository has been progressing towards financial self-sufficiency and competitive market status. From 1 July 1990, the Government Records Repository will function off-Budget. It will be fully financed through its own working account.

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 and other permanently valuable records, plus staff areas. Space for the State archives, which has not been a problem for the past fifteen 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 figures in Appendix 3 show a continuing sustainable net increase in holdings, which postpones the need for additional capital expenditure. The net increase in Repository holdings of semi-active records in 1989-90 was 8 percent, compared with 3.3 percent in 1988-89. The Repository's semi-active records storage area is two-thirds full with space for 24 kilometres of records (about 140 000 boxes) remaining. However, various factors are combining to increase the rate of accessions and it is expected that this space will be sufficient for only about another 4-5 years. The Authority is therefore conscious of the pressing need to actively plan additional storage space if the Repository is to carry out its role and obligations. The Authority is hopeful that the Repository through its working account will be able to create a surplus to be applied to future capital works.

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.

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 have resulted in the Repository management having greater control over the holdings and therefore being able to foster orderly accessioning and disposal conditions.

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of clients during 1988-89 and 1989-90. It shows, for each client, the total quantities of records held during the two years; if scheduled or unscheduled; and the quantities accessioned, destroyed or transferred as State archives during 1989-90. (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: Attorney General's Department (including Local Courts and Supreme Court) 62 613 boxes; Office of State Revenue 36 044 boxes; Business and Consumer Affairs 18 067 boxes and Legal Aid 16 257 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 held on an indefinite basis. This quantity, expressed as a percentage of total holdings, has been reduced from 49.4 percent in 1983 to 21.0 percent as at 30 June 1990.

Accessioning of Records

The quantity of semi-active records accessioned in 1989-90 was 7 282 linear metres, compared with 5 692 in 1988-89. The overall effect of this was to increase Repository holdings by 8 percent compared with 3.3 percent in the previous year.

Although many factors are serving to increase the level of accessions, such as the on-going relocation of public offices from the Central Business District, the main reason for the increase in 1989-90 was the advent of public hospitals into the Repository system. The Prince of Wales Hospital lodged 8 484 boxes for storage. Other agencies which lodged large quantities of records in 1989-90 were: Housing Department 3 656 boxes; Business and Consumer Affairs 3 102 boxes and Attorney General's Department 2 874 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. In the current year the Repository assisted the Department of School Education in its move to Parramatta. 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 Electricity Commission.

Because some records created by Government agencies do not fit into the Repository's existing standard box, a large-size box has been introduced especially to cater for computer print-out and similar non-file record types.

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 74 257 in 1989-90, compared with 74 136 in 1988-89. Reference to State archives (as distinguished from semi-active records) accounted for 5 528 jobs, which is 7.5 percent of the whole, compared with 8 363 jobs last year, which was 11.3 percent of the whole. The main reason for the decrease is that since 1st January 1989 State archives have ceased to be transported to the Search Room at The Rocks.

Royal Botanic Gardens
 Ethnic Affairs Commission
 Police Department's Personnel Branch
 Ministry for the Environment
 Judicial Commission
 Legislative Council

A commitment to some of these agencies, in the form of implementation assistance, will extend throughout 1990-91.

The Office also provided advice on specific aspects of records management to several other agencies.

2. Keyword Classification

The Keyword Classification program continued to expand 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:

QANTA (Department of Social Security, QLD)
 Independent Commission Against Corruption
 Corporate Services Group - Department of Administrative Services (TAS)
 Veterans' Affairs (TAS)
 Public Service Commission (WA)
 State Authorities Superannuation Board
 City of Springvale (VIC)
 Tasmanian Development Authority (TAS)
 Forestry Commission (TAS)
 Mines & Energy (NT)
 Births, Deaths and Marriages
 Joint Coal Board
 Department of Roads and Transport (TAS)
 State Bank (VIC)
 Roads and Traffic Authority
 Department of Agriculture and Fisheries
 Sydney County Council
 Australian Taxation Office (Sydney and Parramatta Branches)
 Mines Department (TAS)
 Albury/Wodonga Development Corporation

In order to assist organisations in rapid identification and retrieval of information, improved indexing techniques, such as computer-assisted Keyword-Out-of-Context (KWOC) method, have been recommended during consultancies. 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.

3. Records Management Software

The Records Management Office has continued to be actively involved in the implementation of records management software suitable for public sector agencies 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 practical sessions including computer literacy and skills training.

The courses offered were:

Short talks on Records Management - 1 day
 Records Management Courses - 3 days and 5 days
 Records Operations Course - 1 day
 Keyword Compiler's Workshop - 3 days
 Keyword Users Workshop - 1 day
 On-line Indexing - 1 day
 Classification & Indexing Workshop - 3 days

By the end of June, 1990 approximately 300 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 \$4 061.

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.

8. Charging for Services

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 sufficient income from its activities to become self supporting. Accordingly, it will be going off-Budget from 1st July 1990, and expects to continue to expand its business operations in 1990/91.

Revenue for 1989/80 was approximately \$300 000, compared with \$210 000 in 1988/89.

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 1989-90 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; accrual accounting; supervisory skills; Spokeswomen; selection techniques; disciplinary procedures; Freedom of Information; training techniques; first aid; occupational health and safety; and use of new PABX telephone system.

Leave

Mrs Linda McConnell, Mrs Cindy Laird, and Mrs Angela Kavuzlu all took maternity leave during the year.

Mrs Jill Motassam took six months leave without pay from April 1990.

Promotions and Senior Appointments

Mrs F. Lemmes, B.A., M.Lib., A.L.A.A., was re-appointed to the regraded position of Assistant Principal Archivist on 10 July 1990.

Mr B. J. Edwards, was promoted to the position of Senior Administrative Officer on 21 September 1989.

Mr G. C. Purkis, B.A. (Hons), Dip.Arch.Admin., was promoted to the position of Extension Officer on 11 November 1989.

Ms G. Davis, B.A., Dip.Arch.Admin., was promoted to the position of Senior Archivist, Research on 11 November 1989.

Ms T. Bradford, B.A., Dip.I.M.(Arch.Admin.), was promoted to the position of Senior Archivist, Search Room on 19 February 1990.

Ms J. Stanford, B.A. (Lib.Sc.), was promoted to the position of Deputy Manager, Records Management Office on 12 April 1990.

Mrs R. M. Beard, B.A., Grad.Dip.Lib.Sc., was promoted to the position of Senior Archivist, Reference (Kingswood) on 2 May 1990.

Mr G. C. Purkis, B.A. (Hons), Dip.Arch.Admin., was promoted to the position of Senior Archivist, Maps and Plans on 14 June 1990.

Professional Activities

Sally Irvine-Smith, Jenni Stapleton, John Burke and John Cross attended a one day conference, "Conservation on the Move ... onward 2001" held by ALIA (NSW Branch) at the State Library of NSW on 3 August 1989.

Bernard Edwards attended the Australian Society of Accountants' seminar "Government Accounting Update" at Sydney on 18 September 1989.

Frances Lemmes attended the Public Employment and Industrial Relations Authority's seminar on S.E.P. "Learning from each other" at Sydney, 25-26 October 1989.

Clara Cesarone and Bronwyn Ormsby attended a seminar "Art to Last" held by the Australian Institute for Conservation of Cultural Material at the Art Gallery of NSW on 27 October 1989.

Joy Stanford and Denis Comber attended a seminar on "New Horizons in Public Sector Internal Audit and Review" by the Office of Public Management on 8 November 1989.

Kim Garside, Megan Birch, Joy Stanford and Denis Comber all attended the 2nd International Congress (International Records Management Council) held in association with the 6th National Australian Convention of Records Management Association of Australia, at Perth, 11-14 December 1989.

John Burke and Jenni Stapleton attended a seminar by Australia Post, "Signed, Sealed and Delivered" on 14 February 1990.

Sally Irvine-Smith attended the 18th Annual Australian Map Circle Conference in Bathurst in February 1990.

Stephen Bedford attended two seminars, "Disposal of Electronic Records" and "Punch cards on PC's - coping with Machine Readable Records in Libraries and Archives" in Canberra, 27-28 March 1990.

Tracy Bradford, Gail Davis and Sandra Orellana attended a course on supervisory skills for female managers on 4 April 1990.

Seventeen staff members attended Word Introduction Training Courses organised by Computer Services during May 1990.

Three staff members attended Ventura Introductory Courses by Computerland Solutions during April and May 1990.

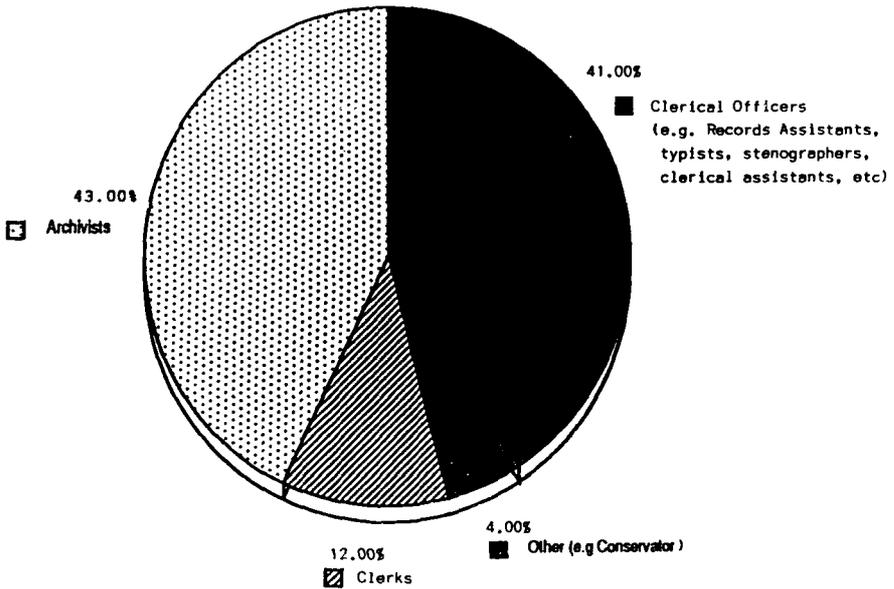
Christine Shergold attended "Introduction to PC's and Dos" at Computerland Solutions Training Centre on 17 April 1990.

John Cross attended the Fifth Annual Meeting of ACA, and the Annual Meeting of STAG, both held at Adelaide on 8-9 June 1990.

Bernard Edwards attended an Australian Society of Accountants seminar on "Accrual Accounting" held on 21 June 1990.

In addition, the Principal Archivist, John Cross, attended a weekend Chief Executive Officers' seminar at Leura, on 24-26 November 1989 and the Assistant Principal Archivist, Frances Lemmes, attended a Deputy Chief Executive Officers' seminar at Macquarie University on 13 December 1989.

CLASSIFICATION OF PERSONS EMPLOYED, 1989-90



On 23 May 1990 the Industrial Authority approved the reclassification and regrading of 29 positions to the new Clerical Officers Classification, as a Structural Efficiency Principle initiative. This replaced 6 classifications with a single salary scale, established common salary points, provided more training and enhanced career opportunities, created a more efficient and flexible workforce and provided staff with access to more varied, fulfilling and better-paid jobs.

During the year the following positions were also regraded: Senior Archivist, Appraisal to Archivist Grade IV; Senior Archivist, City Search Room to Archivist Grade II; Senior Archivist, Reference (Kingswood) to Archivist Grade III; and Records Management Officer to Program Co-Ordinator, Clerk Grade V.

During the year the Archives Office also hired the services of a bookbinder from STYFOX Pty Ltd for a period of nine weeks at a total cost of \$9 561.75.

Structural Efficiency Principle (S.E.P.)

Government strategy for implementing the structural efficiency principle is based on each department or declared authority undertaking a review and implementation program tailored to their individual operational and service delivery requirements. In January 1990 the Ministry for the Arts entered a "Memorandum of Understanding for implementation of S.E.P. for Salaried Staff" with the Department of Industrial Relations and Employment and the Labour Council of NSW. This identified the measures which could be implemented within the Ministry in accordance with S.E.P. and provided a framework for employer and union consultation and which eventually resulted in the establishment of Institutional Consultative Committees responsible for co-ordinating and developing S.E.P. proposals at agency level. The Archives Authority's Institutional Consultative Committee was established in May 1990 to consider proposals to produce structural efficiencies within the Archives Authority and proposals to improve the career prospects, training opportunities and workskills of the Authority's employees. The proposal to introduce the Clerical Officers Classification was submitted as a S.E.P. initiative.

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; 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; Working Party on Intergovernmental Records; Cultural Custodial Institutions Disaster Preparedness Group; Human Resources Committee; and the Ministry for the Arts' Joint Consultative Committee.

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 1990.
- (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:

Kenneth Wright

DATE:

10 August, 1990

CHAIRMAN

ARCHIVES AUTHORITY

SIGNED:

A. Cross

DATE:

10 August, 1990

PRINCIPAL ARCHIVIST

SIGNED:

[Signature]

DATE:

10 August 1990.

MEMBER

ARCHIVES AUTHORITY

Archives Authority of New South Wales
Income and Expenditure Statement for the
Year Ended 30 June 1990

Income	Note	1988/89 \$	1989/90 \$
Consolidated Fund	9.1	2,562,089	3,927,427
Bicentennial Grants		136,780	0
Amortisation of Deferred Income		0	217,652
Authority Generated Funds			
Administrative/Miscellaneous Services		0	1,906
Reference Services		37,842	40,846
Technical Services		95,174	92,724
Repository Services		639,228	997,826
Records Management Office		247,653	308,634
Sponsored Publications/Other		18,272	24,694
Total Income		3,737,038	5,611,709
Expenditure			
Employee Related Payments		1,900,803	2,147,969
Maintenance and Working Expenses		490,477	1,795,614
Other Services			
*Purchase and Reproduction Of Public Archives		31,999	1,100
*Genealogical Research Kit/ Colonial Secretary's Papers		15,990	27,602
Bicentennial Projects		150,102	0
Sponsored Publications/Other		10,059	75,297
Doubtful Debts		2,500	1,500
Depreciation		189,681	328,340
Authority Generated Funds Paid To Consolidated Fund	3	720,912	1,057,129
Total Expenditure		3,512,523	5,434,551
Operating Surplus Before Abnormal Items		224,515	177,158
Prior Period Adjustments			
Authority Generated Funds Paid To Consolidated Fund	3	0	(231,003)
Amortisation of Deferred Income	1.3	0	189,681
Operating Surplus For Year		224,515	135,836

Archives Authority of New South Wales

Balance Sheet as at 30 June 1990

	Note	1988/89 \$	1989/90 \$
Current Assets			
Cash at Bank & On Hand		20,525	20,525
Deposit with Treasurer		245,074	30,253
Receivables	4.1	158,390	521,320
Stock	4.2	226,742	193,615
Total Current Assets		650,731	765,713
Non-current Assets			
Property	5.1	6,776,250	15,824,298
Plant & Equipment	5.2	193,865	232,452
Collections	5.3	0	1
Deferred Costs-employee entitlements owing by State Treasurer	5.4	385,062	463,819
Total Non-current Assets		7,355,177	16,520,570
Total Assets		8,005,908	17,286,283
Current Liabilities			
Creditors and Accrued Charges	6.1	29,635	87,774
Total Current Liabilities		29,635	87,774
Non-current Liabilities			
Provision for Employees Leave Entitlements	7.1	385,062	463,819
Total Non-current Liabilities		385,062	463,819
Total Liabilities		414,697	551,593
Net Assets		7,591,211	16,734,690
Capital & Retained Earnings			
Advance-State Treasurer		20,525	20,525
Assets Acquired Free of Capital Liability	8.1	7,159,796	4,500,001
Asset Revaluation Reserve	8.2	0	4,828,230
Accumulated Funds	8.3	410,890	546,726
Deferred Income	8.4	0	6,839,208
Total Capital & Retained Earnings		7,591,211	16,734,690

Archives Authority of New South Wales
Statement of Sources and Applications of Funds
for the Year Ended 30 June 1990

	1988/89 \$	1989/90 \$
SOURCES OF FUNDS		
Funds from Operations		
Inflow of Funds From Operations	1,174,949	1,466,630
Outflow of Funds From Operations	3,322,842	5,337,214
Funds From Operations (note a)	(2,147,893)	(3,870,584)
Funds From Government		
Parliamentary Appropriations		
Recurrent	2,562,089	3,927,427
Capital (note b)	59,648	86,745
	2,621,737	4,014,172
Reduction in Assets		
Current Assets		
Deposit with Treasurer	0	214,821
Stock	0	33,127
	0	247,948
Increase in Liabilities		
Current Liabilities		
Creditors and Accrued Charges	0	58,139
TOTAL	473,844	449,675
APPLICATION OF FUNDS		
Increase in Assets		
Current Assets		
Receivables	0	362,930
Non-current Assets		
Plant and Equipment	0	86,745
Building Improvements	59,648	0
Acquisition of Plant and Equipment	92,337	0
	151,985	0
Increase in Working Capital (note c)	321,859	0
TOTAL	473,844	449,675

a) Reconciliation of Operating Result With Funds From Operations

Operating Surplus	224,515	135,836
Add Depreciation	189,681	328,340
	<u>414,196</u>	<u>464,176</u>
Deduct Amortisation of Deferred Income	0	407,333
Consolidated Fund Appropriations	2,562,890	3,927,427
Funds from operations	(2,147,893)	(3,870,584)

b) Consolidated Fund Appropriations

Capital	59,648	0
Add Plant and Equipment Purchased From Recurrent Funds	0	86,745
	<u>59,648</u>	<u>86,745</u>

c) Increase in Working Capital

Detailed components of the movements in working capital not provided owing to the absence of 1988/89 comparative 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 1990.**

1 SUMMARY OF SIGNIFICANT ACCOUNTING PROCEDURES

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 and in line with directions being taken by most Government Departments, the financial statements are now prepared in accordance with accrual accounting principles, with the exception of: there has been no recognition of employee superannuation liabilities (see note 7.2). 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 with the exception of property and collections.

The principle effects of the change in accounting practices 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. As such, the State Treasurer has been raised as a debtor to match the extent of Consolidated Fund accrued expenditure. Formal acceptance by the State Treasurer of this debt has not been obtained.
- * Adjustments have been made to the 1988/89 figures in the Income and Expenditure Statement so as to allow comparability with figures in 1989/90 format.

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 Changes In Accounting Policy

- * Accounting policy has been changed to comply with International Accounting Standard 20 - Accounting For Government Grants and Disclosure of Government Assistance for the treatment of depreciable assets acquired from Consolidated Funds. Adjustments for the prior year have been made in the current year. (see also note 8.4).
- * Plant and equipment was brought to account for individual items costing \$1,500 or more, whereas an amount of \$2,000 was used in the prior year. Assets between this value range have not been adjusted.

2 CONSOLIDATED FUND APPROPRIATIONS

Funds are provided by the State under allocation 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 30 June 1990.

Expenditure against amounts provided for the past two years was

	1988/89	1989/90
	\$	\$
Recurrent Services	2,543,830	3,952,481
Capital Works & Services	59,648	0
	<u>2,603,478</u>	<u>3,952,481</u>

See note 9 for reconciliation with Income and Expenditure Statement.

3 PAYMENTS TO CONSOLIDATED FUND

The Authority provides basic services to the public free of charge but also derives substantial revenue from Repository and Records Management services, from an active publications programme and from a wide range of 'valued added' services both to government and the public. A substantial proportion of revenue received from these activities is paid to Consolidated Fund.

An amount of \$231,003 was paid to Consolidated Fund which was receipted in 1988/89 and held in a Working Account pending Treasury approval for commercialisation plans.

4 CURRENT ASSETS**4.1 Receivables**

At an aggregate value of \$521,320 recorded at balance date these comprised:

	1988/89	1989/90
	\$	\$
Debtors	157,072	517,686
Less provision for Doubtful Debts	2,500	4,000
	<u>154,572</u>	<u>513,686</u>
Prepayments	3,818	7,634
	<u>158,390</u>	<u>521,320</u>

4.2 Stock on Hand

Stock on hand at balance date comprised:

	1988/89	1989/90
	\$	\$
Publications	107,716	49,137
Genealogical Research Kit	73,372	92,636
Index To Colonial Secretary's Papers	36,927	34,958
Boxes	8,727	15,670
Souvenirs	0	1,214
	<u>226,742</u>	<u>193,615</u>

Stock on hand was valued at cost, which was 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 1990/91 to identify obsolete material.

The cost of stocks acquired during 1989/90 was \$125,526.

4.3 COST OF GOODS SOLD

Amalgated table for stock.

	1989/90
	\$
Opening Stock	226,742
Purchases	125,526
Closing Stock	193,615
Cost of Goods Sold	<u>158,653</u>

5 NON-CURRENT ASSETS

5.1 Property

The building occupied by the Authority in Globe Street, 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 Departments 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'.

As per the Valuer-General's assessment of August 1989, Land and Buildings have been revalued in the 1989/90 accounts. However, depreciation for buildings at the rate of 2.5 per cent will remain unchanged.

5.2 Plant & Equipment

This represents the net book value of major plant and equipment (for individual items costing \$1,500 or greater) as determined from the Authority's plant and equipment records. A depreciation charge of \$48,158 was brought to account as a charge against operations for 1989/90. The depreciation charge as assessed for that year had regard to the estimated 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 of lower than \$1,500 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 written down value of \$10,200 at 30 June 1990 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 Department. 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 Department 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.

	1988/89	1988/89
	\$	\$
Plant and equipment	Cost	Provision for Depreciation
Office Furniture & Equipment	135,139	106,283
Computers	189,812	118,369
Typewriters	88,832	7,266
Motor Vehicles	12,000	0
	<u>425,783</u>	<u>231,918</u>
	1989/90	1989/90
	\$	\$
Plant and equipment	Cost	Provision for Depreciation
Office Furniture & Equipment	166,848	114,783
Computers	244,848	147,342
Typewriters	88,832	16,151
Motor Vehicles	12,000	1,800
	<u>512,528</u>	<u>280,076</u>

5.3 Collections

Costs associated with the identification, acquisition and preservation as State archives of all non-current records of permanent value, are expensed annually. In March 1985, a valuation of these assets was determined for insurance purposes and calculated to be \$150,000,000. As the first step in undertaking a more thorough revised valuation, a \$1 value has been brought to account as an asset for balance sheet purposes (see also note 8.1).

5.4 Deferred Costs-Employee Entitlements, Owing by State Treasurer

The amount brought to account at 30 June 1990 represents past service costs of employee leave entitlements of an aggregate of \$463,819 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.

6 CURRENT LIABILITIES

6.1 Creditors and Accrued Charges

Creditors and accrued charges \$87,774 relate to commitments for goods and services provided prior to 30 June 1990, for which payments will be made after that date.

7 NON-CURRENT LIABILITIES

7.1 Provision for Employees Accrued Leave Entitlements

The assessed liability brought to account at 30 June 1990 for Employee Leave Entitlements comprised:

	1988/89	1989/90
	\$	\$
Accrued Long Service Leave	271,661	305,132
Accrued Annual Leave	113,401	158,687
	<u>385,062</u>	<u>463,819</u>

Assessment of the liabilities as recorded was based upon:

- 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 1990 an oncost of 2.2% on gross salaries and wages was charged against operations and paid to the State Treasurer towards funding the liability on benefit emergence.
- b) Annual Leave payments with respect to leave during the year are charged as an operating cost. For the year ended 30 June 1990 the Office's cost for Annual Leave taken was \$153,321. Accordingly the liability as recorded above represents the accumulated value of untaken leave (inclusive of industry loadings) at 30 June 1990. (see also note 5.4).

7.2 Provision for 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 Fund and the State Public Service Superannuation Scheme. As at 30 June 1990, the Government Actuary was unable to provide this information due to the fact that current records maintained by the State Superannuation Board did not make this information ascertainable. It is anticipated that the records will be sufficiently altered in the future so as to make the value of the liability more accessible.

8 CAPITAL & RETAINED EARNINGS

8.1 Assets Acquired Free of Capital Liability

This amount represents the capitalisation at ascertainable cost of non-depreciable assets, ie land and State archives collection. Depreciable assets are capitalised as deferred income (see note 8.4).

8.2 Asset Revaluation Reserve

Revaluation of Buildings has been carried out in accordance with AAS10 Statement of Accounting Standards - Accounting for the Revaluation of Non-Current Assets and has been brought to account at 30 June 1990 at a value of \$4,828,230.

8.3 Accumulated Funds

	1988/89	1989/90
	\$	\$
Prior years to 30/6/89	186,375	410,890
Current Year 1/7/89 - 30/6/90	224,515	135,836
	<u>410,890</u>	<u>546,726</u>

8.4 Deferred Income

This amount of \$6,839,208 represents the capitalisation of depreciable assets purchased from Consolidated Fund less accumulated depreciation.

9 CONSOLIDATED FUND RECONCILIATION

9.1 Recurrent Services

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

	1988/89	1989/90
	\$	\$
Consolidated Fund Payments	2,543,830	3,952,481
ADD Accrued Charges at 30/6/90 met from Consolidated Fund in 1990/91	22,077	87,584
ADD Prepayments Reversal at 30/6/89 on account of 1989/90 services	0	3,818
	<u>2,565,907</u>	<u>4,043,883</u>
DEDUCT Accrued Charges Reversal at 30/6/89 met from Consolidated Fun in 1989/90	0	22,077
DEDUCT Amounts Prepaid at 30/6/90 on account of 1990/91 services	3,818	7,634
	<u>2,562,089</u>	<u>4,014,172</u>
LESS Assets capitalised	0	86,745
	<u>2,562,089</u>	<u>3,927,427</u>

9.2 Reconciliation of Consolidated Fund Payments with Expenditure in Income and Expenditure Statement

	1988/89	1989/90
	\$	\$
Consolidated Funds Payments	2,543,830	3,952,481
ADD Accrued charges at 30/6/90	22,077	87,584
DEDUCT Accrued Charges at 30/6/89	0	18,503
	<u>2,565,907</u>	<u>4,021,562</u>
ADD Amounts Prepaid at 30/6/89	(30,483)	3,818
DEDUCT Amounts Prepaid at 30/6/90	3,818	7,634
DEDUCT Plant & Equipment Purchases Capitalised	92,337	86,745
	<u>2,439,269</u>	<u>3,931,001</u>
ADD Opening Stock at 1/7/89	0	226,742
DEDUCT Closing Stock at 30/6/90	0	193,615
	<u>2,439,269</u>	<u>3,964,128</u>
ADD Special Deposit Expenses		
Bicentennial Expenses	150,102	0
Sponsored Publications/Other	10,059	83,454
Authority Funds Paid to Consolidated Fund	720,912	1,057,129
ADD Provision		
Doubtful Debts	2,500	1,500
Depreciation	189,681	328,340
	<u>3,512,523</u>	<u>5,434,551</u>

10 INSURANCE

Insurance coverage on the Kingswood Building is effected through the Treasury Managed Fund, with The Funds Administration Division of the Government Insurance Office as Funds Manager.

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 Managed Fund.

The estimated value of the State archives in the Authority's custody for insurance purposes only is \$150,000,000. The Government Insurance Office has advised that they are covered against damage caused by fire and lightning under the Treasury Managed Fund.

Under the Treasury Managed Fund, the following separate policies are held: Property, Worker's Compensation, Commercial Motor, Public Liability and Miscellaneous.

11 AUDIT FEE

The fee for the audit of the Authority's accounts and records by the New South Wales Auditor-General's Office was \$17,500 and an additional \$6,000 for 1988/89 (\$8,000 for 1988/89). The Auditor received no other benefits.

12 COMMITMENTS FOR GOODS AND SERVICES

The Authority had no material commitments for goods and services contracted for at 30 June 1990 and not otherwise accounted for in the balance sheet.

13 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.

14 OUTSTANDING CAPITAL COMMITMENTS

The Authority was not contracted for any capital expenditure at 30 June 1990.

15 CONTINGENT LIABILITIES

The Authority was not aware of any contingent liability relevant to its functions at 30 June 1990.

16 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:

- * Recruitment services provided by the Government Recruitment Agency.
- * Building maintenance, minor repairs, etc provided by the Property Services Group.

End of audited Financial Statements.



BOX 12 GPO
SYDNEY NSW 2001

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 1990 have been audited in accordance with Section 34 of the Public Finance and Audit Act 1983.

The previous audit opinion referred to omissions in the recording of the archival collection and land. This situation was rectified during the current year.

As disclosed in notes 1.1 and 7.2, the Authority's financial statements have not complied with Australian Statements of Accounting Standards by excluding employer's liability for superannuation. In addition, stock has been incorrectly accounted for (note 4.2 refers). I am unable to quantify the effect on the financial statements of the omissions and incorrect treatment of stock.

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 1990 and transactions for the year then ended.

A handwritten signature in black ink, appearing to read "K.J. Robson".

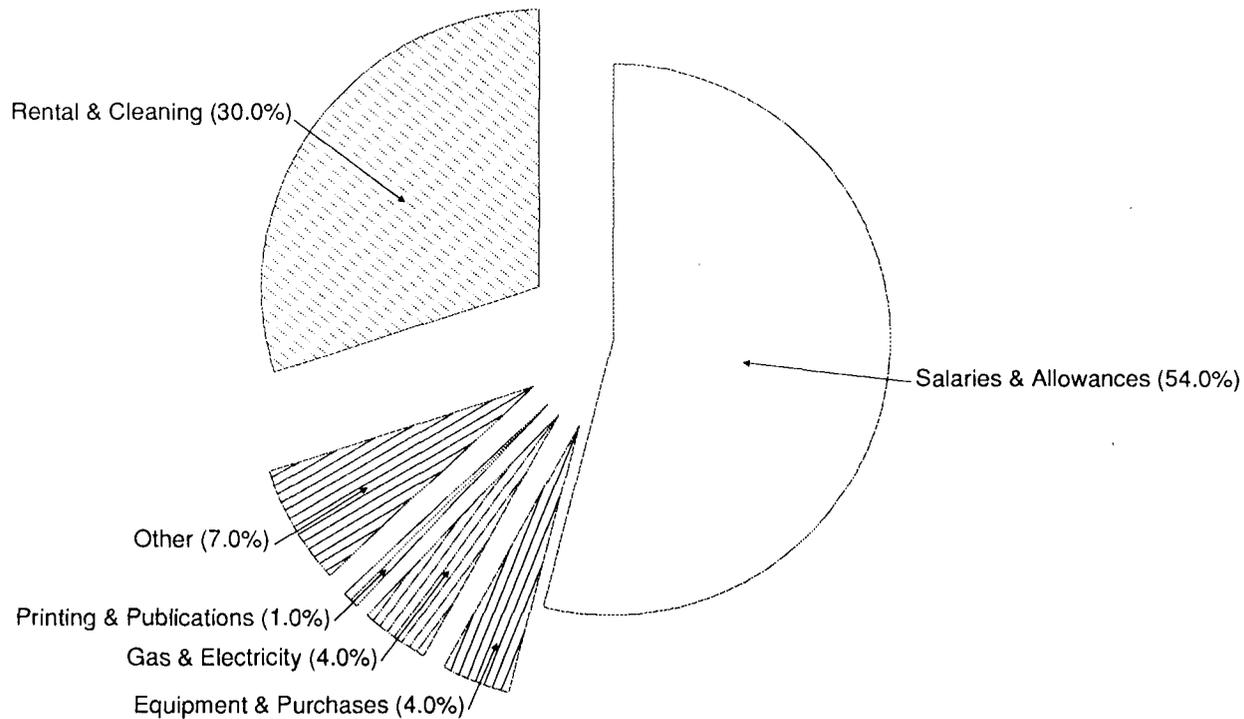
K.J. ROBSON, FCPA
AUDITOR-GENERAL OF NEW SOUTH WALES

SYDNEY,
17 October 1990

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 1989-90

ITEM	ALLOCATION 1989-90 \$	EXPENDITURE 1989-90 \$
SALARIES AND PAYMENTS		
A.1 Salaries and Wages		
Penalties etc.	1,931,000	1,906,999
National Wage adjustment	162,000	
A.2 Leave on Termination - Provision	40,000	42,062
A.3 Overtime	38,000	38,473
A.5 Workers Compensation Insurance	10,000	9,427
A.7 Payroll Tax Expense	110,000	114,326
A.8 Employer's Superannuation Contributions	81,000	33,985
S.A.S.S. Basic	---	---
S.A.S.S. Other	---	---
Sub-total "A" Items	2,372,000	2,145,272
MAINTENANCE AND WORKING EXPENSES		
B.2 Expenses in Connection with Building		
Rent	1,180,000	1,129,099
Rates, Charges, etc.	5,000	1,598
Maintenance	14,000	10,108
Cleaning	40,000	37,328
B.3 Subsistence and Transport		
Travelling and Subsistence	14,000	11,889
Motor Vehicles and Running Costs etc.	11,000	23,725
B.4 General Expenses		
Advertising and Publicity	5,000	5,440
Books and Periodicals	9,000	8,469
Fees for Services Rendered	60,000	62,140
Gas and Electricity	220,000	156,517
Other Insurance	27,500	24,740
Postal and Telephone	80,000	68,361
Printing	58,000	44,171
Stores, Equipment etc.	155,300	160,740
Minor expenses	1,000	2,024
Out of Pocket Expenses	1,200	630
Maintenance Contracts	27,000	14,534
*Sub total "B" Items	1,908,000	1,761,513
OTHER SERVICES		
E.318 Archives and Records Management	32,000	30,860
E.320 Reproduction of Genealogical Research Kits	15,000	14,836
Sub total "E" Items	47,000	45,696
PROGRAM TOTAL	4,327,000	3,952,481

THE ARCHIVES OFFICE OF N.S.W. EXPENDITURE OF FINANCIAL RESOURCES 1989-90

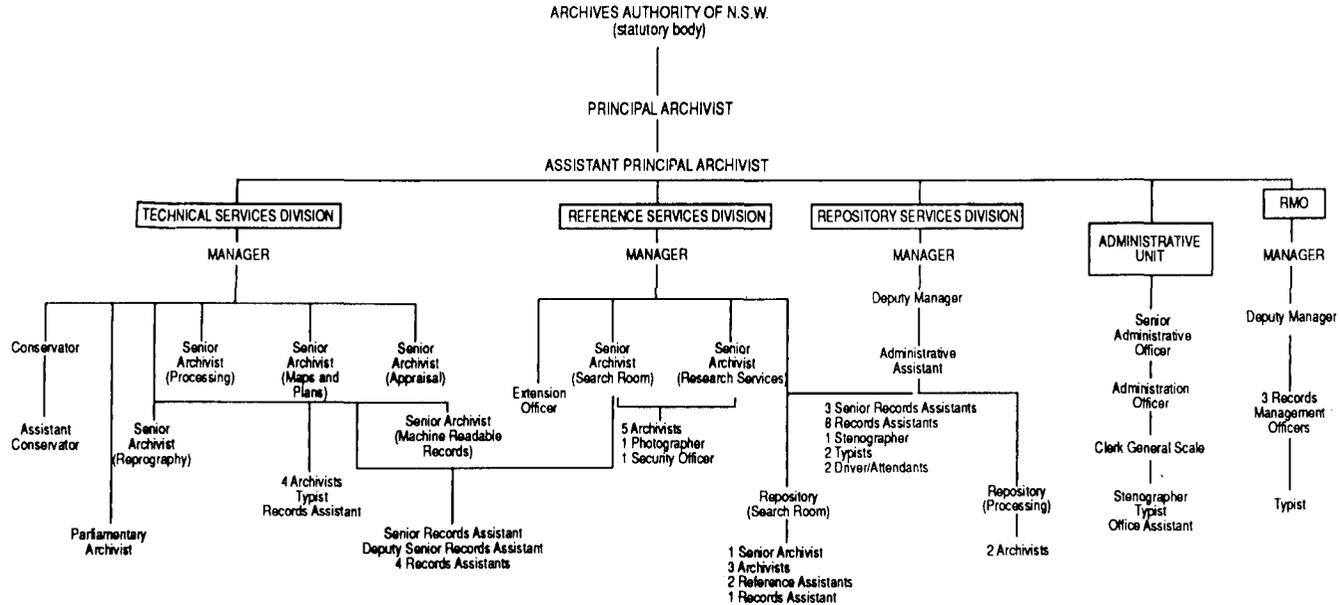


Program: 0017 Preservation and Management of Government Records

Detailed Budget in Accordance with Section 7(1)(iii) of Annual Reports
(Statutory Bodies) Act, 1984 - For Financial Year 1990-91

ITEM	ALLOCATION 1990-91 \$
EMPLOYEE RELATED PAYMENTS	
A.100 Salaries, Wages, Penalties etc.	1,327,000
A.101 National Wage Adjustment	60,000
A.200 Leave on Termination - Provision	32,000
A.300 Overtime	34,000
A.500 Workers Compensation Insurance	9,000
A.700 Payroll Tax Expense	96,000
A.800 Employer's Superannuation Contributions	45,000
S.A.S.S. Basic	---
S.A.S.S. Other	---
TOTAL EMPLOYEE RELATED PAYMENTS	1,603,000
MAINTENANCE AND WORKING EXPENSES	
B.201 Building Rent and Cleaning	1,040,000
B.203 Maintenance	22,000
B.205 Cleaning - Kingswood	26,000
B.301 Travelling and Subsistence	7,000
B.302 Motor Vehicles and Running Costs	10,000
B.303 Training and Seminars	12,000
B.401 Advertising	3,000
B.402 Books and Periodicals	6,000
B.403 Fees for Services Rendered	53,000
B.404 Gas and Electricity	120,000
B.406 Insurance	26,000
B.407 Postal, Telephone and Courier	24,000
B.408 Printing	26,000
B.409 Stores	101,000
B.410 Minor and Out of Pocket Expenses	3,000
B.412 Maintenance Contracts	2,000
TOTAL MAINTENANCE AND WORKING EXPENSES	1,491,000
OTHER SERVICES	
E.318 Purchase and Reproduction of Public Archives	32,000
E.320 Publication of Genealogical Research Kits and Colonial Secretary's Papers	15,000
TOTAL OTHER SERVICES	47,000
TOTAL RECURRENT CONSOLIDATED EXPENDITURE	3,141,000

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



Establishment = 74

PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) Inventories and Guides

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788-1870. (1963; revised and reprinted 1979. 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; reprinted 1985 and 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.)
- (30) Index to the Papers of the New South Wales Colonial Secretary, 1788-1825. (1990.)

(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.1.)
- (28) Photocopies. (Out of print.)
- (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

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

(d) Document Kits

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

(e) Publications in Microform

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

(2) **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 - an index (Guide No.30), comprising a printed handbook and 63 microfiche, 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 Dec 1809-28 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**

- (1) 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**

- (1) Eastways Hotel, Castlereagh Street, Sydney, 1888. (Out of print.)
- (2) Sydney Harbour looking east from Benelong Point, c. 1890. (Out of print.)
- (3) Public Demonstration at Wagga Wagga Experimental Farm, c. 1900. (Out of print.)
- (4) Alfred Street, Circular Quay, Sydney c. 1900. (Out of print.)
- (5) Cambridge Street, The Rocks, Sydney, 12 August 1901. (Out of print.)
- (6) Sydney Harbour Bridge under construction, 29 July 1930. (Out of print.)
- (7) Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7 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. (Out of print.)
- (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**

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

(i) **Maps**

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

(j) **J.G. Wilson sketches**

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

(k) **Posters**

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

(l) **Hotel Plans**

- (1) 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.)
- (4) Ambassador's Hotel, Pitt Street, 1924.

(m) **Other Items**

- (1) 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) "Docu-mints", individually wrapped after dinner mints.

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF CLIENTS, 1989-90
(Figures represent number of standard Repository Cartons)

Client	Scheduled	Scheduled	Unscheduled	Unscheduled	Accessions	Disposals	TASA	Total Holdings	
	1988-89	1989-90	1988-89	1989-90				1988-90	1989-90
Administrative Services	444	812	--	--	488	120	--	444	812
Agriculture and Fisheries	2626	2884	858	203	65	363	99	3484	3087
Attorney General's Department	7380	10219	9631	9660	2874	6	--	17011	19879
Auditor General's Department	26	26	--	--	--	--	--	26	26
Building Services Corporation	718	762	308	308	214	170	--	1026	1070
Business and Consumer Affairs	15932	18053	369	14	3102	1310	26	16301	18067
Cabinet Office	1250	1780	--	--	530	--	--	1250	1780
Chief Secretary's Department	1089	953	--	--	--	126	10	1089	953
Compensation Court	--	--	1794	1794	--	--	--	1794	1794
Corrective Services Department	12573	12842	649	649	269	--	--	13222	13491
Crown Solicitor's Office	10717	11837	--	--	1120	--	--	10717	11837
Dust Diseases Board	29	29	122	122	--	--	--	151	151
Education Department	9032	11290	258	258	2340	82	--	9290	11548
Egg Corporation	54	125	--	--	71	--	--	54	125
Family and Community Services	9271	8960	--	--	647	891	67	9271	8960
Film and Television Office	--	--	116	117	1	--	--	116	117
Government Insurance Office	9660	5698	22	22	--	3962	--	9682	5720
Government Printing Office	--	405	--	--	405	--	--	--	405
Government Supply Department	154	154	--	--	--	--	--	154	154
Health Department	320	268	2651	2651	12	--	64	2971	2919
Housing Department	716	4327	--	--	3656	45	--	716	4327
Industrial Authority	6016	6035	--	--	19	--	--	6016	6035
Industrial Relations & Employment	5777	4204	--	--	581	1907	247	5777	4204
Lands Department	10617	9675	710	125	168	1155	540	11327	9800
Land Titles Office	1231	1144	9434	8419	--	1102	--	10665	9563
Legal Aid Commission	14016	16257	--	--	2581	340	--	14016	16257
Legislative Assembly	--	--	186	186	--	--	--	186	186
Local Councils	1670	1664	--	--	--	6	--	1670	1664
Local Courts Administration	20816	20052	4841	4820	1373	1421	737	25657	24872
Local Government Department	3692	3928	--	--	240	4	--	3692	3928
Maritime Services Board	2729	2528	111	111	63	264	--	2840	2639
MWS & D Board	159	159	--	--	--	--	--	159	159
Ministry for the Arts	153	153	--	--	--	--	--	153	153
Ministry of Education & Youth Affairs	37	126	101	62	89	39	--	138	188

Appendix 3 (Cont)

Client	Scheduled	Scheduled	Unscheduled	Unscheduled	Accessions	Disposals	TASA	Total Holdings	
	1988-89	1989-90	1988-89	1989-90				1988-89	1989-90
National Parks & Wildlife Service	89	89	116	116	--	--	--	205	205
Ombudsman's Office	967	967	--	--	--	--	--	967	967
Parliamentary Library	--	178	--	--	178	--	--	--	178
Planning	--	590	--	--	590	--	--	--	590
Police Department	3488	3547	--	--	498	439	--	3488	3547
Premier's Department	1594	1651	12	12	307	139	111	1606	1663
Public Hospitals	--	11417	--	--	11417	--	--	--	11417
Public Trust Office	545	--	9	9	--	--	545	554	9
Public Works Department	706	706	6931	6750	--	181	--	7637	7456
Roads and Traffic Authority	6058	6377	--	--	500	181	--	6058	6377
Soil Conservation Service	195	193	--	--	--	2	--	195	193
Sport, Recreation & Racing	48	62	--	--	19	5	--	48	62
State Authorities Superannuation Board	1417	1920	--	256	980	221	--	1417	2176
State Development	--	--	50	50	--	--	--	50	50
State Lotteries	163	622	--	--	459	--	--	163	622
State Rail Authority	--	800	--	--	800	--	--	--	800
State Revenue	34149	36064	--	--	2620	705	--	34149	36064
State Superannuation Office	68	62	--	--	--	6	--	68	62
Supreme Court	--	--	18262	18262	--	--	--	18262	18262
Technical and Further Education	1121	1133	--	--	47	35	--	1121	1133
Tourism Commission	--	--	161	--	--	143	18	161	--
Transport	824	854	20	20	30	--	--	844	874
Treasury (including Treasury Corp)	1349	1263	--	--	43	101	28	1349	1263
University of Western Sydney	11	11	2	2	--	--	--	13	13
Urban Transit Authority	171	171	39	39	--	--	--	210	210
Valuer General's Department	1944	1753	--	--	127	315	3	1944	1753
Water Resources	180	702	7540	5423	13	1608	--	7720	6125
Western Lands Commission	--	--	1161	1161	--	--	--	1161	1161
Women's Co-ordination Unit	--	109	--	--	109	--	--	--	109
WorkCover Authority	735	2750	--	--	2015	--	--	735	2750
TOTAL	204726	231340	66464	61621	41660	17394	2495	271190	292961

Category 1: Records scheduled to become State archives

Category 2: Records scheduled for destruction

Category 3: Records not scheduled

TASA: Tasmanian Archives and Library Administration

GOVERNMENT RECORDS REPOSITORY
ANALYSIS OF INVOICES TO CLIENTS, 1989-90

Client	Storage	File Retrieval	Sale of Boxes	Total
Department of School Education	\$14,096.20	\$51,519.00	\$2,057.00	\$67,672.20
Office of State Revenue	36,096.90	25,979.00	3,187.50	65,263.40
Supreme Court	45,655.00	1,661.00	80.00	47,396.00
Corrective Services	18,987.00	26,430.00	--	45,417.00
Local Courts Administration	32,847.25	9,375.00	240.00	42,462.25
Public Works Department	28,806.05	2,838.00	1,987.00	33,631.05
Registry of Births, Deaths and Marriages	27,474.00	241.00	--	27,715.00
Business and Consumer Affairs	19,822.75	2,563.00	3,664.50	26,050.25
Legal Aid Commission	20,085.10	2,252.00	--	22,337.10
Water Resources Commission	17,320.80	2,907.00	96.00	20,323.80
Family and Community Services	9,539.95	9,187.00	1,176.00	19,902.95
Attorney General's Department	6,979.90	641.00	7,759.00	15,379.90
Crown Solicitor's Office	12,533.50	1,952.00	--	14,485.50
Government Insurance Office	10,805.60	472.00	--	11,277.60
Department of Housing	971.60	1,984.00	7,100.00	10,055.60
Department of Health	6,810.30	2,063.00	1,071.00	9,944.30
Roads and Traffic Authority	6,887.30	2,432.00	480.00	9,799.30
Police Department	5,026.50	2,593.00	1,222.50	8,842.00
Department of Industrial Relations & Employment	4,961.75	2,717.00	556.00	8,234.75
Department of Local Government	5,046.00	1,730.00	515.00	7,291.00
Maritime Services Board	3,944.30	2,703.00	40.00	6,687.30
Agriculture and Fisheries	5,551.20	446.00	415.00	6,412.20
Land Titles Office	3,421.10	2,091.00	800.00	6,312.10
State Authorities Superannuation Board	2,005.50	394.00	3,865.00	6,264.50
Technical and Further Education	1,438.90	660.00	3,844.00	5,942.90
Compensation Court & Board	4,999.50	186.00	170.00	5,355.50
Department of Lands	2,232.30	2,162.00	616.00	5,010.30
State Rail Authority	--	44.00	4,293.00	4,337.00
Building Services Corporation	1,741.60	1,504.00	662.00	3,907.60
Western Lands Commission	2,902.50	188.00	--	3,090.50
Workcover Authority	1,567.30	432.00	823.00	2,822.30
Premier's Department	2,059.05	734.00	16.00	2,809.05
Electricity Commission	--	42.00	2,750.00	2,792.00
Valuer General's Department	2,368.80	352.00	32.00	2,752.80

Client	Storage	File Retrieval	Sale of Boxes	Total
Director of Public Prosecutions	\$407.40	\$1,734.00	\$480.00	\$2,621.40
Ombudsman's Office	1,353.80	1,126.00	--	2,479.80
Industrial Authority	2,082.50	352.00	--	2,434.50
The Treasury	1,862.00	265.00	187.50	2,314.50
Cabinet Office	1,543.15	487.00	--	2,030.15
District Court Criminal Registry	--	772.00	1,200.00	1,972.00
Department of Transport	1,236.90	358.00	363.00	1,957.90
Chief Secretary's Department	1,509.20	311.00	112.00	1,932.20
National Parks & Wildlife Service	402.10	--	1,031.25	1,433.35
Public Trust Office	--	1,173.00	240.00	1,413.00
Department of Administrative Services	537.60	80.00	589.00	1,206.60
Opera House	30.00	900.00	160.00	1,090.00
Urban Transit Authority	336.90	--	750.00	1,086.90
Department of Planning	270.00	--	800.00	1,070.00
Treasury Corporation	274.50	12.00	580.00	866.50
State Lotteries	295.80	133.00	409.00	837.80
Legislative Assembly	465.00	--	350.00	815.00
Building & Construction Industry Long Service Payments Corporation	--	--	752.00	752.00
Ministry of Education & Youth Affairs	206.80	124.00	397.50	728.30
Land & Environment Court	--	609.00	--	609.00
Egg Corporation	146.40	165.00	219.50	530.90
Film and Television Office	314.00	--	132.00	446.00
Soil Conservation	271.60	--	128.00	399.60
Ministry for the Arts	65.80	186.00	128.00	379.80
Dust Diseases Board	325.30	--	--	325.30
Metropolitan Water Sewerage & Drainage Board	222.60	--	--	222.60
Government Supply Office	215.60	--	--	215.60
Mineral's & Energy Department	--	60.00	108.00	168.00
State Superannuation Office	86.80	68.00	--	154.80
Office of Trade Development	125.00	--	--	125.00
Dairy Corporation	--	10.00	102.50	112.50
Conservatorium	97.50	--	--	97.50
Department of Sport, Recreation & Racing	61.95	--	15.00	76.95
Independent Commission Against Corruption	--	75.00	--	75.00
Board of Fire Commissioners	--	63.00	--	63.00
Auditor General's Office	36.40	--	--	36.40
Anti-Discrimination Board	--	36.00	--	36.00
University of Western Sydney	20.40	--	--	20.40

Client	Storage	File Retrieval	Sale of Boxes	Total
Public Hospitals	\$2,911.30	\$1,544.00	\$11,725.00	16,180.30
Local Councils	2,500.00	1,073.00	7,030.00	10,603.00
Other	--	--	6,157.50	6,157.50
TOTAL	385,199.80	175,190.00	83,664.25	644,054.05

GOVERNMENT RECORDS REPOSITORY
ANALYSIS OF FILE RETRIEVAL SERVICE STATISTICS, 1989-90

Client	Requested	Issued	Returned	Misc*	Total No. of Jobs	Percentage of Total
Education Department	8262	6841	6108	608	14978	20.009
Office of State Revenue	7597	6663	4577	2658	14832	19.811
Corrective Services Department	6237	5478	4980	1120	12337	16.704
Family and Community Services	2446	2067	2046	33	4525	6.127
Local Courts Administration	1550	1230	1260	130	2940	3.981
Water Resources Department	2501	2079	33	4	2538	3.436
Business & Consumer Affairs	688	617	717	575	1980	2.681
Health Department	483	417	539	666	1688	2.285
Legal Aid Commission	585	507	312	643	1540	2.085
Roads and Traffic Authority	836	795	602	23	1461	1.978
Industrial Relations & Employment	519	392	425	130	1074	1.454
Lands Department	576	479	343	12	931	1.261
Public Works Department	588	545	266	9	863	1.168
Land Titles Office	424	386	399	14	837	1.133
Supreme Court	457	385	360	15	832	1.127
Police Department	456	434	275	23	754	1.021
Maritime Services Board	644	636	76	20	740	1.002
Public Hospitals	602	560	66	71	739	1.001
Local Government Department	371	300	306	24	701	0.949
Housing Department	452	405	7	234	693	0.938
Crown Solicitor's Office	394	265	211	11	616	0.834
Public Trust Office	274	230	260	1	535	0.724
Attorney General's Department	343	286	156	12	511	0.692
Archives Office	133	117	361	--	494	0.669
Local Councils	272	268	4	211	487	0.659
Building Services Corporation	258	213	173	26	457	0.619
Workcover Authority	218	196	131	102	451	0.611
District Court Crim. Registry	205	174	129	112	446	0.604
Ombudsman's Office	213	190	154	--	367	0.497
Agriculture Department	117	97	143	82	342	0.463
Technical and Further Education	152	115	161	14	327	0.443
Premier's Department	147	141	149	8	304	0.412
Land and Environment Court	132	95	110	--	242	0.328
Public Prosecutions Office	207	172	2	--	209	0.283
Cabinet Office	153	147	20	--	173	0.234
Government Insurance Office	114	73	44	--	158	0.214

Client	Requested	Issued	Returned	Misc*	Total No. of Jobs	Percentage of Total
Valuer General's Department	71	61	41	27	139	0.188
Western Lands Commission	70	47	54	7	131	0.177
Transport Department	78	70	13	8	99	0.134
Superannuation Board	79	62	19	--	98	0.133
Education and Youth Affairs	23	23	8	59	90	0.122
Chief Secretary's Office	54	30	30	--	84	0.114
Industrial Authority	36	22	42	--	78	0.106
Treasury	52	52	21	2	75	0.102
Compensation Court	58	49	8	3	69	0.093
Arts, Ministry	40	40	10	--	50	0.068
Government Printing Office	50	14	--	--	50	0.068
State Lotteries Office	25	20	20	--	45	0.061
Administrative Services	19	18	18	3	40	0.054
Planning Department	12	11	15	--	27	0.037
Board of Fire Commissioners	12	12	10	--	22	0.030
Electricity Commission	10	10	6	--	16	0.022
Film and Television Office	--	--	8	--	8	0.011
Anti-Discrimination Board	6	1	--	--	6	0.008
Dairy Corporation	4	4	1	--	5	0.007
Forestry Commission	3	3	2	--	5	0.007
State Rail Authority	4	1	--	--	4	0.005
Egg Corporation	3	2	--	--	3	0.004
Home Care Service	3	3	--	--	3	0.004
Minerals and Energy Department	1	1	2	--	3	0.004
National Parks and Wildlife Service	2	--	--	--	2	0.003
Emergency Services	1	1	--	--	1	0.001
Government Supply Department	--	--	1	--	1	0.001
State Superannuation Office	1	--	--	--	1	0.001
TOTALS:	40 323	34 552	26 234	7 700	74 257	100.000

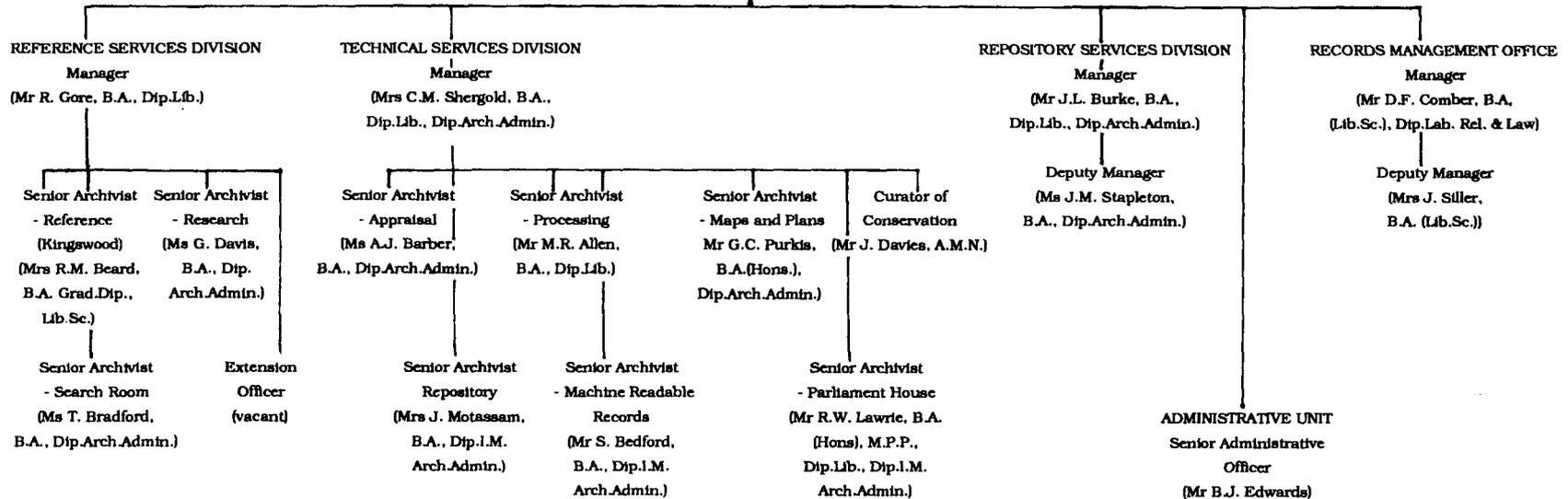
* Miscellaneous includes noting of files retained by the Office, additions to files, or interfiling of new files, etc. each requiring the location of and alteration to a file.

ARCHIVES AUTHORITY OF NEW SOUTH WALES

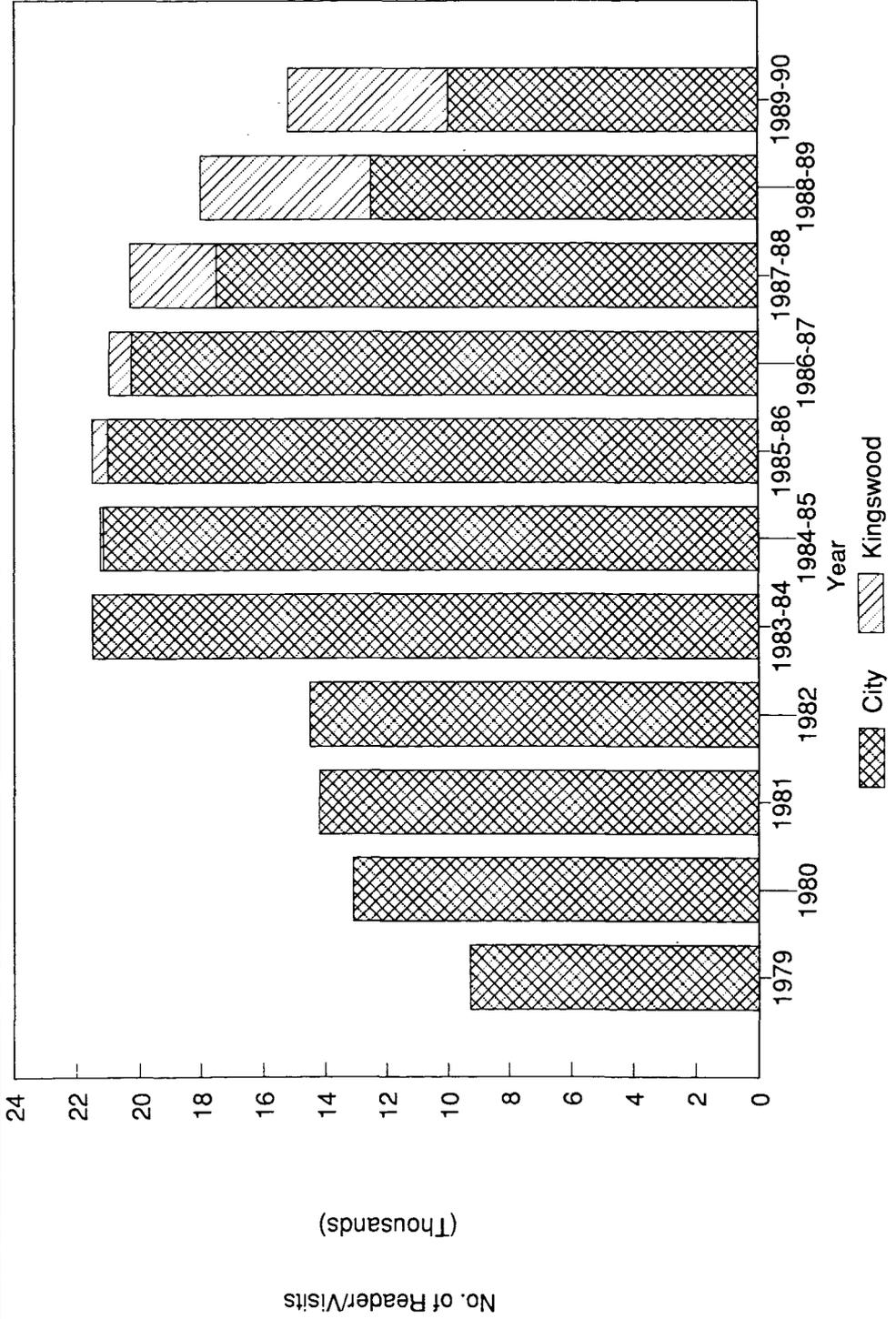
ARCHIVES AND RECORDS MANAGEMENT OFFICES

Principal Archivist
(Mr D.J. Cross, B.A., Dip.Lib.)

Assistant Principal Archivist
(Mrs F. Lemmes, B.A., M.Lib., A.L.A.A.)



Reader/Visits, 1979-1990



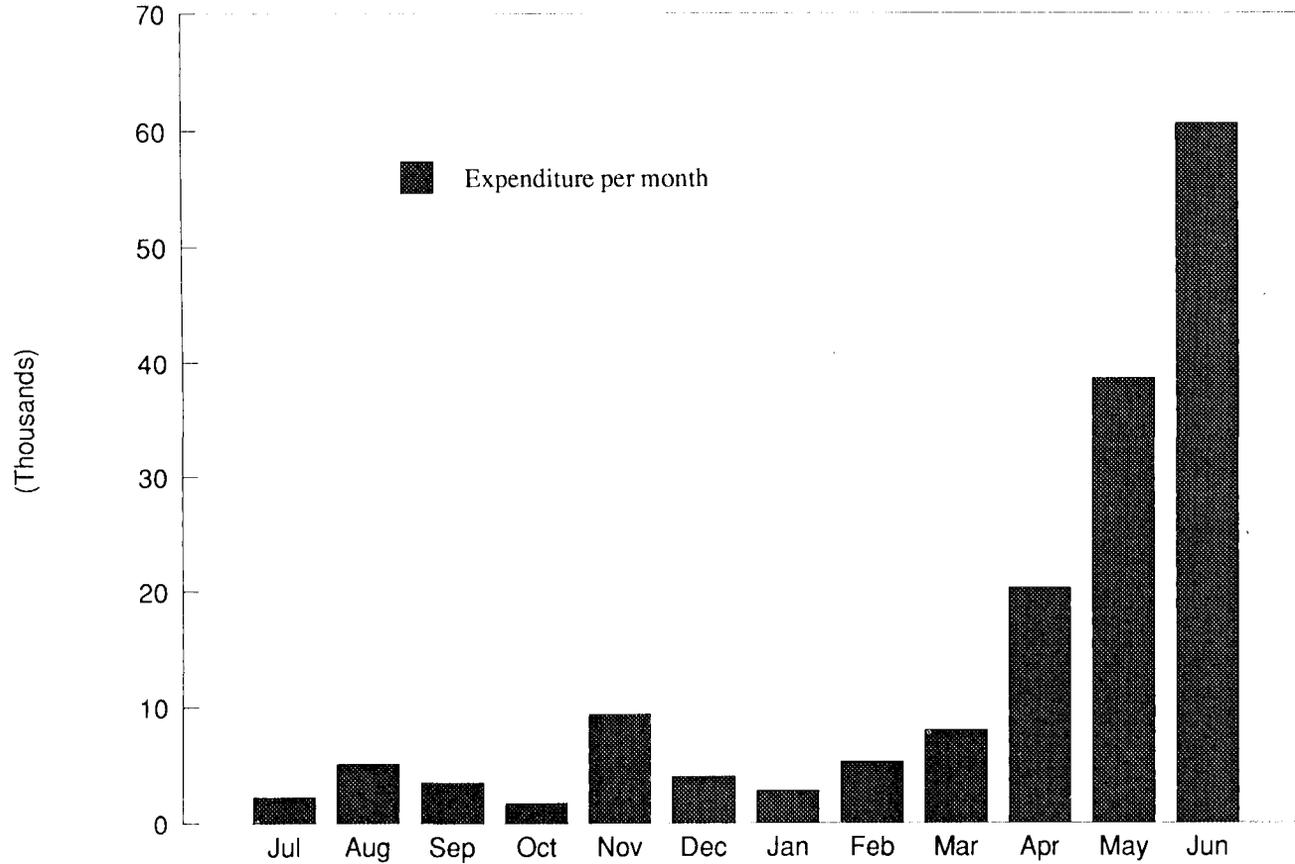
PERFORMANCE INDICATORS

	1988-89	1989-90	% Change
1. <u>Services to the Public (City and Kingswood)</u>			
Number of readers using State archives	18 349	15 226	-17
Number of State archives used	131 631	117 937	-10.4
Number of inquiries received	9 239	8 454	-8.5
Number of requests to publish State archives	76	64	-15.7
Number of copies supplied by Photographic Service	47 892	49 399	3.1
2. <u>Services to Government</u>			
Number of file reference operations undertaken by Government Records Repository	74 136	74 257	.16
Issues of State archives to Government Departments	3 707	3 048	-17.7
Number of surveys/advisings undertaken by Records Management Office	30	21	-30
Number of officers attending courses conducted by Records Management Office	216	300	38.8
3. <u>System Efficiency</u>			
Number of records series appraised for disposal	872	1 451	66.4
Quantity of records authorised for destruction (linear metres)	2 933	1 134	-61.34
Quantity of records transferred as State archives (linear metres)	1 049	1 935	84.46
Quantity of State archives processed (linear metres)	600	1 005	67.5
Quantity of semi-active records accessioned (linear metres)	5 692	7 282	27.9
4. <u>Finance</u>			
Revenue raised as a percentage of recurrent budget	35.99	26.97	-25

Archives Office of N.S.W.

Stores and Equipment Purchases 1989-1990

Monthly Breakdown - Total \$160,740



ARCHIVES AUTHORITY OF NEW SOUTH WALES

Supplementary Information required under the Freedom of Information Act 1989A. Major kinds of documents held by the Archives Authority1. Filesa) Administrative files

These cover most aspects of the Authority's operations, including recruitment and staffing, purchase of equipment, financial matters, etc.

b) Policy files

These records contain reports and correspondence on the full range of matters of concern to the Authority, from Records Management and Repository Services to Technical Services and Reference activities.

c) Disposal files

Disposal files record administrative details relating to the transfer or destruction of public records.

d) Reference files

These comprise enquiries from individuals and institutions seeking information from archival records held by the Archives Authority.

2. Records relating to Archives Authority meetings

a) Minutes of meetings.

b) Meeting papers (full sets of papers relating to each meeting of the Authority).

3. Disposal/accession and related recordsa) Index/Register of Disposal Recommendations

This records series of records approved for destruction or transfer as State archives.

b) Accession Register

This lists accessions of State archives in numerical/chronological order, and is partially indexed.

c) Shelf lists (lists of State archives)

One set is arranged by shelf location, and another by agency and then by location.

4. Reference Services - working records

The Reference Services Division maintains a range of records, the most significant of which relate to Search Room/Research Services. These include:

- daily attendance book
- Reader's ticket applications
- Reader's ticket register (on computer)
- Issue cards (recording the issue of original material)
- photographic order books (Search Room/Research)
- telephone enquiry forms

5. Procedure Manuals

These are chiefly designed for Authority staff and other government employees. Manuals currently in use are:

- The Clerk's Companion
- Procedures for using the Government Records Repository
- How to dispose of public records

- Search Room procedures
- Research procedures

6. Publications - brochures and pamphlets

The Archives Authority publishes an extensive range of maps, posters and souvenir items as well as guides, finding aids and technical papers. Detailed and summary list of publications are available on request to the City Office, and a full list appears in the Annual Report.

A range of brochures outlining services offered by the Repository Services Division is available from the Kingswood Repository. The Reference Services Division has also prepared a number of leaflets to assist researchers, and the following are currently available:

- Introduction to the Archives Office
- Reference Services
- Family History Research
- Local History Research

B. Availability/Access to records/publications

1. General

Most records listed under 1.-5. above are available to interested persons without restrictions. All requests should be made to the Manager, Reference Services (2 Globe Street, The Rocks, Sydney 2000; telephone: (02) 237 0132). Access would normally be given during office hours (9.00 am to 5.00 pm, Monday to Friday).

Most publications referred to under 6. above are available during Office hours from both the City Office and the Repository:

Head Office:

2 Globe Street
The Rocks
Sydney NSW 2000

Repository:

O'Connell Street
St Marys NSW 2760

Telephone:

(02) 237 0254

(02) 673 1788

Leaflets on Repository Services are available only from the Repository

All requests by mail (except for Repository leaflets) should be addressed to the Head Office.

2. Documents concerning personal affairs

The only Archives Authority records relating to personal affairs are the Reader's ticket register and Reference files. Access to an individual's own entry or file is not restricted, and all requests should be made to the Manager, Reference Services (Head Office) during office hours.

Many State archives in the custody of the Archives Authority contain information on individuals' personal affairs. Most archives more than 30 years old are not restricted, but some government agencies have placed longer restrictions on certain records. Individuals wishing to gain access to restricted records containing information on their personal affairs should contact the agency which created the records and advice will be given on the appropriate way to apply for access (either through an FOI request or by other means).

