

ARCHIVES  
AUTHORITY  
NEW SOUTH WALES

ANNUAL  
REPORT

FOR THE YEAR 1981

1981-82

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PARLIAMENT OF NEW SOUTH WALES

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REPORT  
OF THE  
ARCHIVES AUTHORITY  
OF NEW SOUTH WALES  
FOR 1981

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# REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1981

The Archives Authority of New South Wales has the honour to forward to the Honourable the Premier for presentation to Parliament in accordance with the provisions of the Archives Act, 1960, its twenty-first annual report, covering the year ended 31st December, 1981.

The Authority again wishes to record its gratitude for the support and assistance which you have given it during the year, and in particular for the opportunity to discuss its programmes and needs at the interview which you granted on 11th May, 1981.

## GENERAL

### Accommodation

There are two aspects of the Authority's work which require storage space: the archives which are those records of the past set aside for permanent preservation; and the semi-active records, which must be kept to satisfy legal and administrative requirements while awaiting evaluation. The Authority has a statutory responsibility to care for the archives, which are an invaluable cultural and administrative resource. They are part of the evidence of past events and part of the record of the rights of the people of the State. The semi-active records, on the other hand, are kept principally as a service to units of Government for whom the Repository's storage and retrieval service has become a necessary tool of cost-effective records management. While the total benefits from the service are difficult to quantify, the recurring savings in valuable city office space which derive directly from the existence of a semi-active records repository can be measured. They are a bonus which Government derives from the Authority's operations which are principally designed for other purposes. It is against this background that the following comments are made.

The Authority is pleased to report that, following construction in the 1970's of the first stage of the State Archives and Government Records Repository at Kingswood and of the State Archives building in Sydney, its reserves of high quality climate-controlled storage accommodation for the State archives should be adequate for some years to come.

This is not yet the case with the semi-active records, which are the core of the Authority's storage problems. Semi-active records have always constituted the majority of the records housed by the Authority and their rate of growth greatly exceeds that of the State archives. The creation of records by public offices is something over which the Authority can exercise little or no direct control. This century has seen a worldwide trend toward greater governmental activity in the community, which has in turn led to the creation of new government agencies and the proliferation of paper records. The Government Records Repository is at the end of this chain and is responsible for providing storage for these records when they are no longer regularly required. In order to perform this function the Repository requires buildings and other resources. However, these can not be committed on an open-ended basis. The Authority is therefore endeavouring to assess the rate at which semi-active records can be expected to increase, and is developing procedures aimed at reducing the quantity of records to be transferred to the Repository and ensuring that those records which are transferred carry the shortest possible retention periods.

As reported last year, storage space in the Repository was virtually exhausted by March, 1980, when the Authority was reluctantly obliged to close it to further accessions of semi-active records pending other arrangements being made. This step had inevitably led to large quantities of records accumulating in public offices.

However, these difficulties in accommodation should soon be overcome by construction of the next stage of the Kingswood Repository. Work on this building began in May, 1981, and it is expected that it will be available for occupation late in 1982.



### Organization and Staffing

In 1978, preparatory to the move to the new State Archives building, the Authority began a major and progressive re-organization and restructuring of the Archives and Records Management Offices. This was completed during 1981, with all of the new and regraded staffing positions being filled.

At the end of the year the combined establishment of the two Offices was fifty-one staff, distributed as follows:

Administration (including the Principal Archivist and the Assistant Principal Archivist)	..	..	..	7
Reference Services Division, Archives Office	..	..		11
Technical Services Division, Archives Office	..	..		12
Repository Services Division, Archives Office	..	..		15
Records Management Office	..	..	..	5
Seconded to staff of Legislative Assembly	..	..		1
Total	..	..	..	51

A further six temporary staff are employed in the Repository Services Division.

### The 1788–1988 Australian Bicentenary

The Authority has in its custody the largest and most comprehensive collection of public records relating to the early years of European settlement in Australia. For this reason the coming Bicentenary will have a marked effect on the Authority's operations.

The Authority is developing its own plans for publications, exhibitions, etc., to mark the Bicentenary. In addition, its staff have already become involved in assisting with the *Australia 1788–1988 Bicentennial History Project* being undertaken by Australian universities, in liaising with the New South Wales Government Bicentennial Secretariat, and in other projects.

## THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

This section is presented in divisions indicative of the organizational structure in the offices supervised by the Authority.

### ARCHIVES OFFICE AND GOVERNMENT RECORDS REPOSITORY

#### Reference Services Division

Since 1972, most State archives have been "open" for use when they are 30 years old, a period which conforms with general practice in other archival institutions, both in this country and overseas. The major exceptions have been the records of the Premier's Department, the Department of Services and some other public offices, on which the offices themselves had imposed a 50 year or longer period of restriction in terms of the provisions of section 14 (6) of the Archives Act.

However, in November, 1977, the Government announced its decision that all non-current and permanently valuable records, including the records of State Cabinet, which are more than 30 years old, would be transferred as State archives and made available for public access and use. 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.

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. During 1981 the rate of growth has been generally slower. The rise can best be expressed in terms of percentage increases over 1980.

In 1981—

- the number of readers' tickets issued increased by 81 per cent;
- the number of temporary authorities to use the State archives increased by 9.6 per cent;
- the number of State archives, exclusive of maps and plans, issued in the Search Room increased by 3.2 per cent;
- the number of maps and plans issued in the Search Room increased by 33.6 per cent;



# Proclamation,

By His Excellency LACHLAN MACQUARIE, Esquire,  
Captain General, Governor and Commander in Chief  
in and over His Majesty's Territory of New South  
Wales and its Dependencies, &c. &c. &c.

**W**HEREAS it hath pleased ALMIGHTY GOD to call to His Mercy Our late SOVEREIGN LORD, KING *GEORGE THE THIRD*, of blessed Memory, by whose Decease the Imperial Crown of the United Kingdom of Great Britain and Ireland is solely and rightfully come to the High and Mighty PRINCE, GEORGE PRINCE OF WALES;—*WE*, therefore, LACHLAN MACQUARIE, Esquire, Major General in the Army and Captain General, Governor and Commander in Chief as aforesaid; JAMES ERSKINE, Esquire, C. B. Lieutenant Colonel of His Majesty's 48th Regiment of Foot, a Colonel in the Army, and Lieutenant Governor of said Territory; JOHN THOMAS BIGGE, Esquire, His Majesty's Commissioner of Enquiry; and JOHN WYLD, and BARRON FIELD, Esquires, His Majesty's Judges of the said Territory; and JOHN THOMAS CAMPELL, Esquire, Provost Marshal of the said Territory, being here assisted by the OFFICERS, Civil and Military, the MAGISTRATES, CLERGY, and principal INHABITANTS of the said Territory, do now hereby, with one Voice and Consent of Tongue and Heart, publish and proclaim, that the High and Mighty PRINCE, GEORGE PRINCE OF WALES, is now, by the Death of Our late SOVEREIGN, of happy Memory, become Our only lawful and rightful LIEGE LORD, *GEORGE THE FOURTH*, by the Grace of God, KING OF THE UNITED KINGDOM OF GREAT BRITAIN AND IRELAND, DEFENDER OF THE FAITH;—To whom we do acknowledge all Faith and constant Obedience with all hearty and humble Affection, beseeching God, by whom Kings and Queens do reign, to bless the ROYAL PRINCE, *GEORGE THE FOURTH*, with long and happy Years to reign over us.

GIVEN at Government House, Sydney, this Twenty-fourth Day of July, One thousand eight hundred and twenty.

*Signed*

*L Macquarie*

**GOD SAVE KING GEORGE THE FOURTH!**

*Subscribed*

*Signed*

the number of readers in the Search Room increased by 9.6 per cent; and the number of inquiries answered by letter and telephone increased by 12 per cent.

There are two reasons for the very large increase in the number of readers' tickets issued. The first is that many more readers are taking advantage of the fact that a ticket can now be obtained by any person who is 18 years of age or more and who wishes to use the State archives for research purposes. The second reason is that persons undertaking genealogical research frequently wish to extend their searching beyond one visit to the Search Room, and are therefore encouraged to apply for a reader's ticket.

### *Search Room*

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

Admission is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. At the end of 1981, 1 766 readers' tickets had been issued and were still current, compared with 975 in 1980. In addition to holders of readers' tickets, a further 8 546 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1980 was 9 454. This rise in the number of readers seeking access to the State archives is reflected in the following table.

### **Reference to State Archives**

	1975	1976	1977	1978	1979	1980	1981
Number of issues .. ..	15 504	20 949	19 348	20 840	35 465	44 856	46 292
Number of issues of maps .. ..	488	821	794	840	2 434	2 924	3 906
Total number of readers .. ..	3 253	4 237	4 737	5 035	9 162	13 096	14 354

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

The demand for Search Room services at the Kingswood Repository increased during the year. In 1981 there were 94 visits by readers compared with 73 in 1980, and the number of issues of State archives was 678 compared with 523 in 1980.

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 most regular use is of the correspondence files of the Department of Youth and Community Services and of the files and plans of the Lands Department. Such usage is increasing and 3 649 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 367 instances in 1981 the official use of the State archives for administrative purposes of the State required research by the staff of the Archives Office. This represents a 17 per cent increase over the 1980 figure of 315 instances. The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State. In providing access to users, the Authority gives priority to Government use of its own records.

### *Inquiry Service*

In 1981 the number of inquiries answered by letter and telephone was 5 881, compared with 5 263 in 1980 and 4 139 in 1979. The range of subject matter dealt with is illustrated by the following examples:

Origins of the New South Wales Premier's Department.

John Maxwell, Superintendent of Government Stock, Bathurst and Wellington Valley—official correspondence, 1827–31.

Sturt's journey along the Murrumbidgee—journal and correspondence, 1829–30.

Statues of Queen Victoria and Prince Albert erected in Sydney.

Emigration of woolcombers from Bradford to New South Wales, 1856–57.

James Busby and the early history of the wine industry in New South Wales.

Permission to publish extracts from State archives was granted by the Authority on 55 occasions in 1981.

### *Exhibitions*

The exhibition on *The Great Age of Sail* was retained throughout 1981 and continued to be popular with members of the public, more than eleven thousand of whom visited it during the year. In August the centrepiece of the exhibition, which was Mr Cyril Hume's fine model of the famous clipper ship *Thermopylae*, was transferred to its permanent home in the new Powerhouse Museum.

A new exhibition is being prepared for 1982, to mark the 50th anniversary of the opening of the Sydney Harbour Bridge.

### *Photographic Service*

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

During 1981 the photographic darkroom was fitted out with benches, sinks, lights, cupboards and other basic equipment needed to develop film and produce prints, functions previously carried out for the Archives Office by the Photographic Section of the Department of Public Works.

A total of 11 136 Xerox copies, 10 070 reader/prINTER copies, 4 212 aperture card negatives, 1 220 photographic prints, and 86½ microfilm rolls were produced for the public in 1981.

## **Technical Services Division**

### *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 practice, the situation has been altered considerably by the establishment of the Records Management Office, in that it has embarked upon an active programme of preparing comprehensive records disposal schedules covering whole departments. Whereas public offices could, under the Archives Act, retain records for as long as they wished, they are now obliged to either dispose of, or justify the retention of, any major accumulations of non-current records.

During the year the Authority initiated a general Survey of Records aimed at identifying the classes of records to be retained as State archives and establishing guidelines, priorities and likely quantities. A preliminary feasibility study is being undertaken under a research grant from the University of New South Wales, and an interim report was submitted to the Authority in December, 1981.



In 1981, the Authority dealt with 140 recommendations for the disposal of public records, compared with 116 in 1980 and 95 in 1979. The recommendations covered 721 series of records.

In total 787.5 metres of records covering 732 series and 109 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1980 were 283.7 metres and 782 series and part series.

Authorization for the destruction of 204 series and 109 part series was given in 1981. 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 1981 covered the immediate destruction of at least 4 992 metres of records, and it is clear that the destruction of unwanted records, coupled with the removal of little-used ones to the Government Records Repository, has led to very substantial savings in expensive city office space.

During 1981 the Authority continued to meet at monthly intervals.

#### *Accessions during 1981*

The State archives, exclusive of maps, plans and other records such as the large collection of glass negatives from the Government Printing Office and similar items which do not readily lend themselves to statistical measurement, now occupy 18 573 metres of shelving.

Some of the more notable accessions during the year were—

Agriculture—Executive Secretariat: Special Bundles, 1889–1980.

Colonial Secretary: Maps and Plans, c. 1777–1863.

Colonial Treasurer: Miscellaneous accounts and vouchers, 1821–32.

Commission of Inquiry into Police Administration: Report of the Inquiry; Submission files; Administration files; Exhibits; Police assessors' reports; and other records, June, 1979–May, 1981.

Health Commission—Division of Analytical Laboratories: Analytical registers, 1893–1966.

Judge Advocate: Proclamation on accession of George the IVth, 24th July, 1820.

Land Appeal Court: Registers of cases heard before the Land Appeal Court; Copies of letters sent to the Under Secretary of Lands; Copies of miscellaneous letters sent (General letter books); Registers of newspaper cuttings relating to the Land Appeal Court; and other records, 1890–1921.

Mines: Maps and plans, 1855–81.

Ministry of Transport and Highways—Inquiry into the Proposed Route of the Kyeemagh–Chullora Road: Report of the Inquiry; Transcripts; Submission files; General correspondence files; and other records, April, 1979–May, 1980.

Ombudsman's Office: Investigation files, May, 1975–July, 1978; and Investigations of complaints made by prisoners to the Royal Commission into New South Wales Prisons, 1977–78.

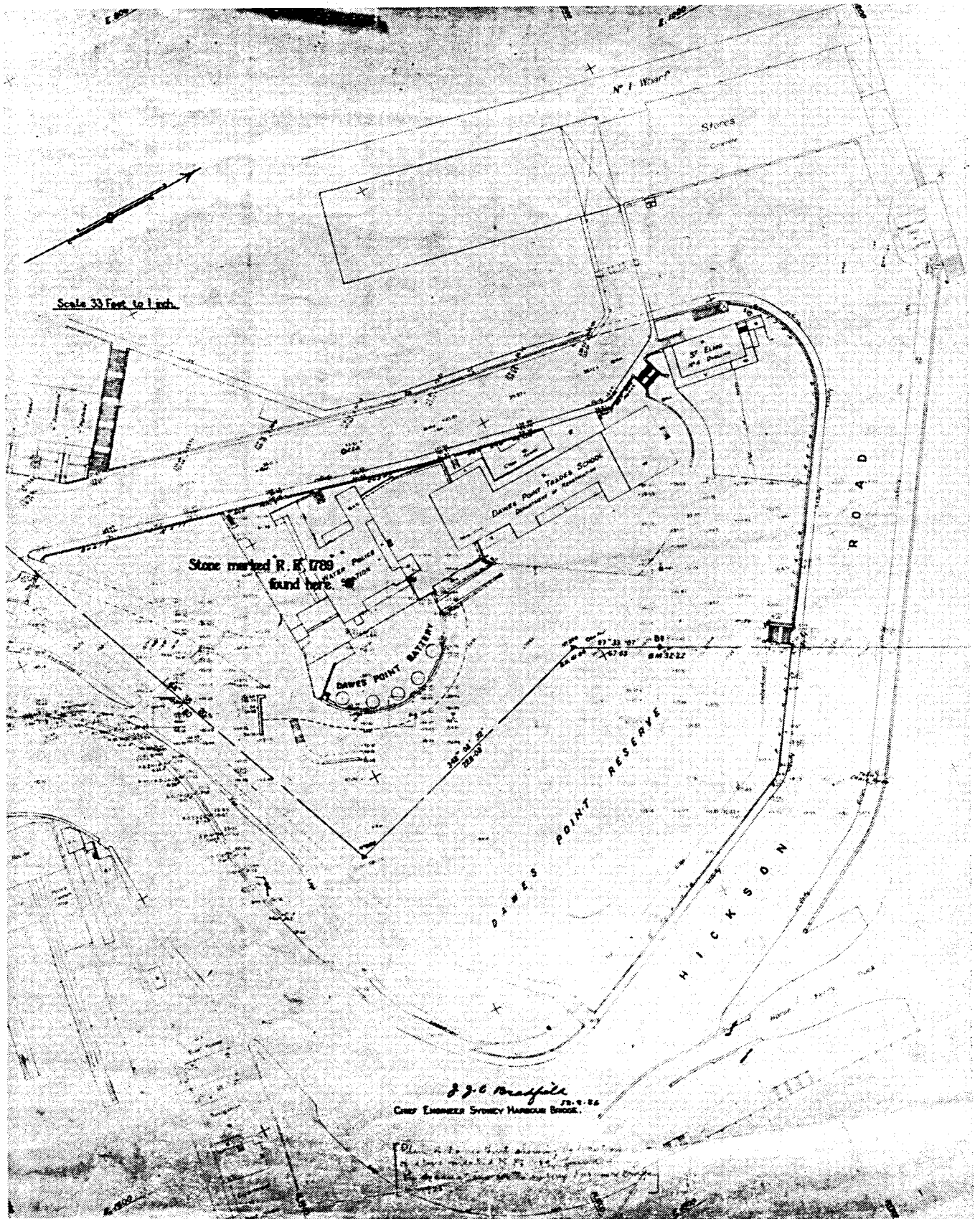
Premier's Department: Report of the New South Wales Task Force on Domestic Violence, July, 1981; Papers relating to the administration of oaths to Members of Parliament, 1921–35, 1946–1968; Miscellaneous papers relating to Parliamentary programmes, procedures and legislation, 1941–42; Papers relating to the Legislative Council, 1921–26; and Records of the Royal Commission on salaries of Ministers and Members of Parliament, 1920.

Public Works: Map showing location of stone marked RR1789 found at Dawes Point during excavations for the Sydney Harbour Bridge, 1925; and Reports relating to New South Wales ports (excluding Sydney), c. 1938–47.

Sheriff's Office: Fieri Facias registers, 1830–1972; Indexes to Fieri Facias registers, 1858–1969; Writs of Capias registers, 1856–1972; Registers of land sales, 1832–1930, 1944–45, 1966–71; Copies of letters sent, 1837–39, 1904–23; and other records, 1832–1971.

State Prices Commission: Transcripts of the inquiry into the funeral industry, 23rd May–18th August, 1977; Financial statements of funeral directors, c. 1972–76; and Files relating to the inquiry into the funeral industry, c. 1976–77.





Section of plan of Dawes Point showing location of stone marked "R.R. 1789" found during the excavations for the Sydney Harbour Bridge, 1925. Signed J. J. C. Bradfield. AO Map No. 6317. Accessed from the Department of Public Works

### *Processing*

Approximately 395 metres of records were processed in the City office during the year, compared with 219 metres processed in 1980. Records processed include the following: Attorney-General and Justice, Oaths of Allegiance and judicial oaths of Justices of the Peace, 1978; Inquiry into the Proposed Logging at Terania Creek, Transcripts of the Inquiry, Exhibits, Submission files, Administration files, Model of Terania Creek, and other records, October, 1979-June, 1981; Maritime Services Board, various records relating to the certification of masters, mates, pilots, engineers, marine surveyors, etc., 1897-1979; Premier's Department, File movement registers, 1930-50, and Subject index, c. 1908-11, 1920-38; Public Service Board—Industrial Relations Branch, Industrial agreements, 1923-25, 1927-73; Registry of Births, Deaths and Marriages, Registers of baptisms, funerals, and marriages, St Phillips Church, Sydney, 1787-1825, and Norfolk Island, 1797-1806; and Sheriff's Office, Writs of Fieri facias and Habere facias possessionem, 1881-1971. In addition, 57 boxes of negatives, comprising some 600 glass and other photographic negatives, were processed.

A considerable amount of time was also expended on other tasks which are related to the processing function. They included: the indexing of immigrant lists; wrapping of the Department of Education School files; listing the early criminal papers of the Supreme Court; and the selection and preparation of material for conservation and binding. Further time was diverted from processing as a result of the heavy file reference to the records of the Royal Commissions into New South Wales Prisons and Drug Trafficking.

During August, 1981, the processing staff were also involved in a special maps processing programme to reduce the arrears of unprocessed maps located at the Government Records Repository, Kingswood. During this period 2 424 maps were processed of which 1 847 were affixed to cardboard hangers and hung in the new vertical map cabinets located at Kingswood.

As a result of the special maps processing programme, 3 767 maps and plans were processed in the City office during the year. Although this is a great improvement on the 1 483 maps processed in 1980, a substantial backlog, estimated at between 275 000 to 300 000 maps and plans, remains. Maps and plans processed included the following: Government Architect, Plan of Scone Court House, c. 1861; Public Works, Plans of Central Railway Station, c. 1903; State Emergency Services, Plans of the National Emergency Services, 1940-42; State Rail Authority, Trigonometric Survey of Port Jackson, 1853; and Surveyor-General, Map of southeastern portion of Australia compiled from colonial surveys and from details furnished by exploratory expeditions, 2nd January, 1853.

The Processing Section at the Kingswood Repository processed a further 620 metres of records during the year, compared with 1 290 in 1980. Records processed included the following: Board of Fire Commissioners, various records, 1884-1970; Department of Technical and Further Education, various records including minutes of the committees involved in the establishment of the New South Wales Institute of Technology, 1947-48; Colonial Secretary, correspondence of the Returning Officer for Parramatta, c. 1894-1907; and Department of Industrial Relations, Industrial Magistrates' Court papers, 1939-64. In addition, 3 773 maps were processed.

### *State Archives on Loan*

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

At the present time, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina College of Advanced Education, and the Newcastle Region Public Library. In all, approximately 725 metres of records and some 700 maps and plans are held in these institutions.

Reference to the State archives on loan with these institutions has steadily increased over the years as researchers become more aware of locally available resources. During 1981 the records housed in the Newcastle Region Public Library were used on at least 92 occasions and those housed in the Riverina College of Advanced Education on 204 occasions.



## Publications

The Authority produces a wide variety of publications but they all fall into two basic categories. The first consists of guides and finding aids which are published with a view to assisting researchers in using the State archives and enabling the staff to advise efficiently the ever-increasing number of inquirers. The second consists of facsimiles of records held in the archives, which are published as teaching and reference aids, wall decorations, postcards and souvenirs.

Revenue is produced from the sale of both categories.

During 1981, the Authority published the following finding aids: *Immigration: Index to Assisted Immigrants Arriving Sydney, 1880-96* (prepared by Mr John Burke); *Surveyor General: Select List of Maps and Plans, 1792-1886* (prepared by Mr Michael Allen); and the second edition of the *Guide to Convict Records in the Archives Office of New South Wales* (prepared by Mrs Dawn Troy).

Two additional brief subject guides under the title Information Leaflets were also produced during the year. The leaflets are constantly revised to provide the most up-to-date information.

However, work on a number of other inventories of major record groups has had to be postponed once again and there appears to be little prospect of renewing it in the near future. Nonetheless, some work was done on the guide to the records of the Sydney Bench of Magistrates, and on the second edition of the guide to *Colonial Secretary: Naturalization and Denization records*. A guide to the records of the *Clerk of the Peace: Quarter Sessions* for the period 1824-1920 was also prepared and should be available in mid 1982.

Work on the preparation of the second edition of the *Concise Guide to the State Archives* for production by a word processor continued during the year. The Archives Office has obtained approval, in principle, to acquire a word processor but has been prevented from purchasing a suitable machine by lack of funds. As a result production of the second edition of the *Concise Guide* has had to be postponed.

In 1981, the Authority's programme of publishing facsimiles of items in the State archives was primarily directed towards the 1982 celebrations of the fiftieth anniversary of the Sydney Harbour Bridge. Accordingly, six new postcards depicting various stages of construction of the Bridge were produced and the Sydney Harbour Bridge Celebrations Poster, 1932, was reprinted. In addition, two Christmas and New Year greeting cards and five posters were published during the year.

The publications already issued by the Archives Authority are listed in Appendix 1.

## Repair and Preservation of Records

A total of 1 508 items were attended to during the year: 1 387 manuscripts and 25 volumes were repaired, and 96 maps and plans were repaired and encapsulated in Mylar.

Items of interest treated included the Colonial Secretary: Letters of the bush-rangers Scott (Moonlight) and Rogan, 1880; the Colonial Secretary-Aborigines Protectorate, Port Phillip; Semi-official Papers of Mr G. A. Robinson, Chief Protector of Aborigines, 1822-41; the Colonial Secretary: Correspondence re and scenario of "The Sentimental Bloke", 1918; and, Public Works: Plans accompanying the Report of the Royal Commission for the Improvement of the City of Sydney and its Suburbs, 1909.

The bookbinding programme saw a total of 172 items bound or rebound during the year. This figure is represented by 22 items bound by the Registrar General's book binders, 39 by the Crown Lands Office Plan Mounting Section, 90 by a Government Printing Office binder working in the Archives Office Conservation Laboratory, and 21 by the Archives Office Conservation staff.

During 1981, 27 reels of microfilm copies of volumes and documents, and 1 661 aperture card copies of maps and plans were produced. Material filmed included various Bench of Magistrates records; Colonial Secretary: Allan Cunningham Journals, Correspondence and Field books, 1822-29; Colonial Secretary: Commissioners of Crown Lands Itineraries, 1837-49; Surveyor General: Copies of letters sent to the Colonial Secretary, 1833-36; Clerk of the Peace: Quarter Sessions—Papers and Depositions, Windsor, 1824-30 and Clerk of the Peace: Registers of Criminal Cases tried at Country Quarter Sessions, 1839-58.

In addition, 850 glass negatives and 322 original photographs were copied on to modern safety film, and 35 mm contact prints and negative aperture cards were produced for viewing in the Search Room. The series copied were Maritime Services Board: Glass negatives, and Public Works: Photographs of Cleansing Operations in the Quarantine Areas of Sydney, 1900.

### **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 centralized semi-active records repository.

The Repository is presently housed in two locations: at Kingswood and at Shea's Creek, Alexandria.

#### *Accommodation*

In August, 1980, the Authority was informed that provision had been made in the Public Buildings Programme for 1980-81 for work to commence on the next stage of the State Archives and Government Records Repository at Kingswood. This extension, which is designated as Stage II, Phase II, will provide approximately 62 000 linear metres of space for the storage of semi-active records belonging to public offices.

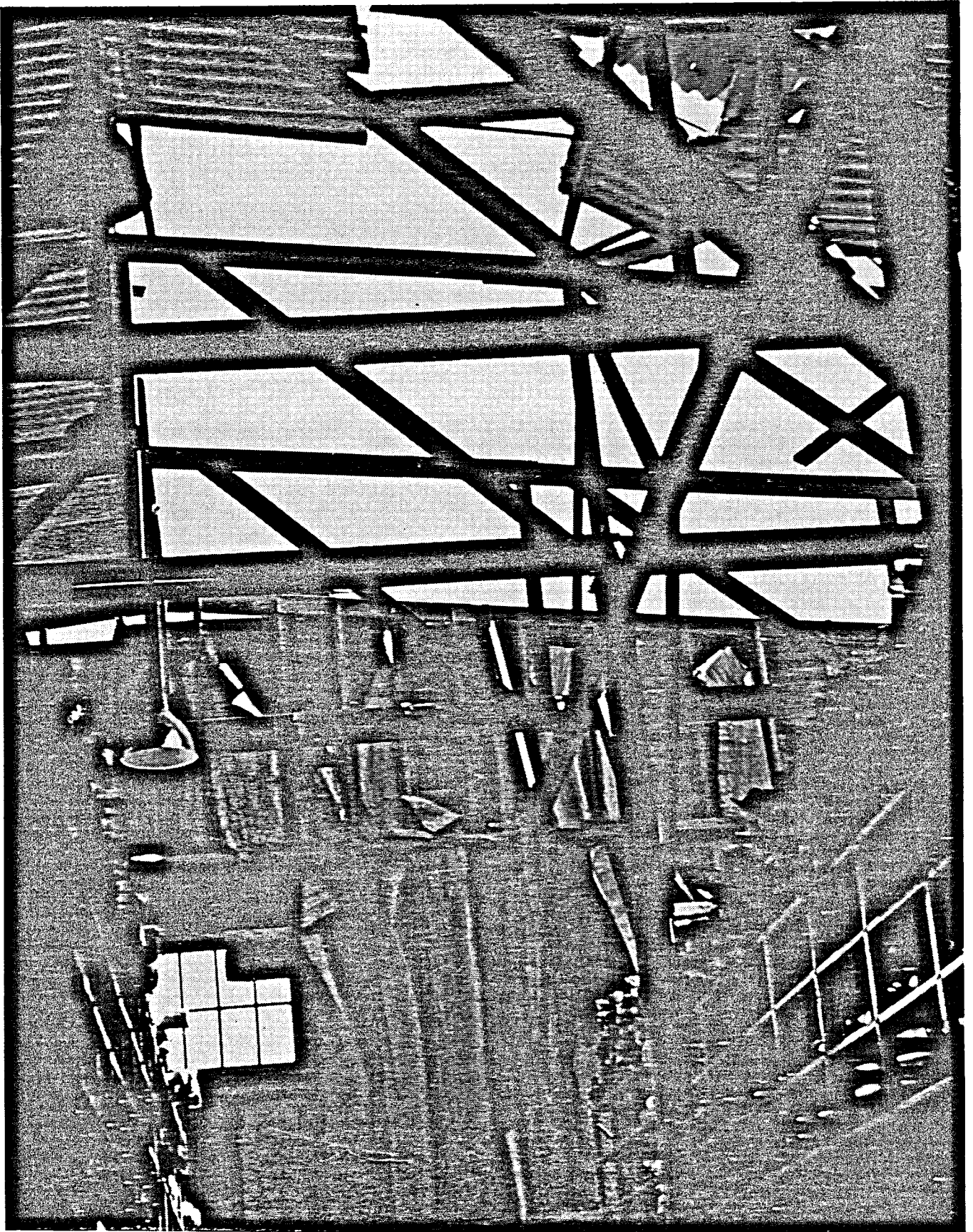
The contract for the Stage II, Phase II extension was awarded to the Fletcher Organization Pty Ltd of Sydney. Construction work on the site commenced on 18th May, 1981. As a result of unfavourable weather and industrial disputes the contractual completion date has been extended from 28th May, 1982, until early August, 1982, and it is anticipated that the completion date will be extended further.

The Authority is appreciative that funds have been made available for the construction of the Stage II, Phase II extension and hopes that in the forthcoming financial year it will be possible to supply the compactus shelving, or a substantial part of it, for the building. It must be stressed that the building cannot become operational unless funds are provided for the shelving.

The Authority has been concerned about the suitability and safety of the Shea's Creek branch of the Government Records Repository ever since undertaking responsibility for it in 1961. The Repository is housed in two former woolsheds which were erected during the Second World War and converted to records storage purposes between 1955 (Shed 67) and 1964 (Shed 66). The sheds are wooden structures, unpainted, unlined, and with asphalt floors. They offer very inadequate and even unsafe accommodation because of fire risk, dust and changes in humidity and temperature. In October, 1969, one of the worst fires ever experienced in Sydney destroyed nine identical sheds controlled by the Commonwealth at Botany and informed opinion at the time, including that of the Board of Fire Commissioners, was that under certain conditions it would be impossible to prevent a similar disaster at Shea's Creek. In April, 1970, another fire completely destroyed a similar shed about a quarter of a kilometre from those occupied by the Repository, and it is clear that the fire was contained mainly because it occurred on a calm and windless morning. The heat burnt the walls of the sheds on either side and had there been even a mild breeze all storage sheds in the area would have been in danger. More recently, in 1980, an explosion occurred in the Morganite Australia Pty Ltd factory which is the closest structure to the Repository sheds.

Although events of this kind have caused the Archives Authority continual concern it has been obliged to continue using Shea's Creek pending construction of sufficient accommodation at Kingswood. Completion of the new Stage II, Phase II building at Kingswood during the second half of 1982 will finally provide this accommodation and the Authority had envisaged a progressive closedown of Shea's Creek which was to be completed by 1984.

However, recent events have led the Authority to bring this programme forward. On 21st August, 1981, Shed 67 was severely damaged by very strong winds which completely unroofed an area of approximately 280 square metres. Staff working under the roof at the time were very fortunate to escape serious injury. On 27th September, 1981, further very strong winds caused minor damage to the roof of Shed 66.



Severe damage to roof of Shed 67, Government Records Repository, Shea's Creek, Alexandria, caused by strong winds on 21st August, 1981

The Authority is of the view that the Shea's Creek sheds are at the end of their economic and useful life and are presenting a major hazard to the safety of the staff and the records. Accordingly, the Authority wishes to make the closure of Shea's Creek its first priority following the completion of the Kingswood Stage II building. The task of preparing for the closure of Shea's Creek is advancing rapidly and it is expected to be completed by late 1982. By this time the holdings at Shea's Creek should have been reduced to approximately 10 000 linear metres of long-term retention records. It will then be necessary to transport these records to Kingswood for storage in the new building. However, the closure of the Shea's Creek Repository is dependent upon the completion of the Stage II, Phase II extension at Kingswood including the provision of sufficient shelving.

### *Capacity*

As mentioned earlier, the storage of semi-active records of public offices is the core of the Authority's accommodation problems. The Government Records Repository is presently housing c. 60 000 linear metres of semi-active records. By August, 1979, when the Repository was already limiting new accessions, semi-active records were arriving at the rate of over 500 linear metres per month, and public offices were submitting requests for space at the rate of 1 000 linear metres per month. The rate is likely to be much higher when the Stage II extensions are completed in 1982, because public offices will wish to dispose of arrears which will have accumulated after the Repository closed in March, 1980.

The Authority has estimated that it will be called upon to house a further 50 000 linear metres of semi-active records by 1984. The Government Records Repository is required to economically and efficiently store and service these public records with a view to ultimately disposing of them. Despite advances in micrographic and computer technology, for many years to come the records created by public offices, as a consequence of Governmental activity, will continue to be predominantly paper-orientated. The provision of an efficient centralized semi-active records repository must be viewed as an on-going commitment requiring regular capital investment and staff which increases in proportion to holdings. The postulated increase in the Repository's holdings in the 1980's is in part the consequence of previous neglect of records storage. Unplanned accumulations of records throughout the New South Wales Public Service have been permitted to proliferate because the Government Records Repository lacked the capacity—accommodation and staff—to handle them.

Because of this, unless some preventive action is taken the Kingswood Stage II extensions are likely to be filled within a few years of their completion. The Authority's Repository staff are currently engaged on a programme of destroying as many time-expired records as possible, but this will not be enough in itself. The Authority would propose up-grading the Archives and Records Management Offices' Records Scheduling and Disposal Programmes, with a view to reducing the quantity of records to be transferred to the Kingswood Repository when it re-opens and ensuring that those records which are transferred carry the shortest practicable retention periods. This kind of programme, and the day-to-day operation of the Repository when it re-opens in late 1982, will both necessarily involve the appointment of additional staff.

### *Staff*

The situation regarding staff in the Government Records Repository is of great concern to the Authority. Although the capacity of Stage I of the Kingswood Repository was increased by nearly 50 per cent as a result of the successful Accommodation Salvage Programme in 1977-79, and Stage II Phase I was completed in December, 1978, no additional permanent staff have been provided to handle the increased workload that has resulted from these actions.

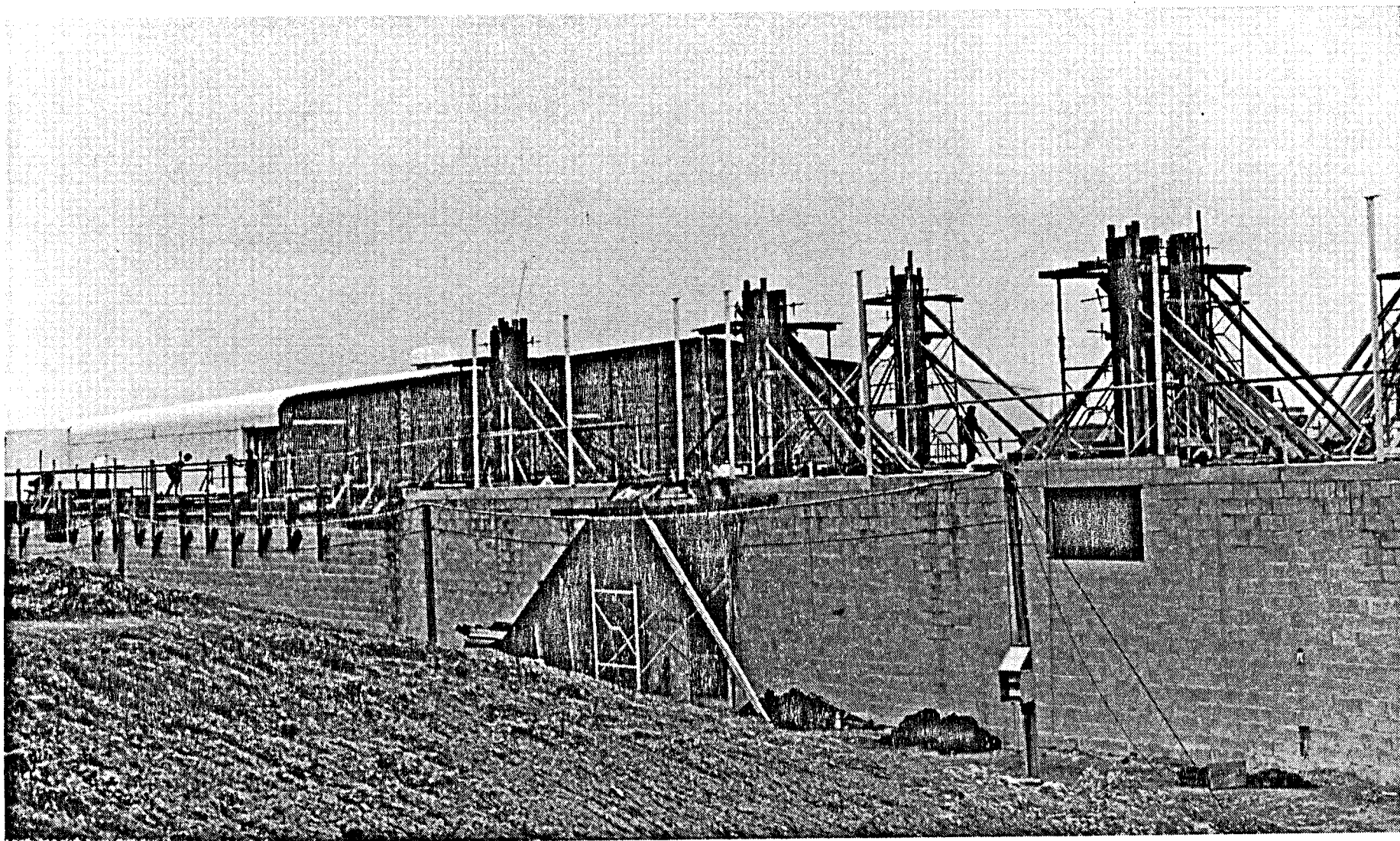
Despite the fact that both the capacity and the workload of the Kingswood Repository have more than doubled in the past six years, the number of permanent staff has only increased from twelve to fifteen. Moreover, the three additional positions were for new initiatives in the management/professional area. Consequently, the Kingswood Repository is kept functioning efficiently by temporary staff, who have now been employed for nearly five years.

The Authority is concerned that it will not be able to operate the new Stage II, Phase II building unless additional permanent positions are made available. Therefore, as a matter of priority, the Authority would like to see the six temporary positions at the Kingswood Repository made permanent in the forthcoming year.

### *Statistics of Operations*

As a consequence of the Kingswood Repository closing to further accessions of semi-active records in March, 1980, the amount of work handled by the File Reference Service declined this year. In the case of semi-active records it is a fact that as they





Stage II, Phase II of the State Archives and Government Records Repository at Kingswood  
under construction, January, 1982

grow older there is less call made upon them. A noticeable downturn in the statistics is therefore to be expected since newer records, which would tend to keep the overall usage rate high, have not been accessioned for nearly two years.

The number of individual reference inquiries handled by the File Reference Service amounted to 70 058 in 1981, compared with 87 005 in 1980. This represents a monthly average of 5 838 jobs compared with 7 250 last year. Reference to State archives (as distinguished from semi-active records) accounted for 11 034 jobs, which is nearly 16 per cent of the whole.

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

	1975	1976	1977	1978	1979	1980	1981
Number of files requested .. ..	36 492	37 566	37 105	41 820	43 826	48 887	38 881
Number of files issued .. ..	29 801	31 621	31 682	36 025	36 892	41 581	32 972
Number of files returned .. ..	23 588	24 216	22 632	26 241	25 081	32 454	26 199
Number of files added to existing boxes in the Repository .. ..	3 038	3 172	3 086	1 456	3 473	2 327	2 767
Number of items attached to existing files in the Repository .. ..	4 393	4 524	2 987	2 086	3 031	3 337	2 211
Total File Reference Operations performed .. ..	67 511	69 478	65 810	71 603	75 411	87 005	70 058

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

During 1981 the percentage of files issued to files requested was eighty-five, which is the same as last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category are: State Library (93 per cent); Department of Main Roads (92 per cent); Department of Technical and Further Education (91 per cent). These rates reflect very favourably on the efficiency of their file retrieval systems. The Department of Youth and Community Services improved its position from a retrieval rate of 70 per cent in 1980 to nearly 82 per cent in 1981. Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. Amongst the Repository's major users in this category are: Public Service Board (69 per cent); Education Department (71 per cent); and the Government Insurance Office (75 per cent). The main reasons for files not being issued appear to be as follows: provision of inaccurate information; double ordering; and the use of inadequate indexing systems in some public offices.

The table in Appendix 2 shows the use made of the File Reference Service by individual public offices. The table is arranged in descending order based on the total number of jobs performed for the public office.

Since the Repository was closed to semi-active records throughout the year the quantity accessioned was nil. It is estimated that when the Repository re-opens the backlog of semi-active records being held in public offices and scheduled to be transferred to Kingswood is in the vicinity of 30 000 linear metres.

The quantity of semi-active records in the Repository destroyed in 1981 was 3 642 linear metres, compared with 1 537 linear metres in 1980. Since 1961, this figure is second only to that destroyed by the Accommodation Salvage Programme Task Force in 1977. With the Repository continuing to be closed to further accessions of semi-active records throughout most of 1982 and with all available resources directed towards the clearance of records from Shea's Creek it is expected that the level of destructions in the coming year will be comparatively high.

#### *Archives Processing and Reference Work*

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

## RECORDS MANAGEMENT OFFICE

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

The aim of the Records Management Office is to provide expert professional advice and assistance to all Government Departments on all aspects of the records management function. Accordingly, it is the responsibility of the Office to formulate and implement cost-effective records keeping practices throughout the Service.

The major activities of the Office during 1981 were:

### 1. *Keyword Classification Programme:*

As a result of a comprehensive study of the programme, the Office was able to introduce a new series of training courses in Keyword Classification and complete a comprehensive review of the general administrative thesaurus. The creation of an active programme for the implementation of functional keyword thesauri led to thirteen departments participating in this programme by the end of the year.

### 2. *Records Scheduling and Disposal Programme:*

This programme, which has been directed at introducing functional records disposal schedules to all Government Departments is nearing completion.

It has continued to be successful in promoting sound records practices throughout the Service and, to date, more than three-quarters of the administrative units of the Service are participating in the programme.

The practical instruction in schedule preparation has been expanded and now places more emphasis on the archival appraisal of records. In addition, procedures were introduced which enabled the Office to closely monitor the progress of departments affiliated with the programme.

### 3. *Records Systems Surveys/ Advisings*

A series of new administrative procedures were introduced during the year with a view to improving work methods related to the conduct of records systems surveys and advisings. This year, the Office was committed to a number of projects aimed at improving the records systems of many departments and major surveys were conducted at the Department of Agriculture and at the Murray Regional Office of the Health Commission. On a smaller scale, the Office conducted a number of separate departmental advisings on specific aspects of the records function.

In the performance of this work, the Office made a concerted effort to minimize costs and to concentrate on recommending improved manual systems for implementation. Progression to higher forms of technology were recommended in instances where manual systems were proven to be inefficient.

### 4. *Training*

A revised training programme was introduced during 1981, which permitted a greater concentration of training resources and made possible the introduction of concurrent courses.

In addition, much time was devoted to increasing the practical content of all courses and developing a more comprehensive series of training handouts for students. The courses which were offered to the Service were—

#### General:

Records Management Course—5 days.

Records Operations Workshop—1 day.

#### Specialized:

Records Scheduling and Disposal Workshop—3 days.

Keyword Classification Workshop—2 days.

By the end of 1981, a total of 161 officers had attended training courses in records management.

### 5. Publications

The Office continued to promote its comprehensive series of publications on records management. A limited sales campaign proved to be quite successful and led to the series being offered for sale at the Government Information Service.

### 6. Meetings and Addresses, etc.

All field staff were active in giving presentations to public service groups and students on the role and functions of the Office. In addition, several overseas visitors attended on-the-job training programmes conducted by the Office.

### 7. Office Administration:

Throughout the year the Office continued to update and restructure its work practices and administrative functions with a view to increasing its efficiency in both of these areas.

Facilities were also upgraded with the addition of a video film unit for training courses and a computer terminal for use in conjunction with the keyword classification programme. A worker participation programme aimed at improving the personnel development level of all staff proved to be a highly successful activity and will continue as part of an ongoing programme.

## THE ARCHIVES AUTHORITY

There were eleven meetings of the Archives Authority during 1981. The attendances were as follows:

Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. ..	11
Mr G. P. Hill (Deputy Chairman) (excused for his absence from one meeting) .. .. .	10
Mr A. R. Horton, B.A., F.L.A.A. (excused for his absence from two meetings) .. .. .	9
Mr B. H. McGowan, B.A., M.P. (excused for his absence from eight meetings) .. .. .	3
Mr N. B. Nairn, M.A. (excused for his absence from three meetings) .. .. .	8
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A. (Chairman) (excused for his absence from two meetings) .. .. .	9
Mr E. G. Warrell, M.C.E. (excused for his absence from two meetings, Resigned, effective from 14th October 1981) .. .. .	7
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (excused for his absence from five meetings) .. .. .	6

Mr E. G. Warrell, who was the member of the Authority nominated by the Public Service Board, resigned from the Authority in October, after relinquishing his position as a member of the Public Service Board in order to take up the post of President of the Metropolitan Water, Sewerage and Drainage Board.

At its meeting on 9th October the Authority congratulated Mr Warrell on his new appointment and thanked him for the valuable contribution which he had made to the work of the Authority.

At the meeting on 11th September members of the Authority noted with pleasure the appointment of Professor J. M. Ward, Chairman of the Authority, as Vice-Chancellor of the University of Sydney.

### Staff

Mrs D. Troy, B.A., Dip. Lib., who was formerly Senior Archivist in charge of Technical Services in the Archives Office, was appointed Assistant Principal Archivist on 19th February, 1981.

Ms A. J. Barber, B.A., Dip. Arch. Admin., was appointed to a position of Assistant Senior Archivist, Archives Office, on 9th March, 1981.

Mrs C. M. Shergold, B.A., Dip. Lib., Dip. Arch. Admin., was appointed Senior Archivist, Technical Services, on 22nd April, 1981.



Mr A. C. Wilson, B.A., Dip. Arch. Admin., was appointed to a position of Assistant Senior Archivist, Archives Office, on 11th May, 1981.

Mr John Davies, A.M.N., Consultant Conservator to the Archives Office since 1979, was appointed to the new position of Curator of Conservation on 10th August, 1981.

#### **MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS**

In order to assist in keeping itself informed of developments in archives administration, both in Australia and overseas, the Archives Authority is a member of the International Council on Archives, the Library Association of Australia, and the Australian Society of Archivists.

D. J. CROSS,  
Principal Archivist.

J. M. WARD,  
Chairman.

## 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).
- (3) Commissariat, 1788–1870. (1963; revised and reprinted 1979).
- (4) Auditor-General, 1824–84. (1964).
- (5) Council of Education, 1866–80. (1964; revised and reprinted 1979).
- (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).
- (8) Executive Council, 1825–1935. (1966; revised and reprinted 1979).
- (9) Court of Civil Jurisdiction, 1788–1814. (1967, revised and reprinted 1979).
- (10) District Councils, 1843–50. (1967).
- (11) The Governor, 1787–1935. (1969; revised and reprinted 1979).
- (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). With quarterly Supplements, 1971—.
- (14) Guide to Convict Records in the Archives Office of New South Wales. (1970; with Supplement, 1974. Second edition, 1980).
- (15) Colonial Secretary: Part II, Correspondence. (1972). With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving, Port Phillip, 1839–51. (1976).
- (17) Guide to Shipping and Free Passenger Records. (1977).
- (18) Guide to Records Relating to the Occupation of Crown Lands. (1977).
- (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. (1979).
- (22) Vice Admiralty Court of New South Wales, 1787–1911. (1980).
- (23) Surveyor General: Select List of Maps and Plans, 1792–1886. (1980).

(b) *Information Leaflets*

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes.
- (6) Maps and Plans.
- (7) Land Grants, 1788–1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives.
- (10) Department of Education: Schools Files, 1876–1939.
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826–1900.
- (12) Convict ships arriving at Port Jackson, 1788–1849.
- (13) Government Transport: Correspondence files, 1902–38.
- (14) Surveyor General: Surveyors' Field Books, 1794–1830.
- (15) Attorney-General and Attorney-General and Justice: Special bundles, 1822–1977.
- (16) Mines Department: Special files, 1851–1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles.
- (18) Premier's Department: Special Bundles, 1895–1973.
- (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.
- (23) Auditor General: Reports of Inspectors of Public Accounts, 1907–30.
- (24) Department of Education: Subject Files, 1876–1950.
- (25) Potato Marketing Board: Special Files, 1946–56.
- (26) Bench of Magistrates: Return of Hearings, 1788–1820.
- (27) Davies, J.: Preservation of Books and Related Materials.
- (28) Photocopies.
- (30) A Career as an Archivist in the Archives Office of New South Wales.

(c) *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).

(d) *Postcards*

- (1) Eastways Hotel, Castlereagh Street, Sydney, 1888.
- (2) Sydney Harbour looking east from Benelong Point, c. 1890.
- (3) Public Demonstration at Wagga Wagga Experimental Farm, c. 1900.
- (4) Alfred Street, Circular Quay, Sydney, c. 1900.
- (5) Cambridge Street, The Rocks, Sydney, 12th August, 1901.
- (6) Sydney Harbour Bridge under construction, 29th July, 1930.
- (7) Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7th January, 1880.
- (8) Steam locomotive 0446 class, engine no. 452 (it ran 59 years on New South Wales Railways), c. 1890's.
- (9) Sydney's first electric tramcar, North Sydney to Spit Junction Line, c. 1895.
- (10) Four horse omnibus, Railway Station, Sydney, 1895.
- (11) Circular Quay, Sydney, 1899.
- (12) School Children, Commonwealth Celebrations, Sydney Cricket Ground, 1901.
- (13) Construction of Sydney Harbour Bridge: The half arches approaching each other, May, 1930.
- (14) Construction of Sydney Harbour Bridge: Completing the closure of upper chords, September, 1930.
- (15) Construction of Sydney Harbour Bridge: View from McMahon's Point, September, 1930.
- (16) Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930.
- (17) Construction of Sydney Harbour Bridge: Erecting the Deck, December, 1930.
- (18) Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March, 1932.

(e) *Christmas and New Year Cards*

- (1) New South Wales Government Tramways, 1901-02.
- (2) New South Wales Government Tramways, 1902-03.

(f) *Maps*

- (1) An outline of the settlement in 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.

(g) *J. G. Wilson sketches*

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

(h) *Posters*

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

## FILE REFERENCE SERVICE

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Water Resources Commission .. .. .	5 181	4 523	4 610	213	10 004	14.28
Stamp Duties Office .. .. .	4 366	3 696	3 119	845	8 330	11.89
Archives Office (Search Room) .. .. .	2 846	2 701	2 426	...	5 272	7.53
Youth and Community Services .. .. .	3 054	2 495	1 786	69	4 909	7.01
Department of Main Roads .. .. .	2 708	2 495	1 839	25	4 572	6.53
Education Department .. .. .	1 878	1 328	1 233	811	3 922	5.60
Public Works Department .. .. .	1 537	1 299	1 352	176	3 065	4.37
Lands Department .. .. .	1 705	1 453	937	331	2 973	4.24
Supreme Court .. .. .	1 370	1 106	851	85	2 306	3.29
Magistrates Courts Administration .. .. .	1 199	1 039	858	41	2 098	2.99
Corrective Services .. .. .	1 266	1 090	530	220	2 016	2.88
State Library .. .. .	985	920	782	...	1 767	2.52
Government Insurance Office .. .. .	1 096	830	571	70	1 737	2.50
Mineral Resources .. .. .	959	744	527	92	1 578	2.25
Industrial Relations .. .. .	705	575	333	451	1 489	2.13
Public Trust Office .. .. .	874	740	543	47	1 464	2.09
Health Commission .. .. .	417	365	318	500	1 235	1.76
Technical and Further Education.. .. .	608	557	542	9	1 159	1.65
Public Service Board .. .. .	589	406	295	178	1 062	1.52
Builder's Licensing Board .. .. .	625	566	317	9	951	1.36
Education, Ministry of .. .. .	547	491	30	...	577	0.82
Water Board .. .. .	329	322	183	...	512	0.73
Nurses Registration Board .. .. .	291	271	219	2	512	0.73
Registrar General .. .. .	297	231	212	3	512	0.73
Corporate Affairs Commission .. .. .	263	221	184	30	477	0.68
Rent Control Commission.. .. .	228	191	229	...	457	0.65
Maritime Services Board .. .. .	225	209	142	78	445	0.64
State Superannuation Board .. .. .	245	199	129	49	423	0.60
Crown Solicitor .. .. .	261	138	144	17	422	0.60
Local Government .. .. .	93	54	31	288	412	0.59
Clerk of the Peace .. .. .	170	133	151	18	339	0.48
Workers' Compensation Commission .. .. .	338	234	1	...	339	0.48
Premier's .. .. .	153	132	110	25	288	0.41
Valuer General's Department .. .. .	85	74	60	102	247	0.35
Services Department .. .. .	134	122	85	4	223	0.32
Treasury .. .. .	84	75	41	83	208	0.30
Attorney General and Justice .. .. .	112	78	70	6	188	0.27
Agriculture Department .. .. .	106	92	50	16	172	0.25
Housing Commission .. .. .	155	118	4	...	159	0.23
Land Tax Office .. .. .	83	71	45	...	128	0.18
Public Solicitor's Office .. .. .	70	46	56	...	126	0.18
Fisheries .. .. .	68	50	39	8	115	0.16
Protective Office .. .. .	70	46	...	34	104	0.15
Court Reporting Branch .. .. .	58	51	29	6	93	0.13
Cancer Council .. .. .	74	74	...	...	74	0.10
Consumer Affairs Commission .. .. .	51	41	15	3	69	0.10
National Parks and Wildlife .. .. .	32	29	21	5	58	0.08
Decentralization .. .. .	34	32	4	19	57	0.08
Emergency Services.. .. .	25	24	24	2	51	0.07
Public Transport Commission .. .. .	46	35	...	...	46	0.07
Transport, Ministry of .. .. .	31	25	13	...	44	0.06
Western Lands Commission .. .. .	22	18	22	...	44	0.06
Government Stores Department .. .. .	24	21	14	1	39	0.06
Forestry Commission .. .. .	21	19	14	1	36	0.05
Legislative Assembly .. .. .	20	20	12	...	32	0.05
Police .. .. .	22	13	6	3	31	0.04
Soil Conservation .. .. .	11	11	18	...	29	0.04
Co-operative Societies .. .. .	14	14	14	...	28	0.04
Energy Authority .. .. .	15	14	4	1	20	0.03
Sport and Recreation .. .. .	1	1	2	1	4	
Rural Assistance .. .. .	3	3	...	...	3	
Pollution Control Commission .. .. .	...	...	2	...	2	
Tourism .. .. .	1	1	...	1	2	
Board of Fire Commissioners .. .. .	1	...	...	...	1	
Planning and Environment Department .. .. .	...	...	1	...	1	
Totals .. .. .	38 881	32 972	26 199	4 978	70 058	100.00

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

ARCHIVES  
AUTHORITY  
NEW SOUTH WALES

ANNUAL  
REPORT

FOR THE YEAR 1982

1982-83

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PARLIAMENT OF NEW SOUTH WALES

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REPORT  
OF THE  
ARCHIVES AUTHORITY  
OF NEW SOUTH WALES  
FOR 1982

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*Ordered to be printed, 30 March, 1983*

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BY AUTHORITY  
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1983



# REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1982

The Archives Authority of New South Wales has the honour to forward to the Honourable the Premier for presentation to Parliament in accordance with the provisions of the Archives Act, 1960, its twenty-second annual report, covering the year ended 31st December, 1982.

The Authority again wishes to record its gratitude for the support and assistance which you have given it during the year.

## FUNCTIONS

The Archives Authority of New South Wales is a statutory corporation which was created under the Archives Act, 1960. It is responsible to the Premier 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.

## GENERAL

### Accommodation

There are two aspects of the Authority's work which require storage space: the archives, which are those records of the past set aside for permanent preservation; and the semi-active records, which must be kept to satisfy legal and administrative requirements while awaiting evaluation. The Authority has a statutory responsibility to care for the archives, which are an invaluable cultural and administrative resource. They are part of the evidence of past events and part of the record of the rights of the people of the State. The semi-active records, on the other hand, are kept principally as a service to units of Government for whom the Repository's storage and retrieval service has become a necessary tool of cost-effective records management. While the total benefits from the service are difficult to quantify, the recurring savings in valuable city office space which derive directly from the existence of a semi-active records repository can be measured. They are a bonus which Government derives from the Authority's operations which are principally designed for other purposes. It is against this background that the following comments are made.

The Authority is pleased, again, to report that, following construction in the 1970's of the first stage of the State Archives and Government Records Repository at Kingswood and of the State Archives building in Sydney, its reserves of high quality climate-controlled storage accommodation for the State archives should be adequate for some years to come.

The Authority's long-standing problems with storage of semi-active records will also be overcome in 1983, and for some years afterwards, by the completion of the second stage of the Kingswood Repository. As reported in previous years, semi-active records have always constituted the majority of the records housed by the Authority and their rate of growth greatly exceeds that of the State archives. By March, 1980 storage space in the Repository was virtually exhausted and the Authority was reluctantly obliged to close it to further accessions of semi-active records, pending other arrangements being made. This step inevitably led to large quantities of records accumulating in public offices.

However, in May, 1981 work began on the Stage II Phase 2 extension to the Kingswood Repository and by August, 1982 this building was structurally complete. In October the Authority was informed that funds have been allocated in the Public Buildings Programme for 1982-83 to finish the project by installing 60 000 linear metres of mobile compact shelving. It is therefore anticipated that the new building will become operational in late 1983.

The Authority wishes to record its pleasure and satisfaction with these developments.

### Organization and Staffing

In 1982 the maximum number of staffing positions in the Archives and Records Management Offices which may be filled was reduced, as part of a Public Service-wide programme, from fifty-one to fifty. This reduction was achieved by leaving one of the positions in the Repository vacant.



At the end of the year the combined staff establishment of the two Offices was distributed as follows:

Administration, including the Principal Archivist and the Assistant Principal Archivist .. .. .	6
Reference Services Division, Archives Office .. ..	11
Technical Services Division, Archives Office .. ..	13
Repository Services Division, Archives Office .. ..	14
Records Management Office .. .. .	5
Seconded to staff of Legislative Assembly .. ..	1
<b>Total .. .. .</b>	<b>50</b>

A further six temporary staff are employed in the Repository Services Division.

### **The 1788–1988 Australian Bicentenary**

The Authority has in its custody the largest and most comprehensive collection of public records relating to the early years of European settlement in Australia. For this reason the coming Bicentenary will have a marked effect on the Authority's operations.

The Authority is developing its own plans for publications, exhibitions, etc., to mark the Bicentenary. In addition, its staff have already become involved in assisting with the Australia 1788–1988 Bicentennial History Project being undertaken by Australian universities, in liaising with the New South Wales Government Bicentennial Secretariat, and in other projects.

## **THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES**

This section is presented in divisions indicative of the organizational structure in the offices supervised by the Authority.

### **ARCHIVES OFFICE AND GOVERNMENT RECORDS REPOSITORY**

#### **Reference Services Division**

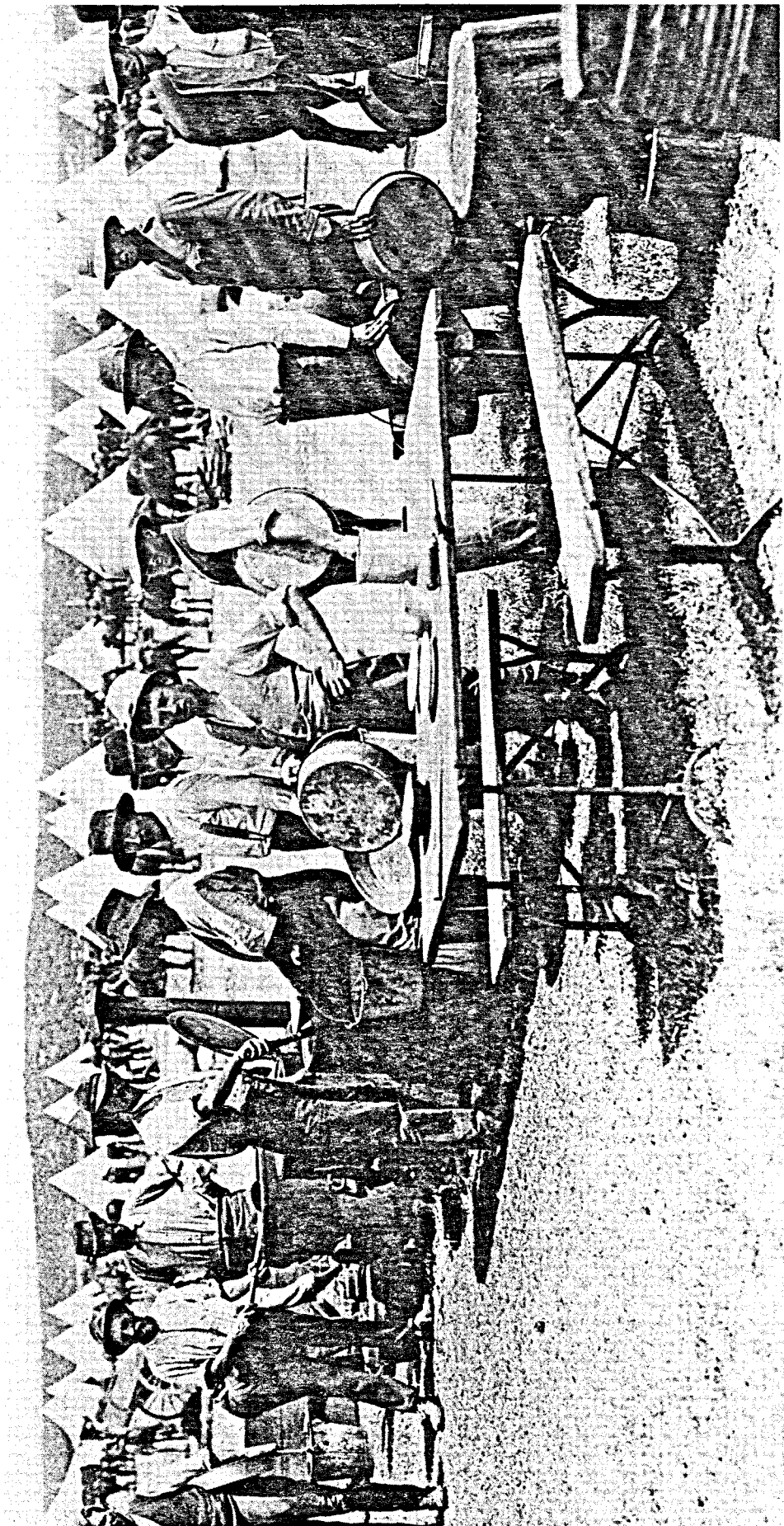
This Division is located in The State Archives building, Globe Street, Sydney. Its function is to provide access to and information from the State archives to members of the public and to other Government departments. It provides and operates a public search room, an exhibition area, and a letter and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

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

Since 1972, most State archives have been "open" for use when they are 30 years old, a period which conforms with general practice in other archival institutions, both in this country and overseas. The major exceptions have been the records of the Premier's Department, the Department of Services and some other public offices, on which the offices themselves had imposed a 50 year or longer period of restriction in terms of the provisions of section 14 (6) of the Archives Act.

However, in November, 1977, the Government announced its decision that all non-current and permanently valuable records, including the records of State Cabinet, which are more than thirty years old, would be transferred as State archives and made available for public access and use. 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.

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. However, during the last two years the rate of growth has been generally slower. The 1982 figures can best be expressed as percentage increases or decreases compared with 1981.



Dinner time at the Kensington Camp of the New South Wales Bushmen's Contingent, c. 1899-1900. SZ1032, Photograph No. 7779. Accessioned from the Department of Services

In 1982—

- the number of readers' tickets issued increased by 19.7 per cent;
- the number of temporary authorities to use the State archives decreased by 4.9 per cent;
- the number of State archives, exclusive of maps and plans, issued in the Search Room increased by 21.7 per cent;
- the number of maps and plans issued in the Search Room increased by 0.6 per cent;
- the number of readers in the Search Room increased by 0.7 per cent; and
- the number of inquiries answered by letter and telephone increased by 27 per cent.

There are two reasons for the increase in the number of readers' tickets issued. The first is that many more readers are taking advantage of the fact that a ticket can now be obtained by any person who is 18 years of age or more and who wishes to use the State archives for research purposes. The second reason is that persons undertaking genealogical research frequently wish to extend their searching beyond one visit to the Search Room, and are therefore encouraged to apply for a reader's ticket.

These two factors have also produced the decline in the number of temporary authorities to use State archives.

In January, 1982, the Government announced its decision to place copies of the pre-1900 records of births, deaths and marriages on public access. These records had previously been accessible only through the N.S.W. Registry of Births, Deaths and Marriages. In accordance with this decision the Registry embarked on a major programme of microfilming and on 6th December microfiche copies of the *Indexes to Births, Deaths and Marriages, 1788–1899*, supplied by the Registry, were made available for public access and use in the search rooms of the Society of Australian Genealogists, the Archives Office of New South Wales, and a number of other libraries and institutions throughout Australia. This produced an immediate and enthusiastic response from the public and by 31st December, 9 846 microfiche has been issued in the Archives Office Search Room and a further 296 at the Kingswood Repository.

The Registry of Births, Deaths and Marriages also gave approval during the year for the Genealogical Society of Utah to film the original pre-1856 *Registers of Births, Deaths and Marriages* which have been held on restricted access in the Archives Office since they were transferred as State Archives in 1966. When this project is completed in 1983 microfilm copies of these Registers will also be made available for public access, in conformity with the new policy.

Although it is too early to make a firm prediction, it seems likely that these developments could herald a return to the kind of patterns of growth in demand for reader services which were experienced in 1979–80.

### Search Room

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

Admission is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. At the end of 1982, 2 115 readers' tickets had been issued and were still current compared with 1 766 in 1981. In addition to holders of readers' tickets, a further 8 140 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1981 was 8 546.

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

Reference to State Archives

	1976	1977	1978	1979	1980	1981	1982
Number of issues ..	20 949	19 348	20 840	35 465	44 856	46 292	56 382
Number of issues of maps ..	821	794	840	2 434	2 924	3 906	3 932
Total number of readers ..	4 237	4 737	5 035	9 162	13 096	14 354	14 460

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

The demand for Search Room services at the Kingswood Repository increased, overall, during the year. In 1982 there were 90 visits by readers compared with 94 in 1981, but the number of issues of State archives was 1 271 compared with only 678 in 1981.

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 most regular use is of the correspondence files of the Department of Youth and Community Services and of the files and plans of the Lands Department. Such usage is increasing and 3 695 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 417 instances in 1982 the official use of the State archives for administrative purposes of the State required research by the staff of the Archives Office. This represents a 13.6 per cent increase over the 1981 figure of 367 instances. The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State. In providing access to users, the Authority gives priority to Government use of its own records.

In 1982 the Archives Office also received many requests for talks, tours, work experience attachments and other extension services. Although the office has not publicised this side of its activities the demand for them continues to grow. For example, during the year the Office provided 8 students with periods of work experience; participated in a staff exchange programme with the Mitchell Library; provided lectures and tours for 7 schools and 8 other organizations; was featured in the Premier's Department display at the Royal Agricultural Society's Easter Show; and offered a series of Scheduled talks to the public as its contribution to Carnivale Week, 11th to 19th September, 1982.

#### *Inquiry Service*

In 1982 the number of inquiries answered by letter and telephone was 7 472, compared with 5 881 in 1981 and 5 263 in 1980. In fact, since the last major reorganisation of the inquiry service in 1978 the number of inquiries has increased by 459 per cent, while the number of staff available to answer them has remained the same. Their task has become increasingly burdensome and by July, 1982 there were some 450 unanswered letters in arrears. In August the Authority therefore adopted new guidelines for dealing with written inquiries, whereby each inquirer is generally limited to one research inquiry per year; not more than about half an hour is spent in answering each inquiry; and more emphasis is placed in encouraging inquirers to visit the Archives Office and undertake their own research, or to employ private researchers to do the work on their behalf. While the Authority regrets their necessity, these measures have ensured that inquiries are answered promptly. By the end of the year the arrears had been eliminated.

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

Sir William McKell's involvement in the Snowy Mountains Scheme.  
Garden Palace fire, 22nd September, 1882.

Equity Court proceedings concerning the piracy of Mrs Louisa Lawson's patented invention (a mail-bag fastener), 1903.

Surveyor General's correspondence concerning the retention of Victorian coastal land as Crown land, 1837-43.

Construction and fitting out of Cape Moreton Lighthouse, 1855.

Court proceedings involving children in the early 19th Century.

Banning of the play "The Capture of the Kelly Gang" by the Colonial Secretary in order to preserve "good manners and decorum", 1880.

Permission to publish extracts from State archives was granted by the Authority on 83 occasions in 1982, compared with 55 in 1981.

#### *Exhibitions*

An exhibition entitled "North-South Dialogue—Harbour Crossing Proposals, 1815-1922" was mounted in January, 1982, and was officially opened by the historian Philip Geeves on 16th March, 1982. The exhibition, marking the 50th anniversary of the opening of the Sydney Harbour Bridge, included sketches and plans of early proposals for bridges and tunnels, together with photographs, plans, sketches and memorabilia relating to the construction and opening of the Sydney Harbour Bridge. This exhibition proved very popular with visitors, particularly at the time of the Jubilee Celebrations in March.

In October, 1982 a new exhibition was mounted and opened to the public. Entitled "Sydney as it might have been", it reveals through sketches and plans, visions of a Sydney with broad tree-lined thoroughfares, harbour tunnels and grandiose public buildings.

A small display was also mounted in September to mark the centenary of the Garden Palace fire of 22nd September, 1882.

#### *Photographic Service*

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

During 1981 the photographic darkroom was fitted out with benches, sinks, lights, cupboards and other basic equipment needed to develop film and produce prints, functions previously carried out for the Archives Office by the Photographic Section of the Department of Public Works.

A total of 16 622 Xerox copies, 10 070 reader/prINTER copies, 1 436 aperture card negatives, and 1 343 photographic prints were produced for the public in 1982.

### **TECHNICAL SERVICES DIVISION**

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

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

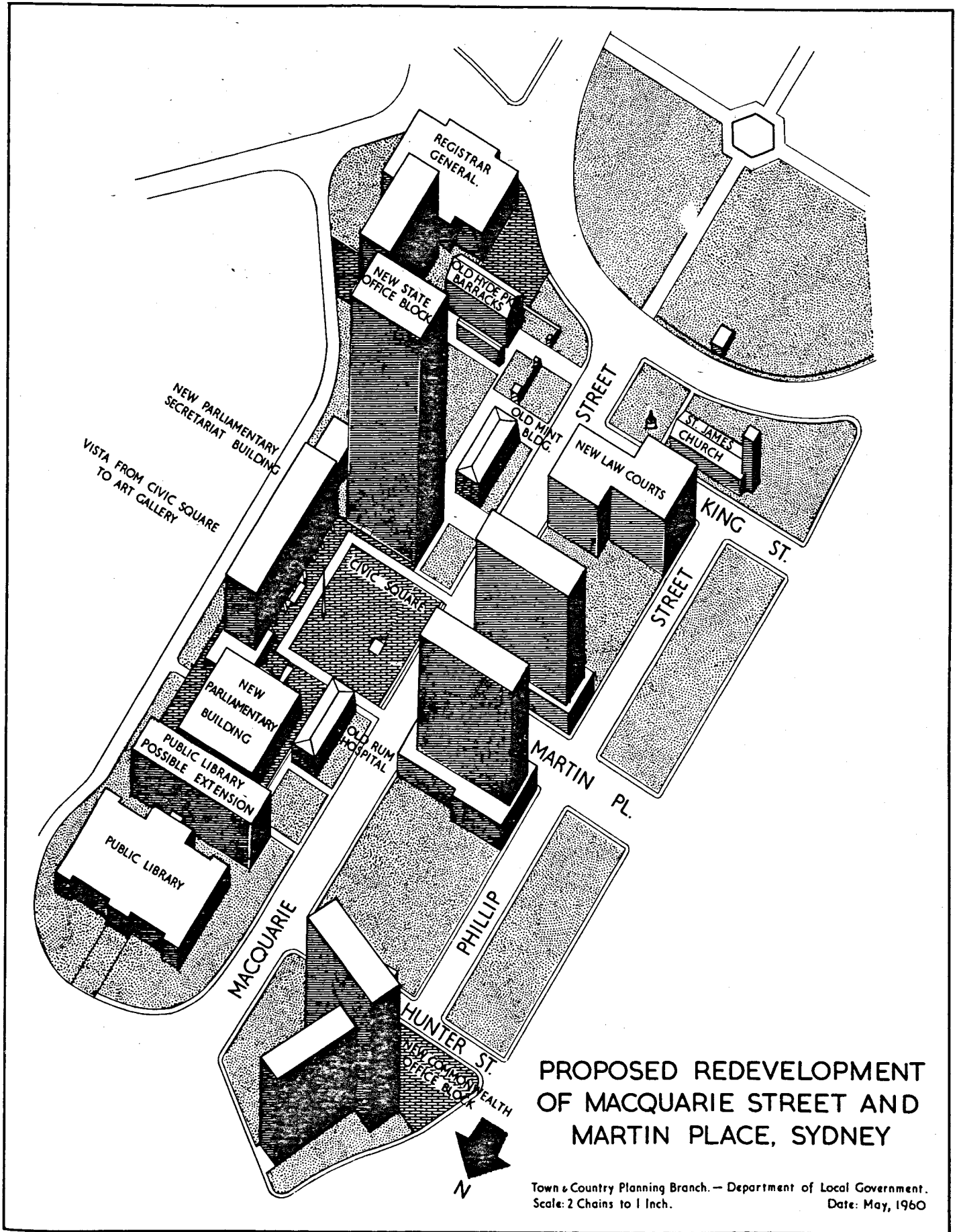
#### *Disposal of Public Records*

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

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

In practice, the situation has been altered considerably by the establishment of the Records Management Office, in that it has embarked upon an active programme of preparing comprehensive records disposal schedules covering whole departments. Whereas public offices could, under the Archives Act, retain records for as long as they wished, they are now obliged to either dispose of, or justify the retention of, any major accumulations of non-current records.

In 1981 the Authority initiated a general Survey of Records aimed at identifying the classes of records to be retained as State archives and establishing guidelines, priorities and likely quantities. A preliminary feasibility study is being undertaken



Plan of proposed redevelopment of Macquarie Street and Martin Place, Sydney, May, 1960.  
Accessioned from the Department of Environment and Planning

under a research grant from the University of New South Wales, by Mr Peter Orlovich of the School of Librarianship. Mr Orlovich and his assistants submitted their *Final Report on a Review of Land Board Office Files in the Government Records Repositories at Kingswood and Shea's Creek* to the October, 1982 meeting of the Authority. They are now surveying the welfare files of the Department of Youth and Community Services.

In 1982, the Authority dealt with 136 recommendations for the disposal of public records, compared with 140 in 1981 and 116 in 1980. The recommendations covered 710 series of records.

In total 1 618.3 metres of records covering 804 series and 69 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1981 were 787.5 metres and 841 series and part series.

Authorization for the destruction of 191 series and 69 part series was given in 1982. 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 1982 covered the immediate destruction of at least 2 019 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

The Authority became concerned during the year about the level of documentation of the activities of some government bodies. This view had developed from specific instances where the records made available to the Authority as State archives did not wholly reflect the organizations' achievements and operations, nor the facilities available. In consequence, the Authority considered that the value of administrative records of all Government bodies would be greatly enhanced by the provision of an adequate and co-ordinated photographic and descriptive record of their functioning.

The Premier's Department was approached concerning this matter, and on 2nd December, 1982 the Secretary of the Department issued a Circular to other Departmental Heads on *Documentation of the Functions and Facilities of Government Departments and Authorities*. The Authority wishes to express its appreciation of this measure, which, by the end of the year, had already resulted in some photographic and other material being referred to the Archives Office for transfer as State archives.

#### *Accessions during 1982*

The State archives, exclusive of maps, plans and other records such as the large collection of glass negatives from the Government Printing Office and similar items which do not readily lend themselves to statistical measurement, now occupy 20 191 metres of shelving.

Some of the more notable accessions during the year were—

Anti-Discrimination Board: Magnetic tapes of a survey entitled *Employment Questionnaire of New South Wales Government Employees*, 1980, and printed copy of survey questionnaire, 1978; General files, and Files of the first President, David Moore, 1977–c. 1981.

Attorney General and Justice: Coroners' inquest papers, 1916–49; and Records of a special investigation by Mr M. J. Finnane into the affairs of the Sinclair Pastoral Company and five other companies (including printed report of the investigation), 1978–79.

Corporate Affairs Commission: Registers of documents lodged under the Companies Act, c. 1877–1937.

Environment and Planning: Maps, plans and photographs relating to planning and development in New South Wales, c. 1940–79.

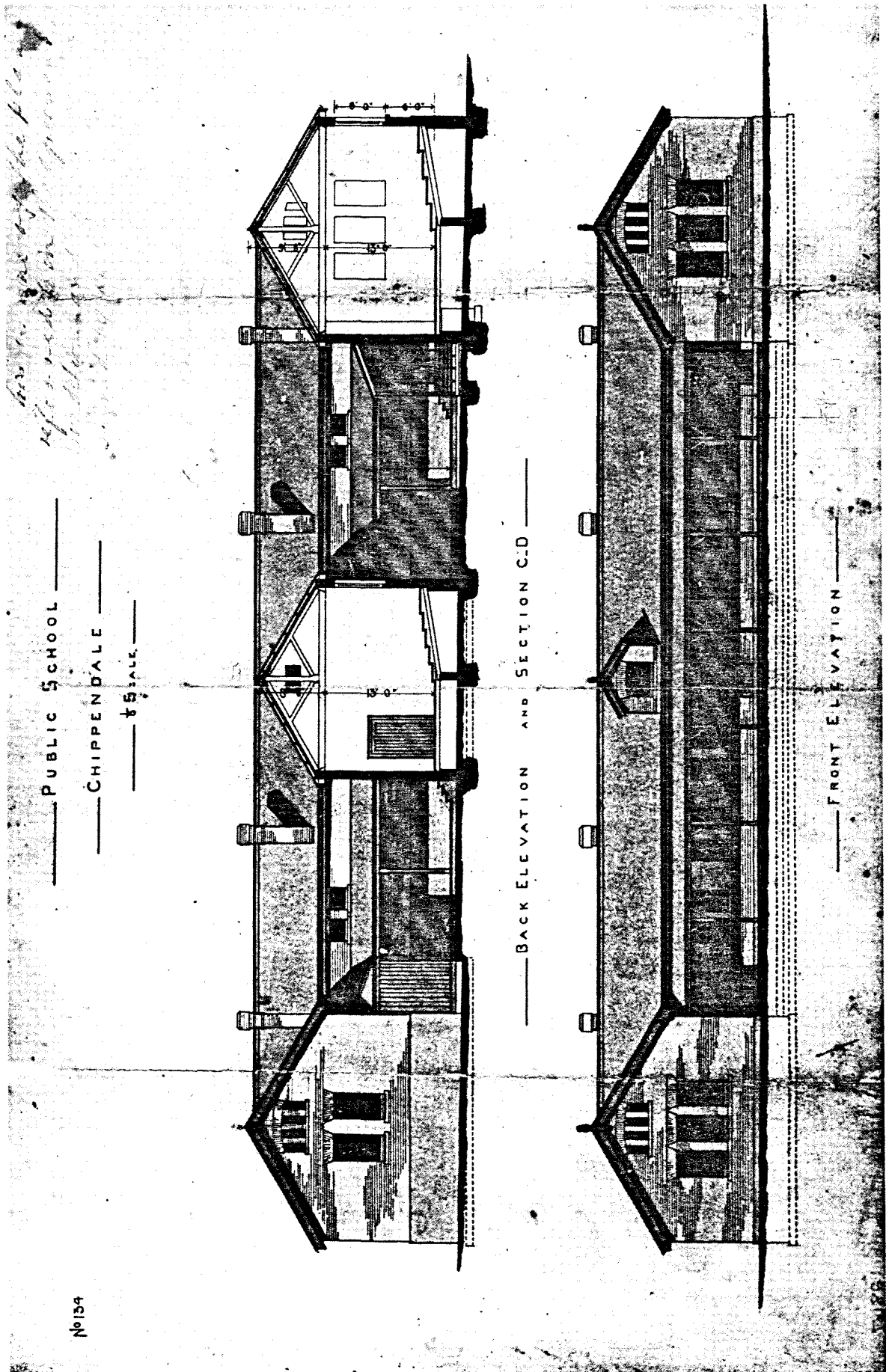
Local Government and Lands—Lord Howe Island Board: Correspondence files, 1919–80; and Miscellaneous records of the Lord Howe Island Board (including papers, reports, photographic prints, coloured slides and films), 1881–1982.

Ombudsman's Office: Files relating to investigations under the Police Regulation (Allegations of Misconduct) Act, c. 1979–May 1980.

Premier's Department: Card Index to general correspondence, 1940–50; and Set of pen drawings of selected Departmental buildings, 1982.

Public Works—Government Architect's Branch: Plan of Chippendale Public School, 1884.





Plan of Chippendale Public School, 1884. AO Plan No. 2847. Accessioned from the Government Architect's Branch of the Department of Public Works



Review of New South Wales Government Administration—Task Force on the Regionalization of Government Administration and Community Participation: Papers and correspondence of the Executive Officer of the Task Force, 1977–80; and Printed copy of the Report of the Task Force, 1980.

Services—Office of the Under Secretary: Photograph album—New South Wales Bushmen's Contingent departure for South Africa, c. 1899–1900; Letters Patent establishing the position of Governor (after Federation) for the State of New South Wales, 29th October 1900; Instructions to the Governor of New South Wales as to the conduct, constitution and powers of the Executive Council, 29th October 1900; State War book, 1939; and other records.

Services—Secretariat: General correspondence files, 1941–82; Special bundles, c. 1922–81; Correspondence registration cards, c. 1935–82; File movement registers, c. 1935–82; Registers of letters patent, c. 1950–82; Registers of commissions, proclamations, oaths, etc., c. 1948–82; Correspondence files relating to Indecent Articles and Classified Publications, c. 1960–82; Record of proclaimed Public Holidays, 1937–78; and other records, 1913–82.

State Rail Authority: Registers of correspondence received, 1896–1936; Staff registers, 1936–53; Indexes to correspondence received re properties, 1892–1903; Registers of correspondence received re properties, 1890–1903; and Estate Branch Registers of correspondence received, 1896–1936.

Youth and Community Services—Aboriginal Services Branch: Correspondence ("D") files, 1969–81.

### Processing

Approximately 402 metres of records were processed in the City office during the year, compared with 395 metres processed in 1981. Records processed include the following: Attorney General and Justice, Oaths of Allegiance and judicial oaths of Justices of the Peace, 1979; Corrective Services—State Reformatory for Women, Prisoners' description cards, c. 1909–72; Crown Lands Office—Air Photo Library, Aerial photographs, 1948–79; Health Commission—Reception House, Darlinghurst, Record of patients, c. 1932–46; Industrial Commission, Transcripts of proceedings before Mr Justice Taylor, 1943–66, Confidential transcripts of compulsory conferences, 1950–59, and other records; Public Service Board, Personnel reference cards, c. 1911–75; Soil Conservation Services, Correspondence files, 1950–52, 1955–67; State Pollution Control Commission, General correspondence files, Printed reports, environmental studies and guidelines, and Records relating to public enquiries, 1964–81; and, Theatres and Films Commission, Minute books, Miscellaneous correspondence files, Subject card indexes and other records, 1939–82.

A considerable amount of time was also expended on other tasks which are related to the processing function. They included: the indexing of immigrants lists; wrapping of the Department of Education School files; and the selection and preparation of material for conservation, binding and microfilming. Further time was diverted from processing as a result of heavy demands for the appraisal of records following the abolition of the Department of Services in May 1982, and the preparatory work required in listing and producing a guide to the Registry of Births, Deaths and Marriages' microfiche *Copies of Indexes to Births, Deaths and Marriages*, 1788–1899, prior to the official release of these records in December, 1982.

Although maps processing was severely affected by the lack of staff available to work in this area, 3 469 maps and plans were processed during the year, compared with 3 767 maps and plans processed in 1981. However, as more than 2 000 of the maps and plans processed were part of a new accession from the Department of Environment and Planning, little progress was made on the substantial arrears of unprocessed maps and plans, estimated at between 275 000 and 300 000.

Maps and plans processed include the following:

Premier's Department, Set of pen drawings of selected departmental buildings, 1982; Public Works, Plans of Bourke Court House, 1891–1900; Government Transport, Engineering drawings, plans, blueprints and diagrams of tramcars, trolley buses, rolling stock, tramway equipment and workshops, 1902–54; Public Service Board, Plans of the Commonwealth/State Law Courts—Scheme G1, November, 1967; and Public Works, Plan of Chippendale Public School, 1884.

The Processing Section at the Kingswood Repository processed a further 1 150 metres of records during the year, compared with 620 metres in 1981. Records processed include the following: Education Department, Papers of Dr H. S. Wyndham, 1952-68; State Bank, Government Agencies Department, Correspondence files, 1913-55; Public Trust Office, Alphabetical Ledger Sheets, 1915-37; and Public Works Department, various records relating to the Sydney Opera House.

The main processing task undertaken this year by the Processing Section at Kingswood was the transfer of Treasury records from the Shea's Creek Repository to archival storage at Kingswood. The Treasury volumes, which had been stacked against the back wall of Shed 67 for many years, were cleaned, processed and transported to Kingswood. When completed there were 130 linear metres of records, comprising 1 260 large volumes which constituted 56 separate archival series. In conjunction with this, other Treasury records at Shea's Creek were processed.

These included Consolidated Revenue Fund ledger cards and indexes, 1928-41, Special bundles, and the card index to the Department's correspondence, 1923-53.

Considerable time was also spent on other tasks such as the wrapping of the Department of Education Subject Files and the indexing of the Valuer General's Department Valuation Rolls. In addition, 1 938 maps were processed.

#### *State Archives on Loan*

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

At the present time, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina College of Advanced Education, and the Newcastle Region Public Library. In all, approximately 750 metres of records and some 700 maps and plans are held in these institutions.

In December 1982, the Archives Authority supplied each of these institutions with microfiche sets of the Registry of Births, Deaths and Marriages' *Indexes to Births, Deaths and Marriages*, 1788-1899.

#### *Parliamentary Archives*

In December, 1980 an additional position, at the level of Assistant Senior Archivist, was created on the Archives Authority's establishment to permit the appointment of an archivist to care for the records of the New South Wales Parliament. The appointee is responsible to the Clerk of the Legislative Assembly but operates under the professional supervision of the Archives Office.

During 1982 a major part of the pre-1856 records were listed, described, arranged, and reboxed in standard Archives Office cartons. They are currently kept in the Government Records Repository at Kingswood, but it is planned to store them at Parliament House once the final stage of the complex is completed. An indexing programme is also being undertaken as the records are processed. This is being carried out with the aid of the Burroughs computer of the Public Service Board's Automatic Data Processing section. Indexes are available for the years 1824 to 1848. It is planned to have a cumulated index, for the years 1824 to 1855, available during 1983.

At the end of 1981 a report was submitted to the Clerk of the Legislative Assembly detailing the damage to the records occasioned by a flood in their Parliamentary storage in 1975. As a result of this report, approval was given during 1982 for the employment, on a temporary basis, of a Manuscript Restorer to work on the records. An appointment was made in December, 1982 and the appointee will commence duties in January, 1983.

#### *Publications*

The Authority produces a wide variety of publications but they all fall into two basic categories. The first consists of guides and finding aids which are published with a view to assisting researchers in using the State archives and enabling the staff to

advise efficiently the ever-increasing number of inquirers. The second consists of facsimiles of records held in the archives, which are published as teaching and reference aids, wall decorations, postcards and souvenirs.

Revenue is produced from the sale of both categories, more than \$18,000 being earned in the 1981-82 financial year, compared with \$8,554 in 1980-81. The growth is attributable mainly to sales of publications associated with the jubilee celebrations for the Sydney Harbour Bridge.

During 1982, the Authority published the following finding aids: *Clerks of the Peace Part 1: Quarter Sessions Records, 1824-1920* (prepared by Mrs Dawn Troy) and the third edition of the guide to *Colonial Secretary: Naturalization and Denization Records, 1834-1903* (prepared by Mrs Christine Shergold).

Four additional brief subject guides under the title Information Leaflets were also produced during the year. The leaflets are constantly revised to provide the most up-to-date information.

However, once again work on a number of other inventories of major record groups has had to be postponed and there appears to be little prospect of renewing it in the near future. Nonetheless, some work was done on a guide to the Surveyor General's maps and plans, which is supplementary to the already published guide *Surveyor General: Select List of Maps and Plans, 1792-1886*, and on the second edition of the *Guide to Shipping and Free Passenger Records*.

Work on the preparation of the second edition of the *Concise Guide to the State Archives*, for production by a word processor, continued this year. It is anticipated that sufficient funds will be available in 1983 to permit the purchase of a word processing system, which could be installed by the middle of the year. However, the second edition of the *Concise Guide* will take some time to produce, and it is unlikely that it will be available until mid-1984, or later.

During 1982, the Authority continued its programme of publishing facsimiles of items in the State archives. Three colour plans of proposed Sydney hotels, c. 1890, from the Licensing Court, Sydney, and an 1880 poster advertising the play "The Kelly Gang" were published during the year. In addition a colour post card and a colour greeting card depicting the Sydney Harbour Bridge Celebrations Poster, 1932 were produced to coincide with the celebrations of the fiftieth anniversary of the opening of the Sydney Harbour Bridge.

The publications already issued by the Archives Authority are listed in Appendix 1.

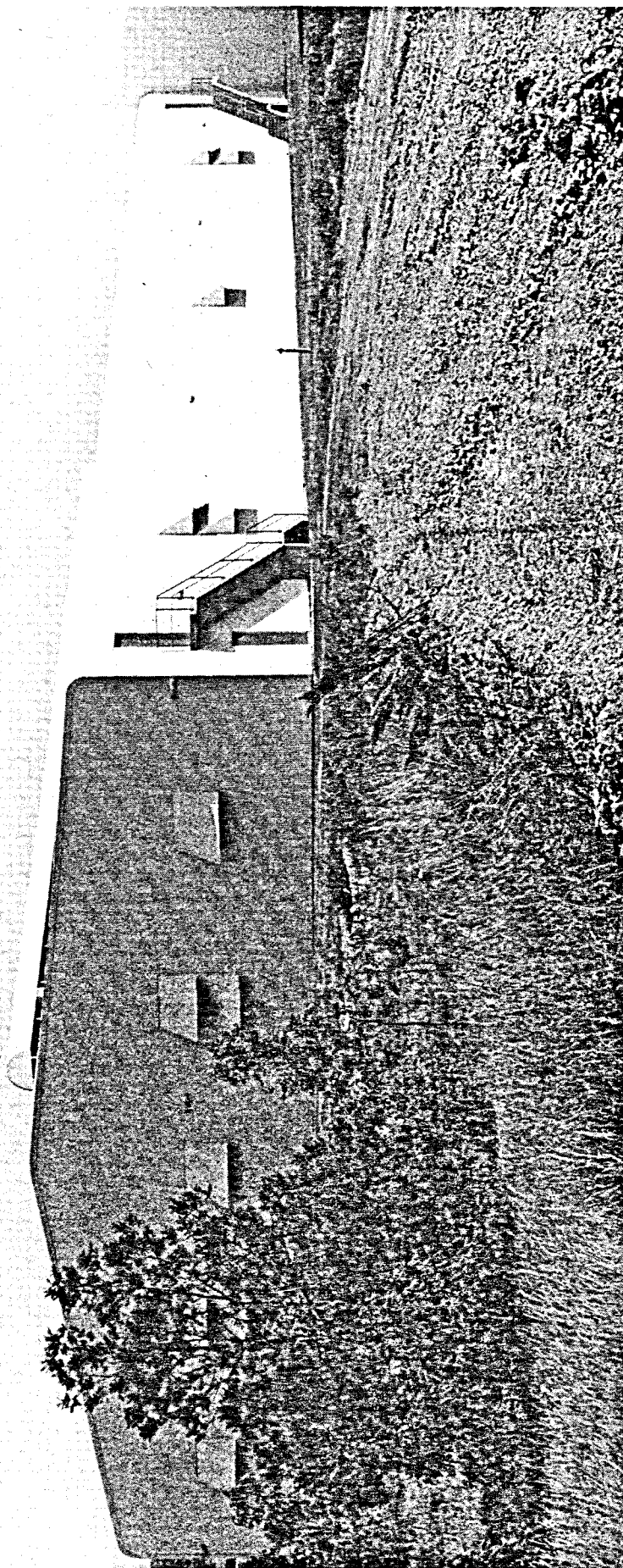
#### *Repair and Preservation of Records*

A total of 2 475 items were attended to during the year: 2 257 manuscripts and 39 volumes were repaired, and 179 maps and plans were repaired and encapsulated in Mylar.

Items of interest treated include the Colonial Secretary: Returns of the Colony ("Blue Books"), 1826 and 1831; the Colonial Secretary: Returns of Convicts, Norfolk Island, c. 1844-45; Court of Criminal Jurisdiction; Judgement book, 1822-24; Clerk of the Peace; Depositions—Regina v. Charles Kilmeister and others (Myall Creek Massacre), 1838; and, Navigation Department: Admiralty charts, 1802-1906.

The bookbinding programme saw a total of 433 items bound or rebound during the year. This is a great improvement on the 172 items bound or rebound during 1981. The big increase in output is largely a result of the industry of Mr W. Bleicher, a bookbinder from the Government Printing Office who worked in the Archives Office from 5th January to 16th April, 1982, during which time he bound 350 volumes. The remaining 83 volumes were bound at the Crown Lands Office: Plan Mounting Section (33 items), Department of Corrective Services, Long Bay (39 items) and Archives Office Conservation Staff (11 items).

During 1982, 26 reels of microfilm copies of volumes and documents, and 685 aperture card copies of maps and plans were produced. Material filmed includes Clerk of the Peace: Registers of Criminal Cases Tried at Country Quarter Sessions, 1861-69; Coroners and Morgue: Registers of Coroners' Inquests and Magisterial Enquiries, 1902-42; Maritime Services Board: Register of arrivals and departures of vessels, 1847-1920; Surveyor General: Sketch books, 1832-1903; and Governor: Papers regarding differences between the Governor, Sir Philip Game, and the Premier, J. T. Lang; the financial crises, the proposed abolition of the Legislative Council; and the dismissal of the Lang Ministry, 1930-32.



**The Stage II Phase 2 extensions to the State Archives and Government Records Repository  
at Kingswood, December, 1982**

### 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 centralized semi-active records repository.

The Repository is presently housed in two locations: at Kingswood and at Shea's Creek, Alexandria.

#### *Accommodation*

Reference has already been made to progress on construction of the Stage II, Phase 2 extension to the State Archives and Government Records Repository at Kingswood.

As reported last year, the Authority wishes to make the closure of the Shea's Creek sheds its first priority following completion of the Kingswood extension. The task of preparing for the closure of Shea's Creek advanced steadily throughout 1982, and the reduction of the considerable holdings at Shea's Creek to a rump of approximately 10 000 linear metres of long-term retention records should be finalized early in 1983. The Authority was very pleased that funds were allocated in its 1982-83 budget to provide for the transport of these remaining records to Kingswood. The date of their removal, and of the final closure of the Shea's Creek Repository, is dependent upon completion of the shelving at Kingswood.

#### *Capacity*

As cited in previous reports, the storage of semi-active records of public offices is the core of the Authority's accommodation problems. As a result of an extremely effective disposal programme in 1982, the quantity of semi-active records being stored was reduced from c. 60 000 linear metres in 1981 to less than 50 000 linear metres at the end of 1982. Unfortunately, the bulk of this reduction took place at the Shea's Creek Repository and it has not been possible to re-use the space.

Although the Stage II, Phase 2 extension at Kingswood will provide over 60 000 linear metres of additional storage space for semi-active records, it has been estimated that this is only about equal to the quantity of records requiring storage by 1984. The Government Records Repository is required to economically and efficiently store and service these public records with a view to ultimately disposing of them. Despite advances in micrographics and computer technology, for many years to come the records created by public offices, as a consequence of Governmental activity, will continue to be predominantly paper-oriented.

The creation of records by public offices is something over which the Authority can exercise little or no direct control. This century has seen a world-wide trend toward greater governmental activity in the community, which has in turn led to the creation of new government agencies and the proliferation of paper records. The Government Records Repository is at the end of this chain and is responsible for providing for these records when they are no longer regularly required.

The postulated increase in the Repository's holdings in the 1980's is in part the consequence of previous neglect of records storage. Unplanned accumulations of records throughout the New South Wales Public Service have been permitted to proliferate because the Government Records Repository lacked the capacity—accommodation and staff—to handle them. In order to undertake its function the Repository requires regular capital investment and other resources. However, it is realized that these cannot be committed on an open-ended basis.

As reported last year, the Authority intends taking action which will ensure that storage space in the new Kingswood Stage II, Phase 2 extension lasts as long as possible and is not exhausted prematurely. This will involve restricting both the kinds of records received into the Repository and the rate at which they are received, and the Authority is developing policies, in consultation with the Premier's Department, the Public Service Board and the Treasury, which are aimed at achieving this result.

#### *Staff*

Although the capacity of Stage I of the Kingswood Repository was increased by nearly 50 per cent as a result of the successful Accommodation Salvage Programme in 1977-79, and Stage II, Phase 1 was completed in December, 1978, no additional permanent staff have been provided to handle the significantly increased workload that has resulted from these actions and associated developments.

The Kingswood Repository has been kept functioning efficiently by using temporary staff. Although the Authority is concerned at the level of staffing in the Repository, it is nevertheless very appreciative of the fact that it has been provided with an adequate level of temporary assistance, over a sustained period.

The Authority is concerned that it will not be able to operate the new Stage II, Phase 2 extension unless these additional staff continue to be employed, or alternatively, additional permanent positions are made available.

#### *Statistics of Operations*

As a consequence of the Kingswood Repository closing to further accessions of semi-active records in March, 1980, the amount of work handled by the File Reference Service has continued to decline this year. In the case of semi-active records it is a fact that as they grow older there is less call made upon them. A noticeable downturn in the statistics is therefore to be expected since newer records, which would tend to keep the overall usage rate high, have not been received for nearly three years. The anticipated re-opening of the Repository to accessions of semi-active records in 1983 will reverse this decline.

The number of individual reference inquiries handled by the File Reference Service amounted to 62 523 in 1982, compared with 70 058 in 1981. This represents a monthly average of 5 210 jobs compared with 5 838 last year. Reference to State archives (as distinguished from semi-active records) accounted for 12 572 jobs, which is over 20 per cent of the whole, compared with 11 034 jobs last year, which was 16 per cent of the whole.

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

	1977	1978	1979	1980	1981	1982
Number of files requested .. ..	37 105	41 820	43 826	48 887	38 881	32 556
Number of files issued .. ..	31 682	36 025	36 892	41 581	32 972	27 902
Number of files returned .. ..	22 632	26 241	25 081	32 454	26 199	26 895
Number of files added to existing boxes in the Repository .. ..	3 086	1 456	3 473	2 327	2 767	1 440
Number of items attached to existing files in the Repository .. ..	2 987	2 086	3 031	3 337	2 211	1 632
Total File Reference Operations Performed	65 810	71 603	75 411	87 005	70 058	62 523

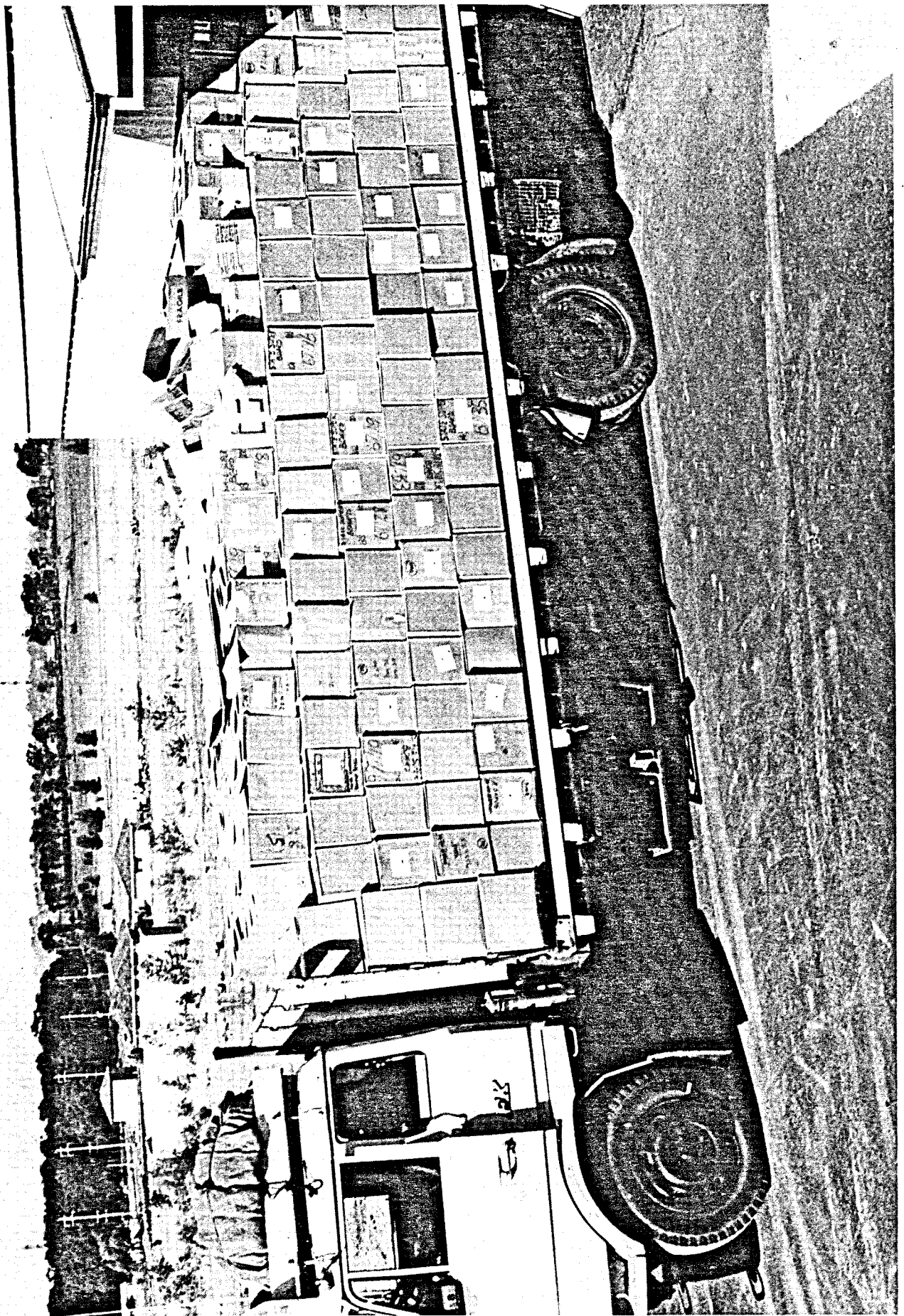
Public offices storing records in the Repository may request their return and items requested are normally dispatched within the next 24 hours. The File Reference Service statistics are arrived at by adding together the number of files requested, the number of files returned, the number of files added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

During 1982 the percentage of files issued to files requested was eighty-six, compared with eighty-five last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category are: State Library (94 per cent); Department of Main Roads (93 per cent); Premier's Department (92 per cent) and Health Commission (91 per cent). These rates reflect favourably on the efficiency of their retrieval systems. Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. Amongst the Repository's major users in this category are: Crown Solicitor's Office (55 per cent); Public Service Board (63 per cent) and Education Department (65 per cent). The main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records or provide inaccurate information on their whereabouts.

The table in Appendix 2 shows the use made of the File Reference Service by individual public offices. The table is arranged in descending order based on the total number of jobs performed for the public office.

Since the Repository was closed to semi-active records throughout the year the quantity accessioned was nil. It is estimated that when the Repository re-opens the backlog of semi-active records being held in public offices and intended to be transferred to Kingswood is in the vicinity of 30 000 linear metres.





The truck pictured is loaded with about 200 shelf metres of records being sent for destruction from the Kingswood Repository. The records are pulped and then sold for recycling as cardboard. The Government Records Repository destroyed 70 similar truck loads of records in 1982

### *Destruction Programme*

The quantity of semi-active records in the Repository destroyed in 1982 was 13 430 linear metres (44 062 shelf feet), compared with 3 642 linear metres in 1981. This high figure is unprecedented and in fact is greater than the total quantity of records destroyed from the Repository in the period 1960–76. This result is partly due to the fact that with the Repository closed to further accessions all available resources were directed towards the review and clearance of records from Shea's Creek.

The great physical bulk of records destroyed is indicated elsewhere in this report by a photograph showing a truck loaded with records for destruction (confidential pulping). Some seventy such truck loads were sent for destruction in the course of 1982. The total weight of records destroyed this year was about 500 tonnes and proceeds from the sale of waste paper (after pulping) are paid into Consolidated Revenue.

In the period 1977–82 nearly 32 500 linear metres (c. 107 000 shelf feet) of records were destroyed from the Government Records Repository. This higher productivity in the area of records destruction is attributed to three factors: the growing number of disposal schedules approved by the Archives Authority; the implementation of new control systems in the Repository in 1977 and the increase in the Repository staff establishment (albeit temporaries) in the same year.

### *Archives Processing and Reference Work*

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

## **RECORDS MANAGEMENT OFFICE**

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

The aim of the Records Management Office is to provide expert professional advice and assistance to all Government Departments on all aspects of the records management function. Accordingly, it is the responsibility of the Office to formulate and implement cost-effective records keeping practices throughout the Service.

The major activities of the Office during 1982 were—

#### *1. Keyword Classification Programme:*

As a result of a comprehensive study of the programme, the Office was able to introduce a new series of training courses in Keyword Classification and complete a further comprehensive review of the general and functional thesauri. The creation of an active programme for the implementation of functional keyword thesauri has resulted in eighteen departments participating in this programme by the end of the year.

#### *2. Records Scheduling and Disposal Programme:*

This programme, which has been directed at introducing functional records disposal schedules to all Government Departments was completed this year. It has been highly successful in promoting sound records practices throughout the Service.

The practical instruction in schedule preparation has been modified and now places a greater emphasis on the archival appraisal of records. In addition, procedures were introduced which enabled the Office to closely monitor the progress of departments affiliated with the programme and to continue running a series of workshops for new applications.

#### *3. Records Systems Surveys/ Advisings:*

New administrative procedures introduced last year with a view to improving work methods related to the conduct of records systems surveys and advisings, continued to prove their worth. This year, the Office was committed to a number of projects aimed at improving the records systems of many departments, and surveys were conducted at the Department of Mineral Resources, the Australian Museum, the Ministry of Aboriginal Affairs, and the Central Mapping Authority. On a smaller scale, the Office conducted a number of separate departmental advisings on specific aspects of the records function.



As part of its policy, the Office made a concerted effort to minimize costs and to concentrate on recommending improved manual systems for implementation. Progression to higher forms of technology were recommended in instances where manual systems were proven to be inefficient.

#### 4. *Training:*

Revised training programmes were developed during 1982, which included the introduction of new subject areas and enabled greater class participation.

In addition, much time was devoted to increasing the practical content of all courses and to developing a more comprehensive series of training handouts for students. The courses which were offered to the Service were—

##### General:

Records Management Course—5 days.

Records Management Course (Regional)—4 days.

Records Operations Course—2 days.

##### Specialized:

Records Scheduling and Disposal Workshop—3 days.

Keyword Classification Workshop—2 days.

By the end of 1982, a total of 208 officers had attended training courses in records management.

#### 5. *Publications:*

The Office continued to promote its comprehensive series of publications on records management. A limited sales campaign proved to be quite successful and led to the series being offered for sale at the Government Information Service.

New additions to this series were—

(1) File Movement and Resubmit.

(2) How to Compile a Procedure Manual.

#### 6. *Meetings and Addresses, etc.*

All field staff were active in giving presentations to public service groups and students on the role and functions of the Office. In addition, several overseas visitors attended on-the-job training programmes conducted by the office.

#### 7. *Office Administration:*

Throughout the year the Office continued its policy of updating and restructuring its work practices and administrative functions with a view to increasing its efficiency in both of these areas.

Facilities were also upgraded with the addition of an equipment display area and improved computing facilities, for use in conjunction with the keyword classification programme. A worker participation programme aimed at improving the personnel development level of all staff proved to be a highly successful activity and will continue as part of an ongoing training programme.

### THE ARCHIVES AUTHORITY

In 1982 the Archives Authority met at two-monthly intervals, instead of each month. No inconvenience either to the work of the Authority or to Departments appears to have resulted from this reduced frequency of meetings.

There were six meetings during the year and the attendances were as follows:

Associate Professor B. H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S. (appointed 8th December, 1982—excused for his absence from one meeting) .. .. .	0
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. (ex- cused for his absence from one meeting) .. .. .	5
Mr G. P. Hill (Deputy Chairman) (excused for his absence from three meetings) .. .. .	3
Mr A. R. Horton, B.A., F.L.A.A. (excused for his absence from one meeting) .. .. .	5

Mr B. H. McGowan, B.A., M.P. (excused for his absence from five meetings) .. .. .	1
Mr N. B. Nairn, M.A. (excused for his absence from two meetings—resigned September, 1982) ..	2
Mr D. T. Richmond, M.Ec. (appointed 12th February, 1982—excused for his absence from one meeting) ..	5
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A. (Chairman) (excused for his absence from one meeting) .. .. .	5
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (excused for his absence from one meeting) .. .. .	5

Mr D. T. Richmond was appointed as the member of the Authority nominated by the Public Service Board under section 4 (2) (e) of the Archives Act, in succession to Mr E. G. Warrell who had resigned on 14th October, 1981.

Mr N. B. Nairn resigned from the Authority because of illness in September, 1982. He had been the second longest-serving member, having been first appointed in June, 1963.

At its meeting on 8th October the Authority resolved to place on record an acknowledgement of Mr Nairn's long and faithful service, and to extend to him its good wishes and appreciation upon his retirement as a member.

Mr Nairn was succeeded, as the member nominated by the Library Council of New South Wales under section 4 (2) (c) of the Archives Act, by Associate Professor B. H. Fletcher.

At its meeting on 12th February, 1982, the Authority noted the death on 8th February of Mr J. W. Metcalfe, a former Principal Librarian of the Public Library of New South Wales, who had made an important contribution to the establishment of the State Archives and was a foundation member of the Authority from 1961 to May 1967.

The Authority unanimously resolved to place on record its appreciation of Mr Metcalfe's invaluable work in ensuring the preservation of the State's archives, as well as his magnificent contribution to the field of librarianship in Australia. This resolution was conveyed with a message of sympathy to Mr Metcalfe's widow and family.

### STAFF

A chart showing the management structure of the Archives and Records Management Offices, and listing the senior staff, is attached as Appendix 3.

#### *Promotions*

Mr S. J. Wright, Administration Clerk, was promoted to the level of Clerk A and C Grade 3 on 2nd September, 1982, following re-classification of his position.

Mr G. J. Mauguieret, Deputy Senior Records Assistant, was promoted to the position of Senior Records Assistant on 5th October, 1982.

### MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

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

D. J. CROSS,

Principal Archivist.

J. M. WARD,

Chairman.

## PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) *Inventories and Guides*

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788–1870. (1963; revised and reprinted 1979.)
- (4) Auditor-General, 1824–84. (1964.)
- (5) Council of Education, 1866–80. (1964; revised and reprinted 1979.)
- (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.)
- (8) Executive Council, 1825–1935. (1966; revised and reprinted 1979.)
- (9) Court of Civil Jurisdiction, 1787–1814. (1967, revised and reprinted 1979.)
- (10) District Councils, 1843–50. (1967.)
- (11) The Governor, 1787–1935. (1969; revised and reprinted 1979.)
- (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). With quarterly Supplements, 1971–.
- (14) Guide to Convict Records in the Archives Office of New South Wales. (1970; with Supplement, 1974. Second edition, 1981.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.) With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving, Port Phillip, 1839–51. (1976.)
- (17) Guide to Shipping and Free Passenger Records. (1977.)
- (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.)

(b) *Information Leaflets*

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes.
- (6) Maps and Plans.
- (7) Land Grants, 1788–1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives.
- (10) Department of Education: Schools Files, 1876–1939. (Out of print.)
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826–1900.
- (12) Convict ships arriving at Port Jackson, 1788–1849. (Deleted.)
- (13) Government Transport: Correspondence files, 1902–38.
- (14) Surveyor General: Surveyors' Field Books, 1794–1830.
- (15) Attorney-General and Attorney-General and Justice: Special bundles, 1822–1977.
- (16) Mines Department: Special files, 1851–1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles.
- (18) Premier's Department: Special Bundles, 1895–1973.
- (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.
- (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.
- (27) Davies, J.: Preservation of Books and Related Materials.
- (28) Photocopies.

- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (31) Davies, J.: Preventive Conservation—Basic Conservation Techniques.
- (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.

(c) *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.)

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

(e) *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.

(f) *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.

(g) *J. G. Wilson sketches*

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

(h) *Posters*

- (1) Men of Wyalong Goldfield—Handbill, 28th March, 1903.
- (2) Sydney Harbour Bridge Celebrations, 1932.
- (3) Australian Aborigines' Protection Society, 13th October, 1838.
- (4) Government Emigration to Sydney, c. 1884.
- (5) Plague Proclamation, 1st February, 1905.
- (6) The Australian Mail Steamer "Orient".
- (7) "Kelly Gang", 1880.

(i) *Hotel Plans*

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

## FILE REFERENCE SERVICE

## APPENDIX 2

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Water Resources Commission .. .. .	6 534	5 939	6 452	71	13 057	20.88
Archives Office (Search Room) .. .	3 326	3 080	3 004	..	6 330	10.12
Stamp Duties Office .. .. .	2 820	2 427	2 545	506	5 871	9.39
Youth and Community Services .. .	2 472	2 080	2 119	25	4 616	7.38
Education Department .. .. .	1 998	1 296	1 250	181	3 429	5.48
Department of Main Roads .. .. .	1 755	1 630	1 042	219	3 016	4.82
Public Works Department .. .. .	1 235	1 019	1 113	129	2 477	3.96
Corrective Services .. .. .	1 097	974	639	441	2 177	3.48
Lands Department .. .. .	1 139	967	772	135	2 046	3.27
Magistrates' Courts Administration ..	801	723	789	23	1 613	2.58
Supreme Court .. .. .	682	576	750	3	1 435	2.30
Public Trust Office .. .. .	887	803	528	13	1 428	2.28
State Library .. .. .	690	653	690	5	1 385	2.21
Mineral Resources .. .. .	579	469	607	190	1 376	2.20
Government Insurance Office .. .. .	632	457	488	33	1 153	1.84
Health Commission .. .. .	296	271	278	303	877	1.40
Builders' Licensing Board .. .. .	316	288	380	15	711	1.14
Industrial Relations .. .. .	540	433	158	8	706	1.13
Water Board .. .. .	240	190	436	..	676	1.08
Public Service Board .. .. .	406	257	176	70	652	1.04
Technical and Further Education .. .	355	316	283	14	652	1.04
Registrar General's Department .. .	389	347	214	3	606	1.01
Clerk of the Peace .. .. .	203	171	315	19	537	0.87
Workers' Compensation Commission ..	512	375	15	..	527	0.86
Corporate Affairs Commission .. .. .	250	212	236	16	502	0.80
Nurses' Registration Board .. .. .	198	181	207	..	405	0.65
Premier's Department .. .. .	213	197	148	37	398	0.64
Rent Control Commission .. .. .	186	157	168	..	354	0.57
State Superannuation Board .. .. .	182	156	52	117	351	0.56
Treasury .. .. .	98	76	129	119	346	0.55
Attorney General and Justice .. .. .	182	129	119	2	303	0.48
Crown Solicitor's Office .. .. .	166	91	120	17	303	0.48
Consumer Affairs Department .. .. .	16	13	7	266	289	0.46
Maritime Services Board .. .. .	159	141	70	34	263	0.42
Agriculture Department .. .. .	138	118	53	17	208	0.33
Valuer General's Department .. .. .	20	16	133	4	157	0.25
Education, Ministry of .. .. .	156	128	1	..	157	0.25
Court Reporting Branch .. .. .	50	45	97	..	147	0.24
Emergency Services .. .. .	90	85	35	5	130	0.20
Public Solicitor's Office .. .. .	73	44	57	..	130	0.20
Fisheries .. .. .	85	52	13	2	100	0.16
Local Government .. .. .	35	29	60	1	96	0.15
Housing Commission .. .. .	90	69	..	..	90	0.14
Services Department .. .. .	47	40	23	..	70	0.11
Land Tax Office .. .. .	37	27	12	..	49	0.08
Legislative Assembly .. .. .	26	26	20	..	46	0.07
National Parks and Wildlife .. .. .	28	27	16	1	45	0.07
Government Stores Department .. .. .	9	7	32	1	42	0.07
Protective Office .. .. .	19	14	1	12	32	0.05
Western Lands Commission .. .. .	20	17	10	..	30	0.05
Police Department .. .. .	20	15	9	..	29	0.05
Decentralization .. .. .	14	14	5	9	28	0.05
S.R.A./U.T.A. .. .. .	12	10	4	..	16	0.03
Transport, Ministry of .. .. .	11	7	..	4	15	0.02
State Bank .. .. .	8	5	4	..	12	0.02
Forestry Commission .. .. .	6	6	4	..	10	0.02
Sport and Recreation .. .. .	2	2	4	..	6	..
Pollution Control Commission .. .. .	3	3	..	1	4	..
District Court .. .. .	..	..	3	..	3	..
Co-operative Societies .. .. .	1	..	..	..	1	0.02
Energy Authority .. .. .	..	..	..	1	1	..
Soil Conservation .. .. .	1	1	..	..	1	..
Tourism .. .. .	1	1	..	..	1	..
Totals .. .. .	32 556	27 902	26 895	3 072	62 523	100.00

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

THE ARCHIVES AUTHORITY OF  
NEW SOUTH WALES

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

Assistant Principal Archivist  
(Mrs D. Troy,  
B.A., Dip.Lib.)

REFERENCE SERVICES  
DIVISION

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

Asst Senior  
Archivist—  
Reference  
(Mr R. Gore,  
B.A., Dip.Lib.)

Asst Senior  
Archivist—  
Appraisal  
(Miss G.  
Forrester, B.A.,  
Dip.Arch.Admin.)

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

TECHNICAL SERVICES  
DIVISION

Senior Archivist  
(Mrs C.M. Shergold, B.A.,  
Dip.Lib., Dip.Arch.Admin.)

Asst Senior  
Archivist—  
Maps and Plans  
(Ms A.J.  
Barber, B.A.,  
Dip.Arch.Admin.)

Asst Senior  
Archivist—  
Parliament  
House  
(Mr A.C.  
Wilson, B.A.,  
Dip.Arch.Admin.)

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

REPOSITORY SERVICES  
DIVISION

Senior Archivist  
(Mr J.L. Burke, B.A.,  
Dip.Lib., Dip.Arch.Admin.)

Asst Senior  
Archivist  
(Ms J.M.  
Stapleton, B.A.,  
Dip.Arch.Admin.)

RECORDS MANAGEMENT  
OFFICE

Records Administration  
Officer  
(Mr D.F. Comber, Dip.  
Lab.Rel. & Law)

Senior Records  
Management  
Officer  
(Mr B.R. Topfer,  
O.B.E., B.A. (Lib.Sc.),  
A.F.A.I.M.)

ADMINISTRATIVE UNIT

Administrative Officer  
(Mr S.J. Wright, B.B.S.)

## THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

(incorporating the Records Management Office)

## Statement of Receipts and Payments for the Year Ended 30th June, 1982

<i>Previous year</i>		\$	\$
	<i>Receipts—</i>		
960,235	Provided from Consolidated Revenue .....		1,078,006
8,694	Sale of Publications .....		17,834
10,033	Charges for Photographic Services .....		15,679
1,000	Sponsorship .....		—
74	Sale of Sponsored Publications .....		929
<u>980,036</u>			<u>1,112,448</u>
—	Balance 1st July, 1981—Cash in Special Deposits Account .....		5
<u>\$980,036</u>			<u>\$1,112,453</u>
	<i>Payments—</i>		
805,828	Salaries, Wages, Allowances, etc. ....		938,198
	<i>Maintenance and Working Expenses—</i>		
280	Meal Allowances .....	144	
939	Expenses in Connection with Building .....	954	
6,487	Travel, Removal and Subsistence .....	5,657	
6,198	Motor Vehicles—Running Costs, etc. ....	5,277	
800	Freight, Cartage and Packing .....	342	
2,797	Books, Periodicals and Papers .....	2,423	
37	Postal and Telephone Expenses .....	40	
111,957	Stores, etc. ....	108,882	
70	Other Insurance .....	310	
10,000	Fees for Services Rendered .....	2,776	
7,500	Printing .....	7,092	
197	Minor Expenses .....	396	
<u>147,262</u>			<u>134,293</u>
	<i>Special Expenses—</i>		
5,999	Purchase and Reproduction of Public Archives ....	5,515	
18,727	Proceeds from Sales, etc., Paid to Consolidated Revenue .....	33,513	
1,145	Overseas Visits .....	—	
1,070	Sponsored Publications .....	—	
<u>26,941</u>			<u>39,028</u>
<u>980,031</u>			<u>1,111,519</u>
5	Balance 30th June, 1982—Cash in Special Deposits Account .....		934
<u>\$980,036</u>			<u>\$1,112,453</u>

NOTE: The accounts have been prepared on a receipts and payments basis in accordance with present Governmental accounting conventions and do not include amounts owed to or by the Archives Authority at the close of the year.

D. J. CROSS,

Principal Archivist, 23rd September, 1982.

J. M. WARD,

Chairman.

The accounts of the Archives Authority of New South Wales have been audited as required by section 24 of the Archives Act, 1960.

In my opinion, the above Statement of Receipts and Payments, read in conjunction with the Note thereto, sets out a true and fair view of the transactions for the year ended 30th June, 1982, including those relating to the Records Management Office.

J. O'DONNELL,

Auditor-General of New South Wales.

Sydney, 30th September, 1982.



*Archives Authority*  
*New South Wales*

ANNUAL  
REPORT

*for the year 1983*

(SECOND SESSION)

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PARLIAMENT OF NEW SOUTH WALES

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REPORT  
OF THE  
ARCHIVES AUTHORITY  
OF NEW SOUTH WALES  
FOR 1983

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*Ordered to be printed, 18 October, 1984*

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BY AUTHORITY  
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1985



# REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1983

The Archives Authority of New South Wales has the honour to forward to the Honourable the Premier for presentation to Parliament in accordance with the provisions of the Archives Act, 1960, its twenty-third annual report, covering the year ended 31st December, 1983.

## FUNCTIONS

The Archives Authority of New South Wales is a statutory corporation which was created under the Archives Act, 1960. It is responsible to the Premier 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.

## GENERAL

### Accommodation

There are two aspects of the Authority's work which require storage space: the archives, which are those records of the past set aside for permanent preservation; and the semi-active records, which must be kept to satisfy legal and administrative requirements while awaiting evaluation. The Authority has a statutory responsibility to care for the archives, which are an invaluable cultural and administrative resource. They are part of the evidence of past events and part of the record of the rights of the people of the State. The semi-active records, on the other hand, are kept principally as a service to units of Government for whom the Repository's storage and retrieval service has become a necessary tool of cost-effective records management.

In 1978, the Authority reported a notable year for accommodation of the archives, following construction of the State Archives building in Globe Street, Sydney.

The year 1983 has been a notable one for accommodation of semi-active records. The Stage II extension to the State Archives and Government Records Repository at Kingswood was completed in August, thereby doubling the capacity of the Repository and placing the storage of semi-active records on a sounder basis than at any time since the Authority was established in 1961. By the end of the year the Authority was able to re-open the Kingswood Repository to accessions of semi-active records and to remove all records in its custody from, and close, the notoriously unsafe Shea's Creek sheds.

These important developments are detailed elsewhere in this report. Here the Authority wishes simply to record its great satisfaction at the progress made and its gratitude for the provision of funds and other resources needed to bring it about.

The Authority would be remiss if it did not also pay tribute to the many staff, past and present, who have laboured since 1971 in the dirty and unpleasant task of clearing records from Shea's Creek. The Authority is particularly indebted to Mr John Burke, Senior Archivist, and Ms Jenni Stapleton, Assistant Senior Archivist, and their staff of the Repository Services Division. Since 1977 they have evaluated nearly 37 kilometres of records at Shea's Creek, of which 20.6 kilometres were destroyed and the remainder re-boxed, re-listed and transferred to Kingswood. Their determination and energy made the closure possible.

### The Boom in Genealogy

From time to time the Authority has referred in its reports to the ever-growing popularity of family history research and the effects this is having on its operations.

The Authority has in its custody the largest and most comprehensive collection of public records relating to the early history of European settlement in Australia. Compiled in Government offices since 1788, these State archives date from a time when New South Wales comprised the entire eastern half of the continent, and they therefore cover the formative years of all four eastern States. Although the archives were created for administrative purposes they contain, among other things, a wealth of material which is useful for genealogical research and they have been satisfying this need for many decades.

However, in recent years the growth of public interest in genealogy has reached major proportions and it continues to expand at an enormous rate. The United States' National Archives and Records Service traces the present boom to 1976, the year of the American Bicentenary and the publication of Alex Haley's book *Roots*. In 1977 *Time* magazine reported that there were an estimated 500 000 genealogists in North America and that family history was the third largest national hobby in the United States, after stamp and coin collecting.

The phenomenon quickly spread to Australasia where by 1981 there were 17 genealogical societies with a combined membership of 15 695 persons, of whom 3 540 were new members who had joined since 1980. The oldest and largest of the Australian societies is the Sydney-based Society of Australian Genealogists. In the September 1983 issue of its official journal, *Descent*, the Society reported that the number of genealogical societies in Australasia has grown to 24 and that they now have a combined membership of 23 994, of whom 9 009 are members of the Society of Australian Genealogists.

The effects of this growth are being felt in archives throughout Australia, where between 60 to 80 per cent of users are genealogists. Since 1978 the number of readers using the Archives Office of New South Wales has increased by more than 400 per cent and on many days in 1983 the Globe Street Search Room had standing room only.

On the one hand, the Authority welcomes this increased demand as a sign of greater public awareness of the value of the State's archives and as an indication that it is fulfilling a community need. On the other hand, the Authority is concerned by the problems created in the Search Room. These include, in addition to physical overcrowding, higher noise levels, longer waiting times for access, and complaints about service.

The Authority has consulted with the Premier's Department about these difficulties and is planning two kinds of action. The first consists of short and long-term improvements to accommodation and services in the Globe Street Search Room. The second consists of a range of measures which will spread the genealogical and other resources of the State archives more widely throughout the community and reduce dependence on Archives Office facilities. It is envisaged that these measures will form the basis of the Authority's programmes for the 1788-1988 Australian Bicentenary, and that they will include the preparation and publication of additional indexes and finding aids and the publication, in microform, of the most sought-after records.

### Acquisition of a Word Processor

In June, 1983, a Remington OASys System 8 word processor was installed in the Archives Office. This is one of the more sophisticated word processing systems and has a hard disk storage capacity of 10 million characters. It was obtained primarily to assist with the production of the second and subsequent editions of the *Concise Guide to the State Archives*, which is the major finding aid in the Archives Office. Input of the *Concise Guide* commenced on 25th July and by the end of the year nearly half of this complex 1 100 page document had been typed into the system. This is very pleasing progress. It is anticipated that a complete second edition of the *Concise Guide* will be available for internal use by mid-1984 and that it will be published during 1985.

The word processor has also been of great value in preparing a variety of other guides, reports and essential documents. This has already resulted in a more effective use of staff time and an overall increase in administrative efficiency.

### Organization and Staffing

In 1983, six positions for permanent staff were added to the Authority's establishment, to provide for the operation of the Kingswood Stage II building.

The Authority wishes to record its warm appreciation of this very important step, which has relieved its concern about the staffing of the Repository and its long-standing dependence upon temporary assistance.

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

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



An archivist assisting researchers in the Search Room.

## THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

This section is presented in divisions indicative of the organizational structure in the offices supervised by the Authority.

### ARCHIVES OFFICE AND GOVERNMENT RECORDS REPOSITORY

#### Reference Services Division

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

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

Since 1972, most State archives have been "open" for use when they are 30 years old, a period which conforms with general practice in other archival institutions, both in this country and overseas. The major exceptions have been the records of the Premier's Department, the former Department of Services and some other public offices, on which the offices themselves had imposed a 50 year or longer period of restriction in terms of the provisions of section 14 (6) of the Archives Act.

However, in November, 1977 the Government announced its decision that all non-current and permanently valuable records, including the records of State Cabinet, which are more than thirty years old, would be transferred as State archives and made available for public access and use. The only exceptions are a comparatively small quantity of records which are of a specially confidential nature or contain information, the disclosure of which might harm individuals or infringe upon their rights.

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

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. Although the rate of growth since then has been generally slower, it resurged in 1983 and reached a level which was sometimes beyond the physical capacity of the Search Room. The 1983 figures can best be expressed as percentage increases or decreases compared with 1982.

#### In 1983—

- the number of readers' tickets issued increased by 18 per cent;
- the number of temporary authorities to use the State archives increased by 44 per cent;
- the number of State archives, exclusive of microfiche, issued in the Search Room increased by 10 per cent;
- the number of State archives, inclusive of microfiche, issued in the Search Room increased by 105 per cent;
- the number of readers in the Search Room increased by 44 per cent;
- the number of inquiries answered by letter increased by 11 per cent; and
- the number of inquiries answered by telephone decreased by 18 per cent.

The very substantial rise in the number of readers and issues in the Search Room reflects increased public interest in genealogical research generally and in the recently released births, deaths and marriages records in particular.

In January, 1982 the Government announced its decision to place copies of the pre-1900 records of births, deaths and marriages on public access. These records had previously been accessible only through the N.S.W. Registry of Births, Deaths and Marriages. In accordance with this decision, the Registry embarked on a major programme of microfilming and on 6th December, 1982 microfiche copies of the *Indexes to Births, Deaths and Marriages, 1788-1899*, supplied by the Registry, were made available for public access and use in the search rooms of the Society of Australian Genealogists, the Archives Office of New South Wales, and a number of other libraries and institutions throughout Australia. This produced an immediate and enthusiastic response from the public which continued throughout 1983, and by the end of the year 73 091 microfiche had been issued in the Archives Office Search Room. Demand tapered off in the later part of the year, probably because of increasing availability of copies of the microfiche in libraries and other institutions throughout the State.

The Registry of Births, Deaths and Marriages also gave approval during 1982 for The Genealogical Society of Utah to film the original pre-1856 *Registers of Baptisms, Burials and Marriages*, which have been held on restricted access in the Archives Office since they were transferred as State archives in 1966. This project was completed in 1983 and microfilm copies of these Registers will also be made available for public access, in conformity with the new policy, from February, 1984. This event is being eagerly awaited by family historians.

### Search Room

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

Admission is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. At the end of 1983, 2 499 readers' tickets had been issued and were still current compared with 2 115 in 1982. In addition to holders of readers' tickets, a further 11 714 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1982 was 8 140.

The rise in usage of the State archives is reflected in the following table:

Reference to State Archives

	1977	1978	1979	1980	1981	1982	1983
Total number of readers ..	4 737	5 035	9 162	13 096	14 354	14 460	20 810
Total number of issues ..	20 142	21 680	37 899	47 780	50 198	65 249	134 022

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

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

Since 1982, statistics have been kept on the kinds of material issued in the Search Room, as well as the quantity:

	1982	1983
Number of volumes and boxes of documents issued .. ..	20 955	22 162
Number of maps issued .. ..	3 932	3 108
Number of microfilm reels issued .. ..	30 516	35 661
Number of microfiche issued .. ..	9 846	73 091
Total number of issues .. ..	65 249	134 022

Public reference facilities at the Kingswood Repository were improved during the year by construction of a small Search Room, with seating accommodation for up to five readers. This was achieved by partitioning off a section of the office area. Construction of the room necessarily interrupted service to the public and this is reflected in the number of issues of State archives to readers, which was only 672 in 1983. However, there were also 1 160 issues of microfiche copies of the *Indexes to Births, Deaths and Marriages*, giving an overall figure of 1 832 issues for 1983 compared with 1 271 in 1982. The number of readers visiting the Repository also increased to 113 in 1983, compared with 90 in 1982.

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 most regular use is of the correspondence files of the Department of Youth and Community Services and of the files and plans of the Lands Department. A total of 3 427 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 323 instances in 1983 the official use of the State archives for administrative purposes of the State required research by the staff of the Archives Office. This represents a 22.5 per cent decrease over the 1982 figure of 417 instances. The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State. In providing access to users, the Authority gives priority to Government use of its own records.



### *Extension and Educational Activities*

In 1983, the Archives Office also received many requests for talks, tours, work experience attachments and other extension services. Although the Office has not publicised this side of its activities the demand for them continues to grow. For example, during the year the Office provided 10 students with periods of work experience; participated in a staff exchange programme with the Mitchell Library; provided lectures and tours for 3 schools and 25 other organizations; participated in the Premier's Department display at the Royal Agricultural Society's Easter Show; and offered a series of scheduled talks to the public as its contribution to Senior Citizens Week, 7th–11th March, 1983, and to Carnivale Week, 12th–16th September, 1983. These and other similar activities continue to highlight the great need for an Education and Extension Officer.

### *Inquiry Service*

In 1983 the total number of inquiries answered by the Service declined, as can be seen from the following table:

**Inquiries**

	1979	1980	1981	1982	1983
Number of letter inquiries .. .. .	1 897	2 298	2 428	2 538	2 819
Number of telephone inquiries .. .. .	2 242	2 965	3 453	4 934	4 061
Total .. .. .	4 139	5 263	5 881	7 472	6 880

This was the first decrease for many years and was caused by an 18 per cent fall in the number of telephone inquiries received. This figure is not as significant as it may seem, since the Archives Office offers only a basic telephone inquiry service whereby most callers are advised to write to the Office, to visit the Search Room, or to contact other institutions. Detailed research is undertaken in comparatively few instances, and maintaining this service therefore occupies only 10 per cent of Reference staff time. The operation of the letter inquiry service, however, occupies 50 per cent of the time of Reference staff. Consequently, the steady rise in the number of inquiries received and answered by mail (1982–83: 11 per cent increase; 1979–83: 48 per cent; 1978–83: 200 per cent) is of greater importance than any fluctuations in telephone inquiry statistics.

As mentioned in the 1982 report, there has been no increase in the number of staff available to work on the ever-increasing number of letters received. This has meant that the guidelines introduced in August, 1982, for dealing with letter inquiries, which include limiting the amount of time spent on each inquiry and encouraging inquirers to visit the Search Room or to employ private researchers, have had to remain in force during 1983 in order to prevent an accumulation of unanswered letters.

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

- Repatriation of seven Greek convicts, 1837
- Administration of Postal Services on Norfolk Island, 1840–44
- John Nugent, Police Inspector, author of the "Registry of Flash Men", c. 1841
- Special Inquiry re conspiracy involving members of the Irish Republican Brotherhood, 1918
- Sesquicentenary Poetry Prize, 1938.

Permission to publish extracts from State archives was granted on 108 occasions in 1983, compared with 83 in 1982.

### *Exhibitions*

The exhibition "Sydney as it might have been", which had been mounted in 1982, remained open to the public until October, 1983 when a new exhibition entitled "The Saga of Tobegully—from Bennelong's Hut to the Sydney Opera House, 1791–1973" was mounted to commemorate the tenth anniversary of the opening of the Sydney Opera House. This exhibition traces the history of European occupation of the Bennelong Point site, and features Arthur Phillip's map of Sydney, 1792, early photographs of Fort Macquarie, photographs and plans of the tram shed, and various records relating to the construction and opening of the Sydney Opera House, including Utzon's competition drawings and photographs by Max Dupain.

A small display of early legal and court records was mounted in April, 1983 to mark Law Week.

Following the appointment of security staff in March 1983, figures were again kept on the number of visitors to the Exhibition area. From 19th March to 31st December, 1983, 2 421 people viewed the displays in the exhibition area.

### *Photographic Service*

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

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

A total of 16 563 photocopies, 10 949 reader/printer copies, 1 435 aperture card negatives, and 1 065 photographic prints were produced for the public in 1983.

### **Technical Services Division**

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

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

### *Disposal of Public Records*

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

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

In practice, the situation has been altered considerably since 1976 by the establishment of the Records Management Office, which embarked upon an active programme of preparing comprehensive records disposal schedules covering whole departments. Whereas public offices could, under the Archives Act, retain records for as long as they wished, they are now obliged to either dispose of, or justify the retention of, any major accumulations of non-current records.

In 1981, the Authority initiated a general Survey of Records aimed at identifying the classes of records to be retained as State archives and establishing guidelines, priorities and likely quantities. A preliminary feasibility study is being undertaken under a research grant from the University of New South Wales, by Mr Peter Orlovich of the School of Librarianship. In 1982, Mr Orlovich and his assistants submitted to the Authority their *Final Report on a Review of Land Board Office Files in the Government Records Repositories at Kingswood and Shea's Creek*. This formed the basis for a series of discussions which led, in August 1983, to the Authority approving the transfer as State archives of 662.6 metres of Land Board Office files; arrangements for culling a further 814.1 metres of files in this series; and the immediate destruction of 374.3 metres of files in two related series.

In 1983, the Authority dealt with 122 recommendations for the disposal of public records, compared with 136 in 1982 and 140 in 1981. The recommendations covered 436 series of records.

In total 2 550.2 metres of records covering 580 series and 61 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1982 were 1 618.3 metres and 873 series and part series.

Authorization for the destruction of 153 series and 60 part series was given in 1983. 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 1983 covered the immediate destruction of at least 3 266 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

#### *Accessions during 1983*

The State archives, exclusive of maps, plans and other records such as the large collection of glass negatives from the Government Printing Office and similar items which do not readily lend themselves to statistical measurement, now occupy 22 742 metres of shelving.

Some of the more notable accessions during the year were—

Aborigines Welfare Board: Card index to correspondence, c. 1950–69.

Crown Solicitor's Office: Records of an Inquiry pursuant to Section 45 of the Police Regulation (Allegations of Misconduct) Act, 1978, concerning Deputy Commissioner Allen and Sergeant Molloy (including correspondence, transcripts, submissions, briefs, copies of reports to the Minister), 1982.

Education: Papers of William Gordon Young, Director of Physical Education (1938–1967), c. 1904–77.

Government Actuary's Office: Records of an investigation into the conduct of F. W. Stewart, President of the State Superannuation Board, November, 1977–January, 1978.

Heritage Council: Plans of Hydraulic Pump Station, Pier Street, 1890.

Inspector General of Mental Hospitals—Mental Hospital, Newcastle (formerly Asylum for Imbeciles and Institution for Idiots, Newcastle): Watt Street Psychiatric Centre Visitors' book, 23rd March, 1881–10th May, 1936; Record of Inspections, 23rd September, 1879–18th October, 1935.

Licensing Court, Singleton: Plans of licensed premises, 1924–53.

Ministry of Transport: Records of the "Great Plate Auction" (including sale catalogues, pamphlets, posters, press information kits, copies of letters written to dealers, and lists of prices paid for individual plates), November, 1983.

Ministry of Transport: Records of the Commission of Inquiry into the Warringah Transport Corridor (including submissions, exhibits, transcripts, reports by consultants, and correspondence), 1982.

National Parks and Wildlife Service—Aboriginal and Historic Resources Section: The Sim Collection (including tracings of aboriginal sites, drawings, maps, photographic slides, photographic negatives and prints, field notes, and correspondence), c. 1940–60.

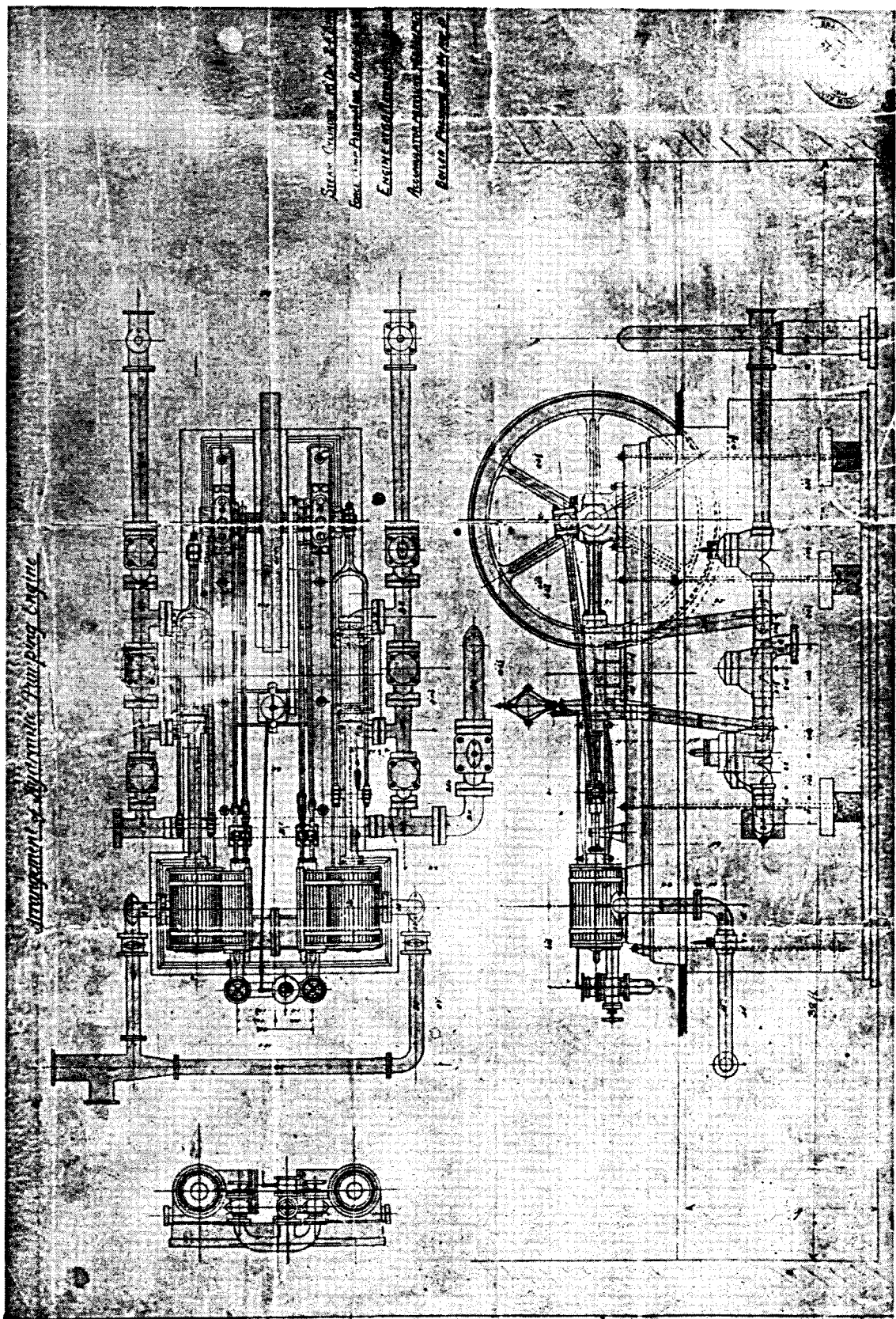
National Parks and Wildlife Service: Records of the Trustees of Ku-ring-gai Chase (including minute books, ledgers, cash books, correspondence, maps and plans), 1894–1966.

Registrar General's Office: Documents relating to primary applications, c. 1820–c. 1950; Lithographs, and Roll plans, c. 1840's–1970.

Royal Commission of Inquiry into Certain Committal Proceedings against K. E. Humphreys: Records of the Commission (including copies of exhibits, transcripts, printed Report, and administrative files), 1983.

Royal Commission into Prisons: Records of Mr Justice Nagle, 1976–78.

Rural Bank of New South Wales: Cinematographic film entitled "Hand of Man", 1939.



Plan of the arrangement of the Hydraulic Pumping Engine at the Hydraulic Pump Station, Pier Street, Sydney, 1890. Accessioned from the Heritage Council of New South Wales.

Services—Office of the Minister: Records of the Committee of Inquiry into New South Wales Fire Brigades (Parkinson Committee) (including reports, documents, plans, tape recordings of interviews, diaries, shorthand notebooks, and reference publications), 1977–78.

State Lotteries: Videotape of Opera House Lottery Draw No. 210, 6th June, 1968; Collection of historic lottery tickets, c. 1931+.

Valuer-General's Office—Regional Offices: Field books relating to property valuations, 1926–c. 1950.

Youth and Community Services—Aboriginal Services Branch: Card index to correspondence, 1969–82.

### *Processing*

Approximately 471 metres of records were processed in the City office during the year, compared with 402 metres processed in 1982. Records processed include the following: Aborigines Welfare Board, Applications for certificates of exemption, c. 1948–59; Attorney General and Justice, Separate (special) bundles, c. 1871–1975, and Justice Division, Card registers to letters received, 1943–49; Health Commission—Division of Analytical Laboratories, Reports of analyses, 1919–61; Homebush Abattoir Corporation, General correspondence files, 1916–c. 1980; Lands Department—Occupation Branch, Tracings of runs, c. 1855–85; Land Tax Office, Copies of Valuation Rolls, 1972–75; Local Government and Lands—Lord Howe Island Board, Correspondence files, 1920–76, and Miscellaneous records relating to Lord Howe Island, c. 1882–1976; Ombudsman's Office, Files relating to investigations under the Police Regulation (Allegations of Misconduct) Act, c. 1978–82, and Records of an Inquiry under Section 19 of the Ombudsman's Act concerning inadequate maintenance procedures by the Electricity Commission at Liddell Power Station, 1982; Premier's Department, Card index to general correspondence, 1942–49; Public Works—Sydney Opera House, Ove Arup & Partners, Consulting Engineers, Structural engineering files, 1959–72; and, Youth and Community Services—Aboriginal Services Branch, Correspondence ("D") files, 1969–81. The 471 metres of records processed in 1983 also included approximately 213 metres of re-processed (i.e., wrapped, checked and reboxed) records from the Department of Education's Schools files.

While the amount of processing carried out in the City office appears considerable, it is substantially less than that required to keep abreast of the quantity of records being received as State archives from Government departments. Hence there are large arrears in processing at the present time. In addition to new records being accessioned, valuable early records dating from 1800, particularly those of the various colonial courts in a number of jurisdictions (Civil, Criminal, Probate, Lunacy, Insolvency and Equity), have yet to be adequately sorted and described.

Tasks related to other technical functions have reduced the time available for processing during the year. These include: the selection and preparation of material for conservation, binding and microfilming; the preparation of the microfiche edition of the *Returns of the Colony (Blue Books)*; the evaluation and selection of a word processing system, and subsequent implementation of procedures; and, the work involved in producing the second edition of the *Concise Guide to the State Archives of New South Wales*. Further time was diverted from processing as a result of continuing heavy demands for the appraisal of records, and the preparatory work required in listing and producing a guide to the microfilm copies of the Registry of Births, Deaths and Marriages' *Registers of Baptisms, Burials and Marriages*, 1787–1856, which are scheduled for release on 1st February, 1984.

In July, 1983 two staff were appointed under the Wage Pause Program for a period of one year to assist with the flattening and sorting of maps and plans, in preparation for processing. With their valuable assistance, 7 640 maps and plans were processed in the City office during the year, compared with 3 469 in 1982. Of the maps and plans processed, 5 722 were Department of Public Works Plans of the Sydney Opera House.

This work, coupled with a decline in the quantity of maps and plans accessioned during the year, has meant that some progress has been made on reducing the substantial arrears of unprocessed maps and plans, estimated at between 275 000 and 300 000.

In addition, the Wage Pause staff flattened and sorted about 4 000 Licensing Court Hotel Plans during the year, in readiness for processing in 1984.

The Processing Section at the Kingswood Repository processed a further 1 510 metres of records during the year, compared with 1 150 metres in 1982. Processing of State archives was dominated by the programme to transfer records previously held at the Shea's Creek Repository. Large quantities of Crown Lands Office and Western Lands Commission records, in particular, were accessioned. Records processed include the following: Chief Secretary's Department, Correspondence, 1912–56; Government





The Curator of Conservation explaining repair techniques to trainees employed under the Wage Pause Program.

Transport Department, Bus and Tram files, 1938-63; Health Department, Division of Analytical Laboratories, Analysts' notebooks, 1929-69; Metropolitan Children's Court, Court papers, 1950-75; and, Premier's Department, Records relating to Jubilee Celebrations and Royal Visits.

The transfer of maps from Shea's Creek was one of the main processing tasks undertaken this year. A large number of Crown Lands Office, Cancelled Parish and County Maps, dating from 1881, had been stored in racks at Shea's Creek for approximately twenty-five years. The processing of these commenced in 1982 when 1 938 were cleaned, transported and processed for storage at Kingswood. In 1983 this programme continued and 6 508 maps were processed. With the closure of the Shea's Creek Repository in December, 1983, all remaining maps were transported to Kingswood.

#### *State Archives on Loan*

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

At the present time, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina College of Advanced Education, and the Newcastle Region Public Library. In all, approximately 750 metres of records and some 700 maps and plans are held in these institutions.

#### *Parliamentary Archives*

In December, 1980 an additional position, at the level of Assistant Senior Archivist, was created on the Archives Authority's establishment to permit the appointment of an archivist to care for the records of the New South Wales Parliament. The appointee is responsible to the Clerk of the Legislative Assembly but operates under the professional supervision of the Archives Office.

In 1983, the Parliamentary Archives were relocated in Stage 1B of the new Parliament House complex. The Assistant Senior Archivist in charge of the Parliamentary Archives moved into the new accommodation in August, together with all the remaining manuscript records of the Legislative Assembly which had been stored at Kingswood.

The work of listing, describing, arranging and reboxing the pre-1856 records of the Legislative Council was completed during the year. Indexing for the years 1824-55 was also completed and a cumulative index for this period produced. Copies of the index have been placed in the Archives Office Search Room, the Mitchell Library, the General Reference Library of the State Library, the Parliamentary Library, and with the Clerk of the Legislative Council.

The position of temporary Manuscripts Restorer, based at the Archives Office, was extended for a further 12 months from July, 1983. By the end of 1983 approximately 10 500 documents had been cleaned and de-acidified, 9 damaged volumes had been completely repaired and re-bound, and 17 petitions, half of them parchment, had been flattened, cleaned, repaired, and placed in special protective folders.

#### *Publications*

The Authority produces a wide variety of publications which fall into four basic categories. The first consists of guides and finding aids which are published with a view to assisting researchers in using the State archives and enabling the staff to advise efficiently the ever-increasing number of inquirers. The second is a new series of publications entitled "Technical Papers", which is 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 as teaching and reference aids, wall decorations, postcards and souvenirs. The fourth is an annual newsletter, entitled *Archeion*, which is designed to disseminate information about archival holdings and programmes.

Revenue produced from the sale of these publications, including those of the Records Management Office which are referred to later in this report, totalled more than \$12,000 in the 1982-83 financial year, compared with \$18,000 in 1981-82 and \$8,554 in 1980-81.

The Authority published only one new finding aid during the year—Information Leaflet No. 29: *Returns of the Colony*—“Blue Books”, which was prepared by Mr Michael Allen and Mrs Christine Shergold. However, a great deal of work was done on a number of guides and leaflets which will be published during 1984 or 1985. These include: a guide to the Surveyor General's maps and plans, which is supplementary to the already published guide *Surveyor General: Select List of Maps and Plans, 1792–1886*; the second edition of the *Guide to Shipping and Free Passenger Records*; a guide to the records of the Aborigines Welfare Board; a guide to the records of the Sydney Bench of Magistrates; a leaflet relating to the microfilm copies of the Registry of Births, Deaths and Marriages' Registers of baptisms, burials and marriages, 1787–1856; and, a leaflet on transcripts of Court proceedings, 1898–1952. In addition, as mentioned earlier in this report, about half of the second edition of the *Concise Guide to the State Archives* has been input into the word processing system, which was installed during the year.

In 1983, the Authority published four papers relating to technical aspects of archives management, under the title Technical Papers. Preliminary editions of two of these, Technical Paper No. 3: *Guidelines on Establishing a Microfilming Programme* (prepared by Miss Gillian Forrester) and Technical Paper No. 4: *Microfilming of Records* (prepared by Mr John Davies), were prepared for, and distributed at, the seminar *Microfilming of Local Government Records: issues and challenges for senior officers*, held on 29th April, 1983, which was sponsored by the Action Committee on Local Government Records. Technical Paper No. 3 was published in its final form later in the year, while the final version of Technical Paper No. 4 is with the printer and should be available by March, 1984.

During the year work has proceeded on the production of a microfiche edition of the *Returns of the Colony (Blue Books)*, 1822–57, consisting of 176 microfiche. Purchasers of the set of microfiche will also receive a copy of Information Leaflet No. 29: *Returns of the Colony*—“Blue Books” which was published during the year.

The first issue of *Archeion*, an annual newsletter of the State Archives, was published in June. Distributed free of charge, its purpose is to promote the Authority's publications and provide information on aspects of Archives Office work such as exhibitions, new acquisitions and changes in access conditions.

The publications already issued by the Archives Authority are listed in Appendix 1.

#### *Repair and Preservation of Records*

A total of 7 987 items were attended to during the year: 7 146 manuscripts, 7 volumes, 9 microfilms and cinematographic films, and 689 photographs were repaired, and 136 maps and plans were repaired and encapsulated in Mylar.

Items of interest treated include Colonial Secretary: Papers relating to Norfolk Island, 1794–1829, and Copies of letters sent within the Colony, June, 1816–August, 1817; Health—Gladesville Hospital: Consolidated Index to Medical case books, c. 1863–1904; Public Transport Commission—Railways Division: Original prints of photographs used in New South Wales trains, c. 1940–60; and, Supreme Court of Civil Jurisdiction: Copies of bills, interrogatories, pleas and forms, 1817–24.

In July two Conservation trainees were employed under the Wage Pause Program and this contributed to the high output for the year.

The bookbinding programme saw a total of 198 items bound or re-bound during the year. Mr W. Bleicher, a bookbinder from the Government Printing Office who worked in the Archives Office for a period of six weeks, accounted for 145 of these. The remaining 53 volumes were bound at the Crown Lands Office—Plan Mounting Section (7 items) and by Archives Office Conservation staff (46 items).

During 1983, 21 reels of microfilm copies of volumes and documents, and 646 aperture cards, mainly of maps and plans, were produced. Material filmed includes Aborigines Welfare Board: Minute books, 1890–1969, Ward registers, 1916–28, and Photographs, c. 1924–1961; Auditor-General: Returns of work done at the Female Factory, Parramatta, 1822–24, 1828; Bench of Magistrates, Melville Island: Examinations of prisoners, 1827–29; Colonial Secretary: Miscellaneous Convict papers, 1810–59, Reports of the Board for the Management of the Female Factory and Hospital, 1827–30, Copies of letters to the Collector of Internal Revenue, the Postmaster and the Inspector of Distilleries, 1827–44, and Immigration—miscellaneous papers, returns and public notices, 1831–88; Court of Claims: Papers, 1830–73; Police: Monthly returns of the employment of the Mounted Police in the District of Campbelltown, 1840–41, and Daily work record of the Convict Farm Gang, May–December, 1864; Services: Photographs of the New South Wales Bushmen's Contingent—Departure for South Africa; Supreme Court: Return of commutation of sentences, January–July, 1844; and, Surveyor General: Registers of letters received from the Colonial Secretary, December, 1826–December, 1855.



## 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 centralized semi-active records repository.

Until recently the Repository has been housed in two locations: at Kingswood and at Shea's Creek, Alexandria. The Shea's Creek Repository has now closed.

### *Accommodation*

Construction of the Stage II, Phase 2 extension at Kingswood, which commenced in May 1981, was completed in August this year with the installation of 60 000 linear metres of mobile compact shelving.

This new Kingswood building opened on 1st November, 1983, and will enable the Authority to deal with longstanding problems of storage of semi-active records. As reported in previous years, semi-active records have always constituted the majority of the records housed by the Authority and their rate of growth greatly exceeds that of the State archives. By March, 1980 storage space in the Repository was virtually exhausted and the Authority was reluctantly obliged to close it to further accessions of semi-active records, pending other arrangements being made. This step inevitably led to large quantities of records accumulating in public offices. However, these difficulties in accommodation should be overcome by the re-opening of the Repository.

The Shea's Creek Repository closed on 23rd December, 1983, after being in use for nearly thirty years.

The Authority had been deeply concerned about the suitability and safety of the Shea's Creek branch of the Government Records Repository ever since undertaking responsibility for it in 1961. The Repository was housed in two former woolsheds which were erected during the Second World War and converted to records storage purposes between 1955 (Shed 67) and 1964 (Shed 66). The sheds are wooden structures, unpainted, unlined, and with asphalt floors. They offer very inadequate and even unsafe accommodation because of fire risk, dust and changes in humidity and temperature. In October, 1969, fire destroyed nine identical sheds controlled by the Commonwealth at Botany and informed opinion at the time, including that of the Board of Fire Commissioners, was that under certain conditions it would be impossible to prevent a similar disaster at Shea's Creek. In April, 1970, another fire completely destroyed a similar shed about a quarter of a kilometre from those occupied by the Repository. In 1980, an explosion occurred in the Morganite Australia Pty Ltd factory which is the closest structure to the Repository sheds. On 6th January, 1982, some 14 sheds at Shea's Creek were destroyed in one of Sydney's largest fires.

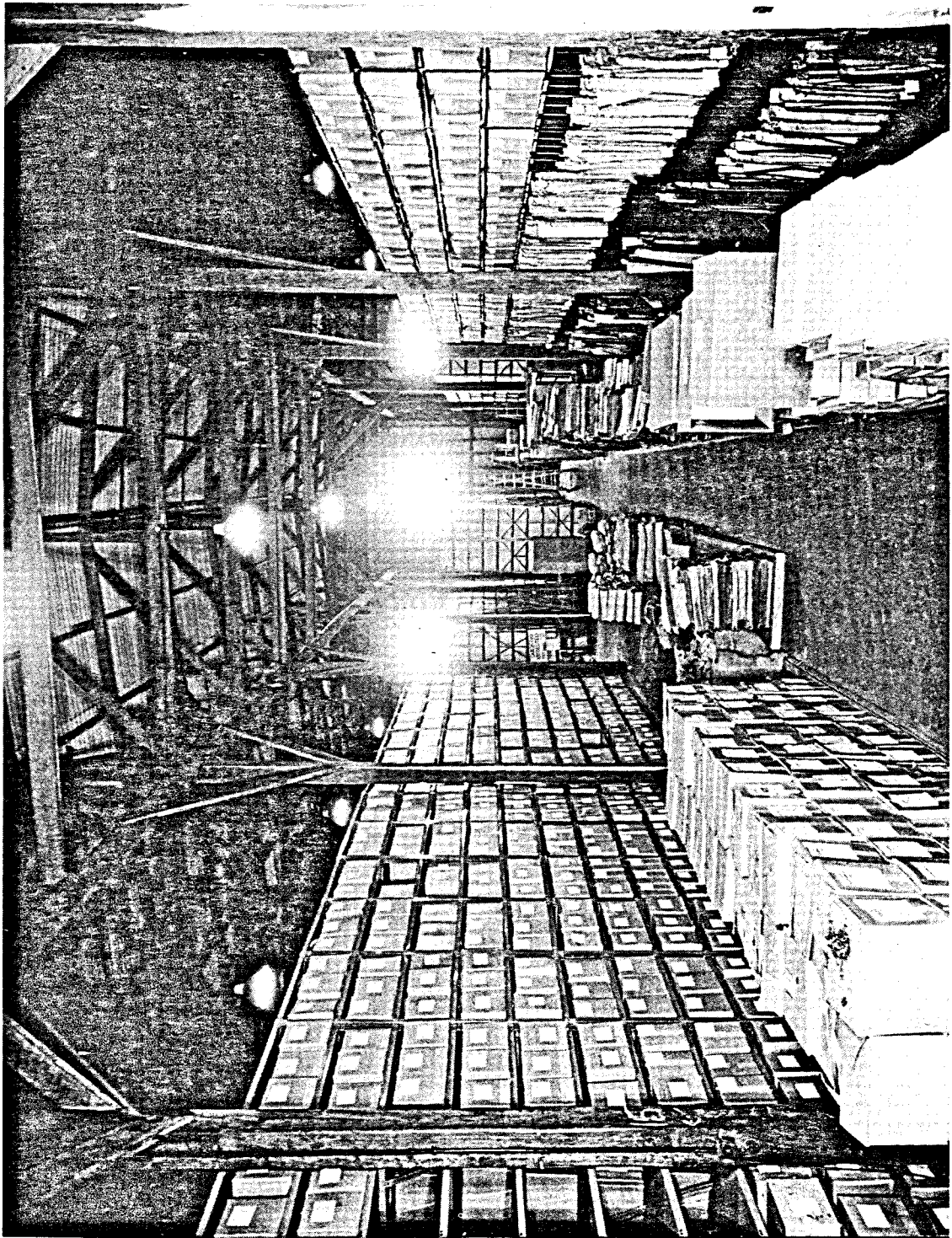
On 21st August, 1981, Shed 67 was severely damaged by very strong winds which completely unroofed an area of approximately 280 square metres. Staff working under the roof at the time were very fortunate to escape serious injury. On 27th September, 1981, further very strong winds caused minor damage to the roof of Shed 66.

Although events of this kind caused the Archives Authority continual concern it had been obliged to continue using Shea's Creek pending construction of sufficient accommodation at Kingswood.

The completion of Stage II, Phase 2, at Kingswood in August, 1983 allowed the Shea's Creek closure to proceed without further delay. The Authority is most appreciative that separate funds were provided for the transport of remaining records to Kingswood. Tenders were called for the removal of standard boxes and the Repository acquired specialized equipment to handle the transfer of non-standard items including out-sized volumes, packages, plan rolls and mounted maps.

In many respects the closure of the Shea's Creek Repository marks the end of an era. The development of the Kingswood Repository has been accompanied by the implementation of procedures and controls designed to promote the efficient and economic storage of records. The Shea's Creek Repository evolved as an ad hoc arrangement attempting to meet needs as they arose with a minimum of controls. The Kingswood Repository, on the other hand, is a modern, centralized records centre providing for special storage requirements and retrieval of diverse record formats using the most economic methods.

The security of the Kingswood Repository has been enhanced by the acquisition of a cottage adjoining the Repository complex and the appointment of a resident caretaker.



The Government Records Repository at Shea's Creek in 1965.

Although, with the completion of the Stage II, Phase 2 extension, the Kingswood Repository appears to have sufficient space to meet medium-term needs for storage of paper records, it has yet to develop specialized storage for the increasing quantity of computer and microform based records. Moreover, it has very limited facilities for access to its holdings by members of the public. This is becoming a matter of concern because there are signs that residents in the adjoining suburbs are becoming increasingly aware of the value and usefulness of its contents.

### *Capacity*

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

The Kingswood Repository consists of two structurally independent buildings, which are linked by an access corridor. Stage I, which was completed in 1975, was built to a "cellular" pattern and comprises 15 "cells" with a total capacity of 45 kilometres of shelving. It is designed for archival storage and is therefore air-conditioned. About 75 per cent of the State archives are now stored at Kingswood and this proportion will increase with time, because The State Archives building in Globe Street was designed to house only a core of the most-used archives and therefore has limited storage space. However, the storage of State archives has not been, and is not likely to be, a major problem for the Archives Authority because there is sufficient space remaining in Stage I to accommodate expected increases in holdings of State archives for 10 years.

Stage I also contains staff areas and limited facilities for the public.

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

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

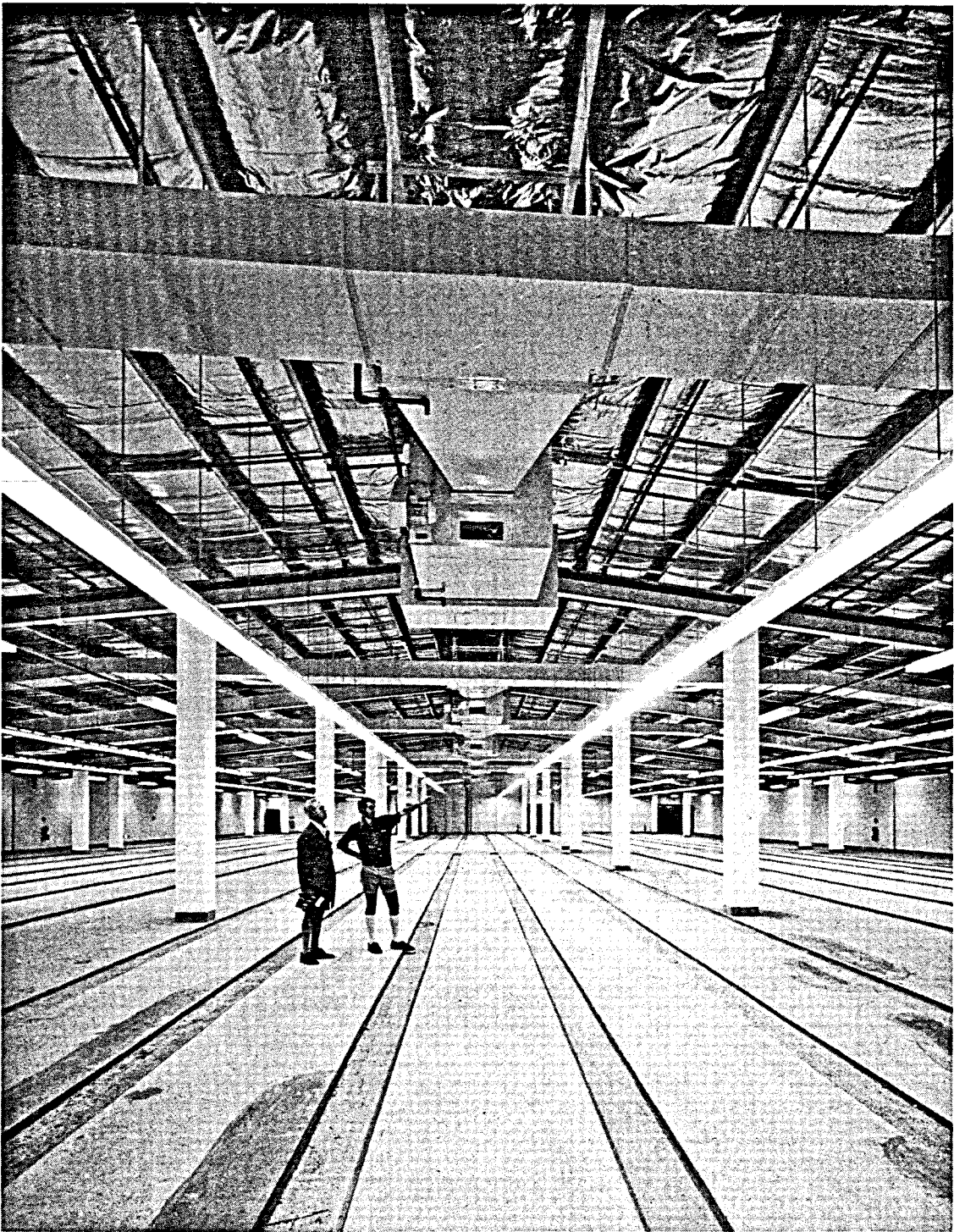
Last year the Authority reported that it was developing policies, in consultation with the Premier's Department, the Public Service Board and the Treasury, which would ensure that storage space in this building lasts as long as possible and is not exhausted prematurely. These policies were incorporated into the series of *Guidelines for Using the Government Records Repository* which you approved in April. The Authority hopes that, with their aid, the storage space for semi-active records in the Stage II building will be sufficient for 5 years and, with careful management, may be extended to nearer 8 years.

A copy of the full *Guidelines* is attached as Appendix 2. To a significant extent these new *Guidelines* are related to the records management practices which have gained widespread acceptance in New South Wales Government public offices in recent years. The *Guidelines* place much emphasis on the systematic review and disposal of records as embodied in the creation of records disposal schedules, and are designed to highlight and discourage uneconomic records practices.

The *Guidelines* promote both financial and administrative means for achieving the optimum value from Repository storage. Generally speaking, public offices not financed through Consolidated Revenue are required to assess their storage needs in relation to the system of charges being levied on their use of the Repository, and to achieve a balance which satisfactorily meets their requirements. (Public Offices in this category are those designated as "fully recoupable" in the "List of Departments, Bodies and Officials showing Liability to the Crown Solicitor for Costs and Disbursements" provided by The Treasury.) Public offices which are financed through Consolidated Revenue will not be charged but will be more restricted in what they can store.

### *Staff*

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



The interior of the upper level of Stage II Phase 2 at the Kingswood Repository. The photograph was taken in early 1983 prior to the installation of mobile compact shelving.

### File Reference Service

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

As a consequence of the Kingswood Repository closing to further accessions of semi-active records in March, 1980, the amount of work handled by the File Reference Service has continued to decline this year. In the case of semi-active records it is a fact that as they grow older there is less call made upon them. A noticeable downturn in the statistics is therefore to be expected since newer records, which would tend to keep the overall usage rate high, have not been received for nearly four years. The re-opening of the Repository to accessions of semi-active records in November, 1983 will reverse this decline.

The number of individual reference inquiries handled by the File Reference Service amounted to 52 506 in 1983, compared with 62 523 in 1982. This represents a monthly average of 4 375 jobs compared with 5 210 last year. Reference to State archives (as distinguished from semi-active records) accounted for 11 259 jobs, which is 21 per cent of the whole, compared with 12 572 jobs last year, which was 20 per cent of the whole.

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

	1978	1979	1980	1981	1982	1983
Number of files requested .. ..	41 820	43 826	48 887	38 881	32 556	28 006
Number of files issued .. ..	36 025	36 892	41 581	32 972	27 902	23 413
Number of files returned .. ..	26 241	25 081	32 454	26 199	26 895	21 706
Number of files added to existing boxes in the Repository .. ..	1 456	3 473	2 327	2 767	1 440	1 650
Number of items attached to existing files in the Repository .. ..	2 086	3 031	3 337	2 211	1 632	1 144
Total File Reference Operations Performed .. ..	71 603	75 411	87 005	70 058	62 523	52 506

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

During 1983, the percentage of files issued to files requested was 84 per cent compared with 86 per cent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category are: Public Trust Office (94 per cent); Registrar General's Office (94 per cent); Maritime Services Board (94 per cent); and, Main Roads Department (93 per cent). These rates reflect favourably on the efficiency of their retrieval systems. Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. Amongst the Repository's major users in this category are: Education Department (41 per cent); Crown Solicitor's Office (60 per cent); Public Service Board (68 per cent); and the Department of Technical and Further Education (69 per cent). In particular, it appears that the poor result achieved by the Education Department, which is the Repository's fifth largest user of the File Reference Service, has caused the overall decline in the percentage of files issued to files requested cited above. In general, the main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records or provide inaccurate information on their whereabouts.

The table in Appendix 3 shows the use made of the File Reference Service by individual public offices. The table is arranged in descending order based on the total number of jobs performed for the public office.

To assist public offices in effectively utilizing the facilities of the Government Records Repository a new edition of an illustrated manual, entitled *Procedures for Using the Government Records Repository*, was published in October, 1983.





The unloading of trucks at the Kingswood Repository is carried out, using materials handling equipment, with a minimum of staff. The photograph shows the unloading of empty storage cartons, which are ordered in units of 20 000 or more.

### *Accessioning Programme*

The quantity of semi-active records accessioned in 1983 was small because the Repository did not re-open until the end of the year and only 117.81 linear metres were received. However, approval has already been given for the transfer of nearly 2 000 linear metres in 1984 so that the level of accessions in the coming year will be very high.

To facilitate the efficient accessioning of records, particularly their physical transfer, the Repository is developing a roll-on roll-off container system. This system involves public offices loading boxes to be transferred into wire cages mounted on wheeled pallets. These are then loaded on to a truck fitted with a power-operated tailgate and transported to the Repository where they can be quickly unloaded. It is expected that this system will be operational early in 1984.

### *Destruction Programme*

The quantity of semi-active records in the Repository destroyed in 1983 was 2 104 linear metres compared with 13 430 linear metres in 1982, which was unusually high owing to the Shea's Creek Clearance Programme.

While it is not normally possible to achieve a situation in which the quantity of destructions is greater than the quantity of accessions, it is hoped that in 1984 a ratio of 1:3 can be established whereby one existing linear metre of records will be destroyed for every three linear metres accessioned. This will be a most satisfactory result if it can be achieved.

Although this is an optimistic target it is anticipated that the implementation of the new *Guidelines* will be of assistance. In particular, it has given offices an impetus to review holdings and retention periods. For example, one public office has commenced a culling programme which will reduce its holdings in the Repository from about 1 700 linear metres to about 300 metres. The review of holdings being initiated by some other offices, in conjunction with the Repository, will result in the disposal of thousands of boxes of unwanted records.

### *Archives Processing and Reference Work*

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

## **RECORDS MANAGEMENT OFFICE**

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

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

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

The major activities of the Office during 1983 were:

#### *1. Keyword Classification and Indexing*

There has been further developmental work on the General Administrative Thesaurus (GADM), aimed at making the document more flexible in terms of forming.

During the year five Government agencies adopted a new system of computerized indexing techniques, called Keyword-Out-of-Context (KWOC). The introduction of this method of indexing greatly assists in the rapid identification and speedy recovery of files.

## 2. Records Scheduling and Disposal

The General Records Disposal Schedule (GRDS) was reviewed in order to align it with current Keyword terminology and to introduce new subject headings, such as Freedom of Information. It is hoped to reprint the revised document in 1984.

In June, 1983, the Records Administration Officer was appointed to a Working Party established by the Minister for Local Government and Lands to formulate a disposal schedule for Local Government records.

## 3. Surveys and Advisings

The revised administrative procedures for the conduct of records systems surveys and advisings, which were introduced in 1981 as a means of improving work methods, were supplemented during the year by a comprehensive series of questionnaires and survey data sheets. These were developed as a means of extracting detailed information about all records systems under examination by the Office, and have proven to be most valuable.

This year, the Office conducted a total of twelve major systems surveys and twenty-nine advisings to Government departments and agencies. In carrying out these surveys and advisings, the Office has placed particular emphasis on the standardization of stationery, storage systems, and classification and indexing systems, as a means of reducing costs. The use of computer technology to improve systems was also recommended, when appropriate.

## 4. Training

All training courses were revised in 1983 so that students could be introduced to new aspects of records and information technology and methods. All general training courses featured practical sessions involving visits to, and the evaluation of, departmental records keeping systems.

The courses which were offered to the Service were:

### *General:*

Records Management Course .. ..	5 days
Records Management Course (Regional) .. ..	4 days
Records Operations Course .. ..	2 days

### *Specialized:*

Records Scheduling and Disposal Workshop .. ..	3 days
Keyword Classification Workshop .. ..	2 days

By the end of the year, a total of 212 officers had attended training courses in records management.

## 5. Publications

The Office has been quite successful in promoting its series of publications on records management, with revenue from sales to non-government agencies totalling \$2,654, which was well in excess of previous years.

No new additions were made to the series this year, but work is well advanced on the following publications, which should go into print in 1984:

General Records Disposal Schedule  
File Titling and Indexing  
Storage and Equipment Handbook.

## 6. Meetings, Addresses and Seminars

Throughout the year the Office was engaged in an active programme of addressing students from a variety of secondary and tertiary institutions on the subject of Records and Information Management.

In addition, the opportunity was taken for staff to attend a number of work-related seminars and demonstrations, in order to update their knowledge of information systems and methods.

## 7. General

Existing staff development activities were maintained during the year, and all staff participated in new in-service training programmes which concentrated on the areas of Freedom of Information, Programme Budgeting and Information Management.

In addition, sections of the Office were renovated in order to upgrade work areas and training facilities, and some audio-visual training equipment was replaced with a view to improving presentation of lectures.



## THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1983. The attendances were as follows:

Professor J. M. Ward, A.O., M.A., LL.B., F.A.H.A., F.A.S.S.A., F.R.A.H.S. (Chairman) (Term expired 31st May, 1983)	2
Dr K. W. Knight, M.Ec., Ph.D., A.L.A.A. (Chairman) (Appointed 1st June, 1983)	4
Mr G. P. Hill (Deputy Chairman) (Excused for his absence from one meeting. Resigned 5th September, 1983)	3
Associate Professor B. H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S.	6
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G.	6
Mr A. R. Horton, B.A., F.L.A.A. (Excused for his absence from one meeting)	5
Mr B. H. McGowan, B.A., M.P. (Excused for his absence from one meeting. Term expired 31st May, 1983)	1
Mr E. T. Page, B.E., B.Comm., M.P. (Appointed 1st June, 1983. Excused for his absence from one meeting)	3
Mr D. T. Richmond, M.Ec.	6
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (Excused for his absence from two meetings. Ceased to be a member 7th October, 1983)	2

The Chairman, Professor J. M. Ward, who had been a member of the Authority since its inception in 1961 and Chairman since 1979, retired on completion of his term of office on 31st May, 1983.

At its meeting on 10th June, the Authority resolved to place on record its great indebtedness to Professor Ward for his wise counsel and unstinting service over the years, and for his very capable leadership as its Chairman since November, 1979. Earlier in the year the Authority had noted with pleasure the announcement in the Australia Day Honours List of Professor Ward's appointment as an Officer in the Order of Australia (A.O.).

Professor Ward was succeeded as one of the three members appointed under section 4 (2) (d) of the Archives Act to represent universities and historical and archival bodies, and as Chairman of the Authority, by Dr K. W. Knight, M.Ec., Ph.D., A.L.A.A.

Mr B. H. McGowan also retired as a member of the Authority on 31st May, 1983, on completion of his term of office.

At its meeting on 10th June, the Authority resolved to extend its warm appreciation to Mr McGowan and its best wishes on his retirement as a member.

Mr McGowan was succeeded, as the member nominated by the Presiding Officers of Parliament under section 4 (2) (b) of the Archives Act, by Mr E. T. Page, B.E., B.Comm., M.P.

Mr G. P. Hill resigned from the Authority on 5th September, 1983. He had been a member and Deputy Chairman of the Authority since 1980.

The Hon. Mr Justice J. H. Wootten retired from the Supreme Court of New South Wales on 7th October, 1983, and accordingly ceased to be qualified for membership of the Archives Authority of New South Wales by reason of section 5 (f) of the Archives Act.

At its meeting on 14th October, the Archives Authority resolved to extend to Mr Hill and Mr Justice Wootten its warm appreciation of their services and its good wishes on their retirement as members.

## STAFF

A chart showing the management structure of the Archives and Records Management Offices, and listing the senior staff, is attached as Appendix 4.

### Promotions

Ms A. Hilas, Clerical Assistant, was promoted to the position of Deputy Senior Records Assistant on 23rd August, 1983.

Ms G. L. Yatras, who had originally been employed as a temporary Manuscripts Restorer working on the Parliamentary Archives, was promoted to the permanent position of Manuscripts Restorer in the Archives Office on 12th September, 1983. She replaced Mr D. A. Firth, who was promoted to a position in the Registrar General's Office on 3rd June.

Mr I. R. Douglas was appointed to the position of Administration Officer on 28th September, 1983, replacing Mr S. J. Wright who had been promoted to a position at the Museum of Applied Arts and Sciences on 9th August.

The Authority wishes to thank all of its staff for their devotion to duty in a year marked by heavier work loads and rising demand for service. Their efforts have ensured that it has also been a year of considerable accomplishment.

## MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

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

In May, the Fourth Biennial Conference of the Australian Society of Archivists was held in Adelaide and five Archives Office staff attended, four of them as participants. The Principal Archivist, Mr D. J. Cross, presented a paper on *Priorities and allocation of resources*; the Assistant Senior Archivist (Search Room), Mrs C. I. Yeats, participated in a debate on genealogy; and the Senior Archivists in charge of Technical Services, Mrs C. M. Shergold, and Repository Services, Mr J. L. Burke, assisted with discussion groups on the subject of archival terminology.

In April and July, several staff also participated in two seminars sponsored by the Action Committee on Local Government Records, entitled *Microfilming of Local Government Records: issues and challenges for senior officers*. They included the Curator of Conservation, Mr John Davies, and the Assistant Senior Archivist (Appraisal), Miss Gillian Forrester, both of whom presented papers.

K. W. KNIGHT, Chairman.

D. J. CROSS, Principal Archivist.

## PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) *Inventories and Guides*

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition, 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788–1870. (1963; revised and reprinted 1979.)
- (4) Auditor-General, 1824–84. (1964.)
- (5) Council of Education, 1866–80. (1964; revised and reprinted 1979.)
- (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.)
- (8) Executive Council, 1825–1935. (1966; revised and reprinted 1979.)
- (9) Court of Civil Jurisdiction, 1787–1814. (1967; revised and reprinted 1979.)
- (10) District Councils, 1843–50. (1967.)
- (11) The Governor, 1787–1935. (1969; revised and reprinted 1979.)
- (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.) With quarterly Supplements, 1971–
- (14) Guide to Convict Records in the Archives Office of New South Wales. (1970; with Supplement, 1974. Second edition, 1981.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.) With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving, Port Phillip, 1839–51. (1976.) (Out of print.)
- (17) Guide to Shipping and Free Passenger Records. (1977.)
- (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 I—Quarter Sessions Records, 1824–1920. (1982.)

(b) *Information Leaflets*

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes.
- (6) Maps and Plans.
- (7) Land Grants, 1788–1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives. (Out of print.)
- (10) Department of Education: Schools Files, 1876–1939. (Out of print.)
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826–1900.
- (12) Convict ships arriving at Port Jackson, 1788–1849. (Deleted.)
- (13) Government Transport: Correspondence files, 1902–38.
- (14) Surveyor General: Surveyors' Field Books, 1794–1830.
- (15) Attorney General and Attorney General and Justice: Special Bundles, 1822–1977.
- (16) Mines Department: Special files, 1851–1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles.
- (18) Premier's Department: Special Bundles, 1895–1973.
- (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.
- (23) Auditor-General: Reports of Inspectors of Public Accounts, 1907–30.
- (24) Department of Education: Subject Files, 1875–1948.
- (25) Potato Marketing Board: Special Files, 1946–56.
- (26) Bench of Magistrates: Return of Hearings, 1788–1820. (Out of print.)
- (27) Davies, J.: Preservation of Books and Related Materials. (Deleted—superseded by Technical Paper No. 1.)
- (28) Photocopies.
- (29) Returns of the Colony—"Blue Books".
- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (31) Davies, J.: Preventive Conservation—Basic Conservation Techniques. (Deleted—superseded by Technical Paper No. 2.)
- (32) Police Department: Special Bundles, 1846–1963.
- (33) Attorney General and Justice—Registry of Births, Deaths and Marriages: Microfiche copies of Indexes to Births, Deaths and Marriages, 1788–1899.
- (34) Department of Agriculture: Agriculture Special Files, 1889–1981.

(c) *Technical Papers*

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

(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) *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.
- (10) Four horse omnibus, Railway Station, Sydney, 1895.
- (11) Circular Quay, Sydney, 1899.
- (12) School Children, Commonwealth Celebrations, Sydney Cricket Ground, 1901.
- (13) Construction of Sydney Harbour Bridge: The half arches approaching each other, May, 1930.
- (14) Construction of Sydney Harbour Bridge: Completing the closure of upper chords, September, 1930.
- (15) Construction of Sydney Harbour Bridge: View from 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.

(f) *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.

(g) *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.

(h) *J. G. Wilson sketches*

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

(i) *Posters*

- (1) Men of Wyalong Goldfield—Handbill, 28th March, 1903.
- (2) Sydney Harbour Bridge Celebrations, 1932.
- (3) Australian Aborigines' Protection Society, 13th October, 1838.
- (4) Government Emigration to Sydney, c. 1884.
- (5) Plague Proclamation, 1st February, 1905.
- (6) The Australian Mail Steamer "Orient".
- (7) "Kelly Gang", 1880.

(j) *Hotel Plans*

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

## GUIDELINES FOR USING THE GOVERNMENT RECORDS REPOSITORY

1. Public offices are required to carefully follow the instructions concerning transfer procedures and all other matters contained in the Repository's manual of *Procedures for Using the Government Records Repository*, which is made available to all clients free of charge.

2. Public offices not funded through Consolidated Revenue are required to meet proportionate costs involved in providing Repository services. The charges will be levied on the basis of an annual storage fee per box and a separate fee will be incurred for each item requested through the File Reference Service.

Public offices in this category are those designated as "fully recoupable" in the "List of Departments, Bodies and Officials Showing Liability to the Crown Solicitor for Costs and Disbursements" provided by The Treasury and dated 7th December, 1981.

Fees will be levied according to the following schedule:

(a) *Storage Costs*

- (i) Permanently valuable semi-active records ("Permanently valuable" means records designated, in a disposal schedule which has been approved by the Archives Authority, to become State archives)—\$0.50 per box per annum.
- (ii) Other semi-active records not required as State archives but covered by a schedule—\$1.20 per box per annum.
- (iii) Semi-active records NOT covered by an approved disposal schedule (or records in breach of a schedule)—\$2.00 per box per annum.

(b) *File Retrieval Costs*

- (i) Cost per file request—\$1.50.
- (ii) "Administrative fee" for return of State archives—\$1.50 per item.

The above charges to take effect from 1st July, 1983.

3. Public offices financed through Consolidated Revenue (designated as "non-recoupable" on the Crown Solicitor's list) will *not* be required, at this stage, to pay for storage costs.

However, from 1st July, 1984, they *will* be required to pay the same retrieval costs as "fully-recoupable" bodies.

4. In the meantime, public offices not required to pay storage charges will be required to adhere to the following instructions:

- (i) All records sent for storage at Kingswood must be covered by a disposal schedule approved by the Archives Authority.
- (ii) At the time of records transfer a disposal date with contractual status shall be agreed to between the Repository and the public office. If a public office desires to retain the records beyond this date then it must remove them from the Repository (except by special arrangement).
- (iii) Short-term retention records (less than four years) will not be accepted for storage (except by special arrangement).
- (iv) No items too large to fit into a standard Repository carton will be accepted for storage (except for approved "permanently valuable" records).

5. Any public office seeking to close its own records repository and move the records to Kingswood must make special arrangements with the Archives Authority if the quantity involved is in excess of 1 000 shelf metres of records.

6. The Repository shall have the right to return records which do not conform with the above requirements.

*Approved by the Premier, April, 1983.*

## APPENDIX 3

## FILE REFERENCE SERVICE

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Water Resources Commission .. ..	4 412	4 019	4 825	58	9 295	17.70
Archives Office (Search Room) .. ..	2 915	2 784	2 617	..	5 332	10.54
Youth and Community Services .. ..	2 183	1 783	1 886	46	4 115	7.84
Stamp Duties Office .. ..	1 844	1 694	1 807	283	3 934	7.49
Education Department .. ..	2 813	1 157	962	153	3 928	7.48
Department of Main Roads .. ..	1 544	1 457	882	240	2 666	5.08
Public Works Department .. ..	1 049	887	1 162	131	2 342	4.46
Crown Lands Office .. ..	1 403	1 198	650	112	2 165	4.12
Corrective Services Department .. ..	967	873	676	355	1 998	3.81
State Library .. ..	834	761	736	..	1 570	2.99
Health Department .. ..	211	192	371	946	1 528	2.91
Department of Industrial Relations .. ..	691	585	491	52	1 234	2.35
Government Insurance Office .. ..	630	553	527	13	1 170	2.24
Public Trust Office .. ..	420	397	514	9	943	1.81
Supreme Court .. ..	483	431	408	3	894	1.70
Magistrates Courts Administration .. ..	447	403	417	8	872	1.66
Mineral Resources .. ..	396	308	208	13	617	1.18
Registrar General's Office .. ..	437	413	122	..	559	1.06
Public Service Board .. ..	326	223	187	43	556	1.06
Water Board .. ..	310	275	231	..	541	1.03
Corporate Affairs Commission .. ..	285	250	223	12	520	0.99
Builders' Licensing Board .. ..	255	232	229	13	497	0.95
Technical and Further Education .. ..	254	177	182	17	453	0.86
Premier's Department .. ..	274	227	110	23	407	0.78
Consumer Affairs Department .. ..	228	206	172	..	400	0.76
Workers' Compensation Commission .. ..	391	297	5	..	396	0.75
Nurses' Registration Board .. ..	222	162	146	2	370	0.70
Attorney General and Justice .. ..	218	186	125	..	343	0.65
Crown Solicitor's Office .. ..	186	113	117	11	314	0.60
Maritime Services Board .. ..	151	142	110	43	304	0.58
Treasury .. ..	106	77	67	109	282	0.54
State Superannuation Board .. ..	136	112	78	44	258	0.49
Solicitor for Public Prosecutions .. ..	113	92	107	..	220	0.42
Agriculture Department .. ..	152	123	36	8	196	0.37
Leisure Department .. ..	140	138	..	..	140	0.27
Valuer General's Department .. ..	80	79	20	32	132	0.25
Housing Commission .. ..	111	88	..	..	111	0.21
State Emergency Services .. ..	40	38	46	4	90	0.17
Local Government Office .. ..	35	24	40	1	76	0.14
Western Lands Commission .. ..	41	39	33	..	74	0.14
Legislative Assembly .. ..	36	34	33	..	69	0.13
Legal Services Commission .. ..	34	19	31	1	66	0.13
Court Reporting Branch .. ..	26	21	36	..	62	0.12
Board of Fire Commissioners .. ..	39	39	..	..	39	0.07
Police Department .. ..	20	15	14	..	34	0.06
Education, Ministry of .. ..	31	27	..	..	31	0.06
Energy Authority .. ..	5	5	15	7	27	0.05
Pollution Control Commission .. ..	9	9	15	..	24	0.05
Forestry Commission .. ..	9	7	8	1	18	0.03
Land Tax Office .. ..	17	7	..	..	17	0.03
Urban Transit Authority .. ..	13	8	2	..	15	0.03
Fisheries Department .. ..	3	3	11	..	14	0.03
Industrial Development .. ..	5	5	7	1	13	0.02
State Bank .. ..	8	4	..	..	8	0.02
Government Supply Department .. ..	6	4	1	..	7	0.01
National Parks and Wildlife .. ..	2	2	4	..	6	0.01
Soil Conservation Service .. ..	3	3	3	..	6	0.01
Retirement Board .. ..	3	3	..	..	3	..
State Lotteries Office .. ..	1	1	1	..	2	..
Co-operative Societies .. ..	1	1	..	..	1	0.01
Protective Office .. ..	1	..	..	..	1	..
Transport Ministry .. ..	1	1	..	..	1	..
Totals .. ..	28 006	23 413	21 706	2 794	52 506	100.00

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

THE ARCHIVES AUTHORITY OF  
NEW SOUTH WALES

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

Assistant Principal Archivist  
(Mrs D. Troy,  
B.A., Dip.Lib.)

REFERENCE SERVICES  
DIVISION

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

Asst Senior  
Archivist—  
Reference  
(Mr R. Gore,  
B.A., Dip.Lib.)

Asst Senior  
Archivist—  
Appraisal  
(Miss G.  
Forrester, B.A.,  
Dip.Arch.Admin.)

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

Asst Senior  
Archivist—  
Maps and Plans  
(Ms A.J.  
Barber, B.A.,  
Dip.Arch.Admin.)

Asst Senior  
Archivist—  
Parliament  
House  
(Mr A.C.  
Wilson, B.A.,  
Dip.Arch.Admin.)

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

REPOSITORY SERVICES  
DIVISION  
Senior Archivist  
(Mr J.L. Burke, B.A.,  
Dip.Lib., Dip.Arch.Admin.)

Asst Senior  
Archivist  
(Ms J.M.  
Stapleton, B.A.,  
Dip.Arch.Admin.)

RECORDS MANAGEMENT  
OFFICE  
Records Administration  
Officer  
(Mr D.F. Comber, Dip.  
Lab.Rel. & Law)

Senior Records  
Management  
Officer  
(Mr B.R. Topfer,  
O.B.E., B.A. (Lib.Sc.),  
A.F.A.I.M.)

ADMINISTRATIVE UNIT

Administration Officer  
(Mr I. R. Douglas)

**THE ARCHIVES AUTHORITY OF NEW SOUTH WALES**  
(Incorporating the Records Management Office)

**Statement of Receipts and Payments for the Year Ended 30th June, 1983**

<i>Previous year</i>				<i>Difference to previous year</i>
\$		\$	\$	
	<i>Receipts—</i>			
1,078,006	Provided from Consolidated Funds .. ..	1,476,167		36.9
17,834	Sale of Publications .. ..	12,140		(31.9)
15,679	Charges for Photographic Services .. ..	16,898		7.8
929	Sale of Sponsored Publications .. ..	599		(35.5)
<u>1,112,448</u>			<u>1,505,804</u>	<u>35.4</u>
5-	Balance 1st July, 1982 .. ..		934	*
<u>\$1,112,453</u>			<u>\$1,506,738</u>	<u>35.4</u>
	<i>Payments—</i>			
938,198	Salaries, Wages, Allowances, Retirements, Resignations, Overtime .. ..	1,034,690		10.3
144	Meal Allowances .. ..	113		(21.5)
954	Expenses in Connection with Building .. ..	2,773		190.7
5,657	Travel, Removal and Subsistence .. ..	6,570		16.1
5,277	Motor Vehicles—Running Costs, etc. .. ..	5,390		2.1
342	Freight, Cartage and Packing .. ..	381		11.4
..	Advertising .. ..	926		†
2,423	Books, Periodicals and Papers .. ..	3,618		49.3
40	Postal and Telephone Expenses .. ..	21,484		*
..	Gas and Electricity .. ..	196,242		†
108,882	Stores, etc. .. ..	151,837		39.5
310	Other Insurance .. ..	317		2.3
2,776	Fees for Services Rendered .. ..	12,753		359.4
7,092	Printing .. ..	22,088		211.4
396	Minor Expenses .. ..	505		27.5
<u>134,293</u>			<u>424,997</u>	<u>216.5</u>
5,515	Purchase and Reproduction of Public Archives	6,492		17.7
33,513	Repayments to Consolidated Fund for Sales of Publications and Photographic Services ..	29,038		(13.4)
..	Sponsored Publications .. ..	1,008		†
..	Conservation of Parliament House Archives	9,988		†
<u>39,028</u>			<u>46,526</u>	<u>19.2</u>
<u>1,111,519</u>			<u>1,506,213</u>	<u>35.5</u>
934	Balance 30th June, 1983 .. ..		525	(43.8)
<u>\$1,112,453</u>			<u>\$1,506,738</u>	<u>35.4</u>

\* Greater than 1 000 per cent difference.

† Nil in previous year—not calculable.

*Notes Pursuant to the Accounts of the Archives Authority of New South Wales*

The accounts have been prepared on a receipts and payments basis in accordance with present Governmental accounting conventions and do not include amounts owed to or by the Archives Authority at the close of the year.

**D. J. CROSS, Principal Archivist.**

17th January, 1984.



**AUDITOR-GENERAL'S CERTIFICATE**

The accounts of the Archives Authority of New South Wales were audited as required by section 24 of the Archives Act, 1960.

In my opinion, the accompanying Statement of Receipts and Payments, read in conjunction with the Note thereto, gives a true and fair view of the transactions for the year ended 30th June, 1983, including those relating to the Records Management Office.

J. O'DONNELL, Auditor-General of New South Wales.

Sydney, 19th January, 1984.

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*Archives Authority*  
*New South Wales*

ANNUAL  
REPORT

*for the year 1984*

1984-85

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PARLIAMENT OF NEW SOUTH WALES

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REPORT  
OF THE  
ARCHIVES AUTHORITY  
OF NEW SOUTH WALES  
FOR 1984

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*Ordered to be printed, 26 September, 1985*

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BY AUTHORITY  
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1985



# REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1984

The Archives Authority of New South Wales has the honour to forward to the Honourable the Premier for presentation to Parliament in accordance with the provisions of the Archives Act, 1960, its twenty-fourth annual report, covering the year ended 31st December, 1984.

This may be the last occasion on which the Authority's annual report covers the calendar year. It is likely, depending on legal advice, that future reports will be submitted at the end of the financial year, in accordance with the provisions of the Annual Reports (Statutory Bodies) Act, 1984.

Although the Annual Reports (Statutory Bodies) Act will not take effect until the end of this financial year, the Authority has taken account of it in preparing this report and has sought to meet as many of its requirements as is practicable at this time. Information relating to the financial affairs of the Authority will be included in the Authority's next report, at the end of the 1984/85 financial year.

## 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 Premier for the management of the Archives Office of New South Wales, the New South Wales Government Records Repository, and the Records Management Office of New South Wales. It manages the Archives Office in accordance with the provisions of section 13 (1) of the Archives Act; and manages the Government Records Repository and the Records Management Office in accordance with an agreement made with the Public Service Board in October, 1978.

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

## OBJECTIVES

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

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

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

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

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

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

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

## SUMMARY OF OPERATIONS IN 1984

The year 1984 has been a very successful one for the Authority, in terms both of new initiatives undertaken and older ones which have borne fruit.

### *The new Repository Guidelines*

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

The Authority is delighted to report that the Repository's first year of operation under the new *Guidelines* has been an unqualified success. During 1984 the Repository accepted 29 261 new boxes of semi-active records but was able to dispose of 29 611 old boxes, either by destruction or transfer as State archives. It therefore finished the year with fewer semi-active records than it had at the beginning. The Repository has been able to reduce its total holdings in the past, but only in years when it has been closed to new accessions.

The 1984 result is therefore quite unprecedented, and provides every indication that the Repository has found an effective method of curtailing the growth in its holdings and that its storage space will be adequate for some years to come. As such, it is by far the most significant aspect of the Authority's activities for the year.

### *Accommodation*

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

This deficiency will shortly be remedied by the construction of a new Services Block at Kingswood, which will provide specialised storage for microforms and magnetic tapes, and also incorporate a public search room and associated reference facilities. Funds were allocated in the 1984/85 Capital Works Programme for preliminary work on this building and it is hoped that it will be possible to complete it in 1985/86.

The Authority wishes to record its great pleasure at this development.

The cost of this building to the Government will be offset to a substantial extent by revenue from the sale of Repository land. The Authority reviewed its land holdings at Kingswood during the year and concluded that, having adopted a more compact style of Repository building in recent years, it required less than half of its existing site of 20.64 hectares. The surplus is to be sold to the Land Commission of N.S.W. for residential development.

### *The Genealogical Boom*

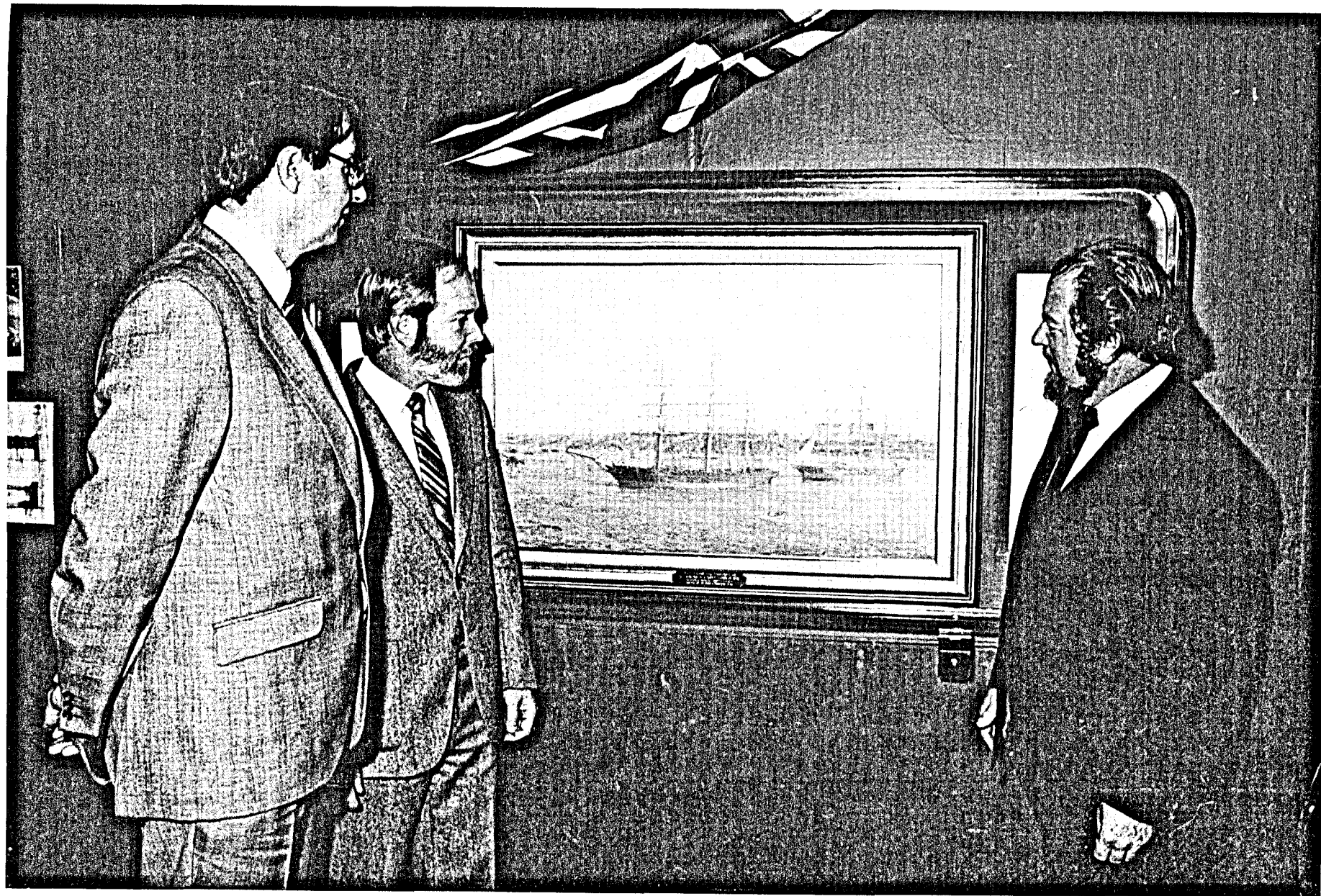
Frequent mention has been made in previous reports of the ever-growing popularity of genealogical research and the effects which this is having upon the Authority's operations.

The boom continued unabated throughout 1984 and by the end of the year 21 642 readers had used the Archives Office Search Room in Globe Street, The Rocks. This figure represents an increase in usage of nearly 430 per cent since The Rocks building opened in 1979, and has led to problems of physical overcrowding, higher noise levels, and longer waiting times for service and access.

The Authority is endeavouring to meet these difficulties by spreading the genealogical and other resources of the State archives more widely throughout the community, thereby reducing dependence on Archives Office facilities. In particular, the Authority has embarked upon the publication, in microform, of a very large *Genealogical Research Kit* which contains copies of the most sought-after records. The first stage of this *Kit*, comprising some 171 rolls of 35 mm microfilm and 342 microfiche, appeared in August, 1984 and by the end of the year more than 50 orders for the *Kit* or parts of it had been received from libraries and other institutions throughout Australia. Revenue from these orders will be in excess of \$96 000.

### *Archives Accessions*

A total of 3 559 metres of records were transferred as State archives during 1984, which is easily the largest quantity ever to be accessioned in any one year and well in excess of the 2 550 metres transferred in 1983. This is thought to have been caused partly by the new Repository *Guidelines* and partly by the impending Freedom of Information legislation, both of which developments provide encouragement for public offices to put their records in order.



Mr John Cross, the Principal Archivist, Mr Harlan Hall, the Manager of the Sydney Maritime Museum, and Dr Kenneth Knight, the Chairman of the Archives Authority, pictured in front of Oswald Brett's painting, *Cutty Sark and Thermopylae in Sydney Harbour, 1873*, at an official function held on 23rd May, 1984 to mark the placing on public display of the painting.

Whatever the reasons, these transfers placed a heavy burden on Archives Office staff working in the records appraisal area and added greatly to the already large arrears of unprocessed records. They also delayed work on preparation of the second edition of the *Concise Guide to the State Archives*, which is the major finding aid of the Archives Office. Although input of the *Concise Guide* into a word processor is nearly complete, a great deal of editorial work remains to be done and has had to be deferred.

### *Keyword Classification*

Some years ago the Records Management Office developed a Keyword Classification System, based upon a thesaurus which provides its users with an effective means of titling and retrieving files. This system has been adopted by several New South Wales Government departments and in 1984 there was considerable interstate interest, with inquiries being received from Government agencies in all of the other States and the Northern Territory. Several indicated their willingness to pay for the rights to use the system, which is a convincing demonstration of its worth and a pleasing testimony to the effort which the Office put into developing it.

## STRUCTURE

### *Offices*

Head Office: "The State Archives"  
2 Globe Street  
The Rocks  
SYDNEY NSW 2000

Repository: The State Archives and  
Government Records Repository, Kingswood  
Lot 1, O'Connell Street  
ST MARYS NSW 2760

### *Organisation*

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.

### *Staffing*

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

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

## THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

This section is presented in divisions indicative of the organisational structure in the offices supervised by the Authority.

### ARCHIVES OFFICE AND GOVERNMENT RECORDS REPOSITORY

#### Reference Services Division

This Division is located in The State Archives building, Globe Street, Sydney. Its function is to provide access to and information from the State archives to members of the public and to other Government departments. It provides and operates a public search room,



an exhibition area, and a letter and telephone inquiry service. The Reference staff man the Search Room, which involves advising readers on information to be found in the State archives, the access and copying restrictions, and how to use the records. The staff issue material; supervise its use, including photocopying; ensure that it is not damaged or stolen; and return it to the shelves. They also select, describe and mount exhibitions of State archives, and undertake the necessary research and correspondence for the letter and telephone inquiry service.

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

### *Public Access and Use*

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

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

In 1979 the Authority reported an enormous increase in public demand for services following the opening of the new State Archives building, and this trend continued throughout 1980. The rate of growth was generally slower in 1981 and 1982, but it resurged in 1983 to reach a level which was sometimes beyond the physical capacity of the Search Room. There was further, if rather slower, growth in 1984, the figures for which can best be expressed as percentage increases or decreases compared with 1983.

In 1984 —

- the number of reader's tickets issued increased by 11 per cent;
- the number of temporary authorities to use the State archives increased by 2.3 per cent;
- the number of State archives, exclusive of microfiche, issued in the Search Room increased by 29 per cent;
- the number of State archives, inclusive of microfiche, issued in the Search Room decreased by 7 per cent;
- the number of readers in the Search Room increased by 4 per cent;
- the number of inquiries answered by letter increased by 0.85 per cent; and
- the number of inquiries answered by telephone increased by 4.8 per cent.

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

The 1983 upsurge may be traced to the Government's decision in 1982 to place copies of the pre-1900 records of births, deaths and marriages on public access. These records had previously been accessible only through the N.S.W. Registry of Births, Deaths and Marriages. In accordance with this decision, the Registry embarked on a major programme of microfilming and on 6th December, 1982 microfiche copies of the *Indexes to Births, Deaths and Marriages, 1788-1899*, supplied by the Registry, were made available for public access and use in the search rooms of the Society of Australian Genealogists, the Archives Office of New South Wales, and a number of other libraries and institutions throughout Australia. This produced an immediate and enthusiastic response from the public which continued throughout 1983, and by the end of that year 73 091 microfiche had been issued in the Archives Office Search Room. Demand tapered off markedly in 1984, probably because of increasing availability of copies of the microfiche in libraries and other institutions throughout the State, and this is reflected in the statistics of items issued.

The Registry of Births, Deaths and Marriages also gave approval during 1982 for The Genealogical Society of Utah to film the original pre-1856 *Registers of Baptisms, Burials and Marriages*, which have been held on restricted access in the Archives Office since they were transferred as State archives in 1966. This project was completed in 1983 and microfilm copies of these Registers were made available for public access, in conformity with the new policy, from February 1984. They proved very popular and by the end of the year 11 678 microfilm reels had been issued. The Archives Office was able to cope with the additional demand generated by the release of this material by employing temporary staff in the Reference Services Division, under various employment schemes. However, overcrowding has remained a problem and there were several days in 1984 when the Search Room had standing room only.

### Search Room

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

Admission is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. At the end of 1984, 2 785 readers' tickets had been issued and were still current compared with 2 499 in 1983. In addition to holders of readers' tickets, a further 11 984 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1983 was 11 714.

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

Reference to State Archives

	1978	1979	1980	1981	1982	1983	1984
Total number of readers	5 035	9 162	13 096	14 354	14 460	20 810	21 642
Total number of issues	21 680	37 899	47 780	50 198	65 249	134 022	124 645

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

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

Since 1982 statistics have been kept on the kinds of material issued in the Search Room, as well as the quantity:

	1982	1983	1984
Number of volumes and boxes of documents issued	20 955	22 162	21 328
Number of maps issued	3 932	3 108	5 990
Number of microfilm reels issued	30 516	35 661	51 232
Number of microfiche issued	9 846	73 091	46 095
Total number of issues	65 249	134 022	124 645

The Kingswood Repository also has a small Search Room, with seating accommodation for up to five readers. During 1984, 150 readers visited the Repository, compared with 113 in 1983. The number of issues of State archives also increased, to 2 894, compared with 1 832 in 1983. This increase is even more noteworthy when it is considered that only 113 issues of the microfiche copies of the *Indexes to Births, Deaths and Marriages* were made in 1984, compared with 1 160 in 1983. There has also been a rise in the number of issues to staff from Government departments undertaking research on their official records at the Repository. This has been caused partly by departments seeking to compile material for the 1788-1988 Bicentenary, and is a trend which may continue for some time.

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 most regular use is of the correspondence files of the Department of Youth and Community Services and of the files and plans of the Lands Department. A total of 2 902 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 325 instances in 1984 the official use of the State archives for administrative purposes of the State required research by the staff of the Archives Office. The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State. In providing access to users, the Authority gives priority to Government use of its own records.

### Extension and Educational Activities

During September and October, 1984, following consultation between the Archives Authority and the Society of Australian Genealogists, Mrs Christine Yeats and Mr Richard



The Archives Office stall at the Australia Day Fair, held on 29th January 1984.

Gore of the Archives Office presented a series of lectures/workshops on using archives for genealogical research. They were designed to assist individuals who wished to become professional researchers, and were attended by 15 students in, and graduates of, the Society's Diploma in Family Historical Studies. The lectures were very well received and are likely to become a permanent feature of the Office's extension services.

In 1984 the Archives Office also received many requests for talks, tours, work experience attachments and other extension services. Although the Office has not publicised this side of its activities the demand for them continues to grow. For example, during the year the Office provided 5 students with periods of work experience; participated in a staff exchange programme with the Mitchell Library; provided lectures and tours for 5 schools and 24 other organizations; participated in the Premier's Department display at the Royal Agricultural Society's Easter Show; and offered a series of scheduled talks to the public as its contribution to Senior Citizens Week, 11th-17th March 1984, and to Carnivale Week, 16th-22nd September, 1984. These and other activities continue to highlight the great need for an Education and Extension Officer, with responsibilities similar to those being undertaken by such officers already appointed to comparable Government institutions.

### *Inquiry Service*

In 1984 the total number of inquiries answered by the service increased slightly, as can be seen from the following table.

**Inquiries**

	1980	1981	1982	1983	1984
Number of letter inquiries	2 298	2 428	2 538	2 819	2 843
Number of telephone inquiries	2 965	3 453	4 934	4 061	4 256
<b>Total</b>	<b>5 263</b>	<b>5 881</b>	<b>7 472</b>	<b>6 880</b>	<b>7 099</b>

The most important aspect of the 1984 figures is the very small (0.85 per cent) increase in the number of letter inquiries received. It remains to be seen whether this will become a long-term trend, but the fact that very little correspondence has yet been received from individuals or groups undertaking research for 1788-1988 Bicentennial history projects would suggest that more substantial increases may be expected in the next few years.

As mentioned in the 1982 and 1983 reports, there has been no increase in the number of staff available to work on the large number of letters received. This has meant that the guidelines introduced in August 1982 for dealing with letter inquiries, which include limiting the amount of time spent on each inquiry and encouraging inquirers to visit the Search Room or to employ private researchers, have had to remain in force during 1984 in order to prevent an accumulation of unanswered letters.

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

Early maps of the Parishes of St John, Field of Mars and Hunters Hill, County of Cumberland.

Licences for a Marionette Theatre in Sydney, 1853.

Granting of permission for the Agricultural Society of New South Wales to use the prefix "Royal", 1891.

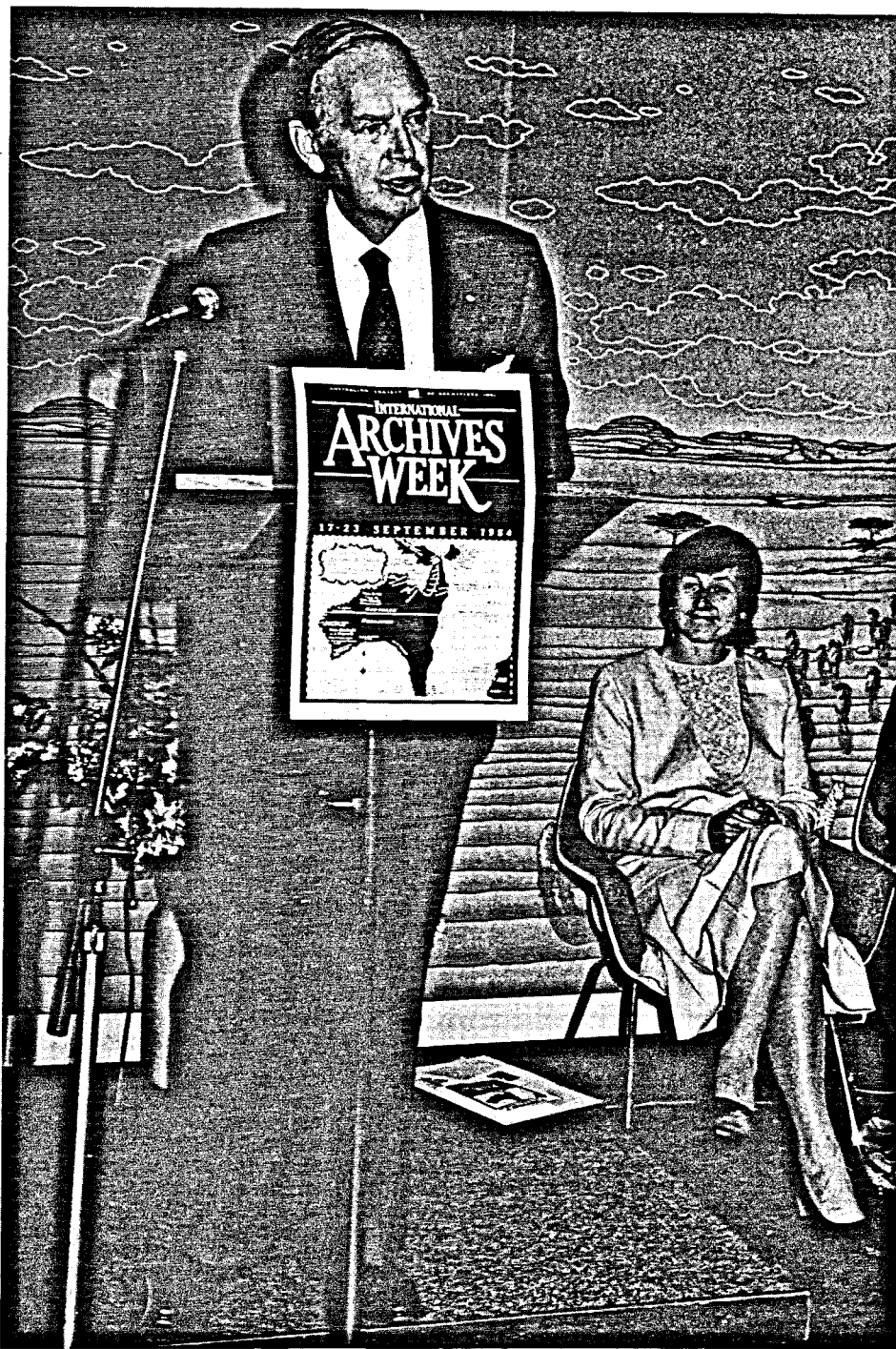
Commutation of death sentences passed on convict servants Sarah McGregor and Mary Maloney, convicted of the murder of their master, Captain Waldron, 1834.

Roderick William Cameron, Emigration Agent for New South Wales in New York, 1876-79.

Permission to publish extracts from State archives was granted on 104 occasions in 1984, compared with 108 in 1983.

### *Exhibitions*

The exhibition "The Saga of Tobegully — from Bennelong's Hut to the Sydney Opera House, 1791-1973" (mounted in October 1983) remained open to the public until September 1984, when a special exhibition was mounted by the Australian Society of Archivists to mark International Archives Week. This exhibition was opened by the Governor General, His Excellency Sir Ninian Stephen, A.K., G.C.M.G., K.B.E., on 17th September and was entitled "Archives — What's the use?" It featured documents from public and private archival agencies in Sydney.



The Governor-General, His Excellency Sir Ninian Stephen, A.K., G.C.M.G., K.B.E., and the President of the Australian Society of Archivists, Ms Baiba Berzins, at the official opening on 17th September, 1984 of an exhibition entitled "Archives — What's the Use?", mounted to mark International Archives Week.

In November, 1984 a new exhibition was prepared, entitled "Mudgee — an exhibition of Sources for Local History in the New South Wales State Archives". It is hoped that this case study, illustrating the wide range of maps and documents available to local historians, will assist researchers working in this field, particularly as many individuals and groups are preparing to work on Bicentennial local history projects.

A total of 2 923 persons are recorded as having visited the exhibition area during 1984. This does not, however, represent the total number of visitors, because for various periods totalling four months figures were not kept, owing to staff vacancies.

#### *Photographic Service*

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

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

A total of 14 821 photocopies, 13 293 reader/printer copies, 1 190 aperture card negatives, and 868 photographic prints were produced for the public in 1984.

### **Technical Services Division**

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

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

#### *Disposal of Public Records*

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

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

In 1984, the Authority dealt with 172 recommendations for the disposal of public records, compared with 122 in 1983 and 136 in 1982. The recommendations covered 1 196 series of records.

As mentioned earlier, a record total of 3 559 metres of records covering 710 series and 121 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1983 were 2 550.2 metres and 641 series and part series.

Authorization for the destruction of 578 series and 118 part series was given in 1984. 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 1984 covered the immediate destruction of at least 2 374.5 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.



# BRIDGE OVER THE MACINTYRE RIVER

**AT** \_\_\_\_\_

# GOONDIWINDI

## GENERAL PLAN AND DETAILS OF ABUTMENTS

## • SCALES

GENERAL PLAN 4 INCH = 1 FOOT

DETAILS ——— JINSM — 17097

OFFICE COPY

Adrian  
Engelmann

### ELEVATION

## PLAN

OFFICE COPY

Part of a plan of the Bridge over the Macintyre River at Goondiwindi, 1913. Accessioned from the Department of Main Roads.

### *Accessions during 1984*

The State archives, exclusive of maps, plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 26 301 metres of shelving.

Some of the more notable accessions during the year were —

Education Department: Personal file of Roger Woodward, 1963-82.

Egg Marketing Board: Secretary's correspondence files, 1941-82; the *Poultry Farmer* journal, 1933-83; Press clippings, 1934-62; records of the Egg Supervisory Committee, 1939-c.1947; Minutes of the meetings of the Marketing Problems Committee, 1939-41; Photographs, 1928-52; records of the Australian Pulp Stabilisation Committee 1937-42; and, records of the Egg Producers Council, 1934-56.

The Governor: Despatches, copies of despatches and correspondence received from and sent to the Secretary of State, other Governors, officials and private persons, 1905-70.

Homebush Abattoir Corporation: General correspondence files, 1916-80.

New South Wales Drug and Alcohol Authority: Records of a survey relating to drug abuse by secondary school students, October 1983-April 1984.

Premier's Department: Cabinet Records (including papers relating to ministerial changes, papers relating to the opening and the dissolution of Parliament, and Index to Cabinet decisions), 1895-1954.

Police — Administrative Records Branch: Police service registers, 1966-77.

Public Service Board: Records relating to the relocation of the Central Mapping Authority from Sydney to Bathurst, 1968-84.

Public Works — Government Architect's Branch, Special Projects Section: Records relating to the construction of the Sydney Entertainment Centre, c.1979-83.

Records of the Special Commission of Inquiry into allegations made by Robert Bottom on 28th October 1983, 1983-84.

Records of the Special Commission of Inquiry into allegations made by the Right Honourable Ian McCahon Sinclair on 29th October 1983, 1983-84.

Records of the Special Commission of Inquiry into the circumstances surrounding the early release of three prisoners from Broken Hill Gaol in April 1983 (Slattery Special Commission of Inquiry), November 1983 — 31 July 1984.

Youth and Community Services — Secretariat for New South Wales Bushfire and Flood Relief Committees: Unregistered correspondence files, 1948-69.

### *Processing*

Approximately 490 metres of records were processed in the City office during the year, compared with 471 metres processed in 1983. Records processed include the following: Agriculture — Animal Quarantine Service, General correspondence files, 1929-80; Attorney General and Justice, Special bundles, 1876-1980; Central Mapping Authority, Correspondence files, 1954-82; Colonial Secretary, Meteorological journal kept at Port Macquarie, Dec 1843; Records of the Commission of Inquiry into the Warringah Transport Corridor, 1982; Dairy Industry Authority, General administrative correspondence files, 1932-78; Health Commission — Directorate of Ambulance Services, Subject files, 1921-60, District files, 1916-77, and Health Inspection Branch, Sanitation Inspection special files, 1897-1964; Inquiry into Proposed Logging at Terania Creek, Commissioner's transcripts, 21 December 1979-30 April 1981; Marine Board, Log Book of Bourn Russell, Harbour Master at Twofold Bay (Eden), 1860-73; Premier's Department, Commonwealth War Book (No. 133), 1956; Public Service Board — Management Consultancy Division, Reports, 1965-80; Treasury-State Statistical Co-ordination Unit, Australian Bureau of Statistics Census of Population and Housing, Collection district summary data for New South Wales, 1976; and, Youth and Community Services — Family and Children's Services Agency, Unregistered files, c.1973-83.

The amount of processing carried out in the City office is substantially less than that required to keep abreast of the quantity of records being received as State archives from Government departments. Hence there are large arrears in processing at the present time. In



addition to new records being accessioned, valuable early records dating from 1800, particularly those of the various colonial courts in a number of jurisdictions (Civil, Criminal, Probate, Lunacy, Insolvency and Equity) have yet to be adequately sorted and described.

Tasks related to other technical functions have again reduced the time available for processing during the year. These include: the selection and preparation of material for conservation, binding and microfilming; the production of Stage I of the *Genealogical Research Kit*; and the work involved in producing the second edition of the *Concise Guide to the State Archives of New South Wales*. Further time was diverted from processing as a result of continuing heavy demands for the appraisal of records.

Maps and plans processing in 1984 was affected by a lack of available staff. The two temporary staff employed under the Wage Pause Program to assist with the flattening and sorting of maps and plans left on 29th June and the position of Assistant Senior Archivist, Maps and Plans, was not occupied for eight weeks during the year. 4 420 items were processed in 1984, 3 220 less than in the previous year.

Maps and plans processed in 1984 include: Homebush Abattoir Corporation, Plans of Cowra Abattoir, 1969-73, and Plans of by-products handling and treatment equipment proposed to be installed at the State Abattoir, Homebush Bay, 1958; Local Government, Plans of public works proposed by municipal and shire councils lodged with applications for loans, 1961-63; Public Works, Plans accompanying proposals submitted for the design and construction of the Sydney Entertainment Centre, 1978-79, and, Plans of proposed Entertainment Centre at RAS Showground, 1978.

The Processing Section at the Kingswood Repository processed a further 1 756 metres of records during 1984, compared with 1 510 metres in 1983.

The previous year had been dominated by the transfer of records from the Shea's Creek Repository. However, with the closure of Shea's Creek and the completion of the Kingswood extensions, attention was turned in 1984 to the culling and transfer as State archives of time-expired records already stored at Kingswood. Many valuable records had been held as semi-active accessions awaiting the availability of staff and storage space. Records processed include: Public Trust Office, Deceased Estate files, 1913-82; Supreme Court — Curator of Intestate Estates, Case papers, 1895-1913; Lands Department, Miscellaneous Lease Branch files, 1908-23; Department of Main Roads, Miscellaneous files, 1926-78; Treasury, Correspondence files, 1936-68; Health Department — Darlinghurst Reception House, Patients files, 1937-56; and, Premier's Department, Correspondence files, and Special bundles, 1941-63.

The processing of maps previously stored at Shea's Creek continued into 1984 with the cleaning, listing and shelving of the final series of 851 Lands Department Cancelled Town and Village maps. In the past three years, as part of the closure of the Shea's Creek Repository, over 9 000 maps were cleaned and transferred to archival storage at Kingswood.

#### *State Archives on Loan*

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

At the present time, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina College of Advanced Education, and the Newcastle Region Public Library. In all, approximately 750 metres of records and some 700 maps and plans are held in these institutions.

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

#### *Parliamentary Archives*

In December, 1980 a position at the level of Assistant Senior Archivist was created on the Archives Authority's establishment to permit the appointment of an archivist to care for the records of the New South Wales Parliament. The appointee is responsible to the Clerk of the Parliaments and the Clerk of the Legislative Assembly but operates under the professional supervision of the Archives Office.

Since 1983 the Parliamentary Archives has been located in Stage 1B of the new Parliament House complex. The Assistant Senior Archivist in charge of the Parliamentary Archives moved into the new accommodation in August that year, together with all the remaining manuscript records of the Legislative Assembly which had been stored at Kingswood.

During 1984 work began on listing, describing, arranging and reboxing the records of the Legislative Assembly, and by the end of the year all manuscript records to 1882 had been processed. A small display case was purchased in 1984 with Legislative Assembly funds and regular displays have since been mounted. The display case is located in the Speakers Square and displays have included: Plan of first railway line from Sydney to Parramatta, 1849; Papers concerning the first naturalization in Australia (T. G. Pitman) in 1825; a List of Members of the first Legislative Assembly, 1856; and Finance Papers for 1832. In September, 1984 Channel 7 recorded a short interview with the Archivist concerning the Parliamentary Archives. Parts of this were broadcast on 13th September on the programmes *11AM* and *Newsworld*.

The position of temporary Manuscript Restorer, based at the Archives Office, was extended for a further twelve months from July 1984. Work on deacidifying the loose documents, repairing damaged plans, and repairing and rebinding damaged volumes, continued during the year. It was discovered that many of the documents which had been wet in 1975 are showing signs of serious live mould growth, and it will therefore be necessary to fumigate these records in the immediate future. During the year some 33 goat skins worth nearly \$3 000 were purchased for the specific task of rebinding the damaged Members Rolls.

### *Publications*

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

Revenue produced from the sale of these publications, including those of the Records Management Office which are referred to later in this report, totalled more than \$14 000 in the 1983/84 financial year, compared with \$12 000 in 1982/83 and \$18 000 in 1981/82.

The Authority published two new finding aids during the year — Guide No. 26, the supplement to the already published Guide No. 23, Surveyor General: *Select List of Maps and Plans, 1792-1886* (prepared by Ms Amanda Barber), and Information Leaflet No. 35, Attorney General and Justice — Registry of Births, Deaths and Marriages: *Microfilm Copies of Registers of Baptisms, Burials and Marriages, 1787-1856* (prepared by Mr Gerald Purkis and Mrs Christine Shergold), which was published to coincide with the release of the microfilms in February, 1984. In addition, a great deal of work was done on a number of guides and leaflets which will be published in 1985 or 1986. These include the second edition of the *Guide to Shipping and Free Passenger Records* and the *Index to Assisted Immigrants Arriving Moreton Bay, 1848-59*, which are already at the printers, and the *Index to Assisted Immigrants Arriving Sydney, 1860-79*, which will be despatched for printing in early 1985.

The final version of Technical Paper No. 4: *Microfilming of Records* (prepared by Mr John Davies), was also published in 1984. A preliminary edition of this paper had been prepared for, and distributed at, the seminar *Microfilming of Local Government Records: issues and challenges for senior officers*, held on 29th April, 1983.

Work continued on preparation of the second edition of the *Concise Guide to the State Archives* during 1984. However, owing to commitments in other areas progress has been slow and a preliminary edition may not now be available until 1986.

As mentioned previously, work also began in 1984 on the production of a *Genealogical Research Kit* comprising microform copies of New South Wales records basic to family history research. A team consisting of two librarians and a typist was established under the Community Employment Program to assist in the preparation of the *Kit*. The team commenced duty on 23rd January, 1984 for a period of 37 weeks.

A microfiche edition of the *Returns of the Colony (Blue Books), 1822-57* (prepared by Mr Michael Allen) was completed early in 1984. Comprising 176 microfiche, this publication has been included as a component of Stage I of the *Genealogical Research Kit*. Purchasers of the set of microfiche also receive a copy of Information Leaflet No. 29: *Returns of the Colony — "Blue Books"* which was published in 1983.

The second issue of *Archeion* was published in June. Distributed free of charge, it contained information on the Authority's publications and other aspects of Archives Office work such as exhibitions, new acquisitions and changes in access conditions.

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

### *Repair and Preservation of Records*

A total of 7 154 items were attended to during the year: 5 208 manuscripts, 6 volumes, 39 microfilms and cinematographic films, and 1 877 photographs were repaired, and 30 maps and plans were repaired and encapsulated in Mylar.

Items of interest treated include Bench of Magistrates, Scone: Letter book, 1841-2; Colonial Secretary: Letters received relating to Newcastle, 1804-12, and Plan of Sydney Harbour and foreshores showing gun emplacements, forts, etc., 1863; Court of Criminal Jurisdiction: Case papers, Sep-Oct 1817; Egg Marketing Board: Artwork for advertisements promoting the use of eggs through the encouragement of the baking of cakes, 1958; Principal Superintendent of Convicts: Registers of labourers assigned, 1821-25, and Woolloomooloo Stockade — List of persons serving under colonial sentence in irons, 1848; and Surveyor General: Map of Wilberforce, 1833.

The bookbinding programme saw a total of 275 items bound or rebound during the year. Bookbinders from the Government Printing Office who worked in the Archives Office for a period of ten weeks accounted for 199 of these. The remaining 76 volumes were bound at the Crown Lands Office — Plan Mounting Section (10 items) and by Archives Office Conservation staff (66 items).

During 1984, 54 reels of microfilm copies of volumes and documents, and 949 aperture cards, mainly of maps and plans, were produced. Material filmed includes Aborigines Welfare Board: Register of Aboriginal Reserves, 1861-99; Board of National Education: Letters received, 1848-53; Colonial Secretary: Letters to Magistrates, Justices of the Peace and Superintendents of Police, 1826-56, and Registers of land grants and leases — Cumberland, 1835-65; Government Printing Office: Photographs of railways and tramcars and tramways, c.1900-1910; Immigration: Surgeons' reports, 1838, 1880-86, Reports of Immigration Board re immigrants' complaints during voyages, 1838-87, Reports by Immigration Agents on condition of immigrants and ships, 1837-95, Agent's scrap books, 1852-82, and Abstracts and returns re immigrants to New South Wales, 1840; Surveyor General: Copies of letters sent to Surveyors, District Surveyors and licensed Surveyors, 1832-81, and Copies of letters sent to the Colonial Secretary, 1826-57.

## **Repository Services Division**

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

### *Strategy*

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

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

To a significant extent, these new *Guidelines* are related to the records management practices which have gained widespread acceptance by N.S.W. public offices in recent years. The *Guidelines* place large emphasis on the systematic review and disposal of records as

embodied in the creation of records disposal schedules, and are designed to highlight and discourage uneconomic practices. The *Guidelines* promote both financial and administrative means for achieving the optimum value from Repository storage.

The success of this new approach is evident from the annual statistics. As noted previously, on 31st December, 1984, the Repository was actually holding 350 fewer boxes of semi-active records than at the same time last year. Prior to the introduction of the *Guidelines*, it appeared reasonable, based on statistical projections, to assume that the Repository would be required to store about 50 000 boxes of records in the first year after re-opening in November, 1983. On the other hand, the quantity of records for disposal was estimated at about 10 000 boxes in this same period. However, in the past year, the Repository has accepted only 29 261 boxes for storage, while 29 611 boxes were disposed of (comprising 20 632 boxes destroyed and 8 979 transferred as State archives). Hence, total Repository holdings of semi-active records actually declined from 212 401 boxes at the start of the year to 212 051 boxes at the end of the year.

Although the *Guidelines* themselves are not solely responsible for this very satisfying result, they constitute the corner-stone of the Authority's programme for improving departmental attitudes towards records storage. Encouragement to review and schedule records for disposal, coupled with a policy of charging, has brought significant and demonstrable results.

Prior to the adoption of the *Guidelines* and the re-opening of the Kingswood Repository, there was concern that the backlog of semi-active records requiring storage could cause the Repository to experience space shortages again within two years. In earlier assessments, it appeared that changes in the pattern of records storage, engineered by the *Guidelines*, would obviate the need to seek further records storage accommodation for perhaps five years. Based on the most recent projections, it now appears that the Kingswood Repository will have sufficient accommodation for at least seven years, which is a significant extension on the two year period originally forecast in 1980.

#### *Accommodation*

The opening of the Stage II Phase 2 extension at Kingswood on 1st November, 1983, has enabled the Archives Authority to overcome its long-standing problems with the accommodation of semi-active records, and to close the unsatisfactory Shea's Creek Repository.

This year the Authority reviewed its accommodation needs, and came to the conclusion that the Kingswood Repository site, which presently comprises 20.64 hectares (51 acres) of land, is far larger than necessary. Shortly after the Authority was established in 1961 it decided to build an out-of-town repository and in 1964 it obtained a site of 51 acres which was to the west of the present one. At the request of the then State Planning Authority, this original site was exchanged in 1972 for the present site which was carefully designed to be exactly the same size. This large parcel of land was acquired because the Repository was originally conceived as a collection of low rise buildings, using static shelving and spread over a large area.

The Repository complex at Kingswood is now ten years old and much has changed. In particular, the Repository has significantly altered its style of accommodation. The Repository is now committed to the further development of open plan barn-style buildings using mobile compact shelving. This style of building is more economic and efficient. Moreover, it requires much less land.

In 1982, the Repository Services Division, in conjunction with the Department of Public Works, prepared a "Land Management Plan" for the eastern half of the Repository site, which designated future building sites and access routes and provided for the landscaping of the surrounding areas. It is estimated that this Plan, covering only the eastern half of the site, contains sufficient land in reserve to allow for Repository expansion for at least the next forty years, and probably longer.

In view of the long-term nature of the Authority's functions and responsibilities regarding records preservation and storage, this amount of reserve land is justifiable and essential. However, the other half of the Repository's site which has not been covered by the Management Plan is considered to be surplus to requirements.

This area of surplus land, totalling about 10.42 hectares, comprises the western side of the site, plus a corridor on the southern boundary. Much of the land, because of its topography, is not suited to Repository purposes and could not conveniently be linked to the existing complex.

All of the land on the Repository's existing eastern, southern and western boundaries has been acquired for new urban estates. The first of these, the South Werrington Estate, on the Repository's eastern boundary, has been finalised and construction work has commenced. The estate is being developed by the Land Commission of N.S.W.

Following negotiations, the Authority resolved in December, 1984 to sell the surplus 10.42 hectares of Repository land to the Land Commission at the Valuer General's assessment of \$450 000, less disbursements for fences and legal costs.

As noted earlier, the Capital Works Programme for 1984-85 included funds for the commencement of a Services Block at Kingswood. In last year's report, it was pointed out that the remaining accommodation problems at the Repository centred on the paucity of facilities for the public and the lack of special storage for computer and microform-based records.

The proposed Services Block, which is estimated to cost approximately \$1 000 000, will include a search room to accommodate some thirty-five people, an exhibition area and a seminar room. It is envisaged that these facilities for the public will alleviate the pressure on reference services at The Rocks and at the same time assist researchers living in the far western suburbs. The Services Block will also incorporate two special cold rooms for the long-term storage of computer tapes and micrographic records, as well as an entrance foyer and reception office, a small search room for official searchers, and loading dock facilities.

The Authority is also pleased to report that remedial action has been taken to rectify the deteriorating condition of the roof of Stage I of the Kingswood Repository. The building was erected between 1973 and 1975 and has a flat roof which was covered by a roofing membrane called "Nuralite". The roof had always leaked to some extent, but it became progressively worse in recent years, resulting in records being water damaged. Following representations by the Authority to the Director of the Department of Public Works, the Department undertook to remove the existing membrane and replace it with a new, more flexible, one called "Butynol". This work was carried out under contract by Coffey-Massey Pty. Ltd., and completed on 26th November, 1984.

### *Capacity*

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

The Repository at Kingswood consists of two structurally independent buildings, which are linked by an access corridor. Stage I, which was completed in 1975, was built to a "cellular" pattern and comprises 15 "cells" with a total capacity of 45 kilometres of shelving. It is designed for archival storage and is therefore air-conditioned. About 75 per cent of the State archives are now stored at Kingswood and this proportion will increase with time, because The Rocks building was designed to house only a core of the most-used archives and therefore has limited storage space. However, the storage of State archives has not been, and is not likely to be, a major problem for the Archives Authority because there is sufficient space remaining in Stage I to accommodate expected increases in holdings of State archives for many years.

Stage I also contains staff areas and limited facilities for the public. It is proposed to renovate these in conjunction with the Services Building development, so as to rationalise their use and obviate the need for additional office accommodation in the new building.

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

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

The Stage II building for semi-active records is presently about half-full, which leaves considerable reserve space for future accessions. The need for reserve space is sometimes misunderstood. There are two points to be made in this context. First, a large storage facility requires a certain amount of reserve space in exactly the same way as a financial institution needs money for day-to-day operations and contingencies. Space is in effect the currency of the records storage system. Since it can take up to four years to develop and construct a new storage facility, reserve space for this time period should be seen as the absolute minimum requirement if the Repository is to continue functioning smoothly. Second, reserve space can be used for a variety of short term purposes until required for permanent storage. Some of it can be used to house special categories of records, such as those awaiting disposal or pending review. However, perhaps its greatest value is found in a crisis, when a large amount of space

can be required at short notice. This typically occurs when records are damaged by flooding and must be spread out page-by-page to dry. This was necessary after the disastrous flooding of the Parliamentary Archives in March 1975, and again in December 1984, when a sprinkler malfunction in the State Archives building resulted in a considerable quantity of records becoming wet. It was necessary to transfer some of this material to the Kingswood Repository for drying in the reserve space, since no other suitable area was immediately available.

### *Composition of Holdings*

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

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

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

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of public offices during 1983 and 1984. It shows, for each public office, the total quantities of records held during the two years; their classification according to the three categories referred to above; and the quantities accessioned, destroyed or transferred as State archives during 1984.

The categorisation of records, which has been accomplished for the first time as a result of procedures connected with the new *Guidelines*, identifies the public offices which have the largest quantities of unscheduled records. It is unfortunate that these include some of the Repository's major users, including the Supreme Court (Prothonotary) with 99 per cent of its records unscheduled; the Attorney General's Department (84 per cent); the Department of Public Works (77 per cent); and the Water Resources Commission (100 per cent). Without doubt, many of these records could be destroyed if they were scheduled.

The *Guidelines* have nevertheless been very successful in effecting an overall reduction in the quantity of unscheduled records held in the Repository, and in the proportion they comprise of total holdings. Appendix 3 reveals that, as a percentage of total Repository holdings, holdings of unscheduled records declined from 49.3 per cent (104 813 cartons) in 1983 to 42.8 per cent (90 776 cartons) in 1984.

In order to control holdings more thoroughly in the future, the Repository has sought and obtained approval to purchase a micro-computer system. It should be installed in 1985. The computer system will facilitate the efficient merging of the Repository's information on its holdings, the file reference service, and charging for services, on to one data base for control and accounting purposes.

### *Charging for Services*

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

The storage charges were designed to encourage the transfer of scheduled records, especially potential State archives, and to inhibit the storage of unscheduled material. The Public Trust Office holdings provide the best example of this process in operation. The Public Trust Office has, for many years, stored some thirteen thousand boxes of unculled Estate files in the Repository. In 1984, as a direct result of the new *Guidelines*, the Public Trust Office undertook the culling of these files. This action has reduced the number of boxes stored from 13 112 in 1983 to only 2 920 at the end of 1984 and these latter were transferred as State

archives. The quantity of records destroyed in this procedure amounted to 10 757 boxes. This reduction in holdings represented a considerable financial saving to the Public Trust Office and permitted the re-use of the storage space.

The review of holdings being undertaken by some other offices, in conjunction with the Repository, will result in the disposal of thousands of boxes of obsolete records. The policy of charging was also deliberately designed to promote this approach, even though it is apparent that in the long term the Repository may raise less revenue, in theory, as its clients become more efficient users. The primary purpose of the policy of charging is to increase awareness among Repository users of the need for economy and hence, ultimately, to conserve Repository storage space.

Appendix 4 is a table which shows the amounts that have been invoiced to each public office for services provided in 1984. According to the table, the largest invoices were as follows: Water Resources Commission, \$21 222; Public Trust Office, \$20 006; and the Government Insurance Office, \$11 639. Invoices for charges in 1984 came to a total of \$98 102. Offices not funded through the Consolidated Fund were invoiced for a total of \$91 852.60, which is 93 per cent of the total amount.

Surveys have shown that while the Government Records Repository offers excellent accommodation for records storage, its charges (based on recouping costs) are competitive with private storage facilities, including those operated on a self-store basis. Although some of the Repository's clients have revised their usage of the Repository, which the charges were designed to achieve; none have actually ceased to be users.

### *Staff*

By any definition the Kingswood Repository is a large-scale records operation. Its holdings encompass hundreds of millions of files; hundreds of thousands of maps, plans, volumes, etc. Annually, the Repository handles thousands of requests for the retrieval of documents. However, the usage of these records is relatively low in comparison with their bulk and they can be managed by comparatively few staff. The Repository is operated by a staff of 21, consisting of 3 archivists and 18 ancillary staff.

### *File Reference Service*

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

As a consequence of the Kingswood Repository being closed to further accessions of semi-active records in March 1980 until November 1983, the amount of work handled by the File Reference Service has not increased this year. In the case of semi-active records it is a fact that as they grow older there is less call made upon them. A noticeable downturn in the statistics is therefore to be expected since newer records, which would tend to keep the overall usage rate high, have only been received in the past year. The re-opening of the Repository to accessions of semi-active records in November 1983, will slowly reverse this decline and this should become apparent in 1985.

The number of individual reference inquiries handled by the File Reference Service amounted to 49 076 in 1984, compared with 52 506 in 1983. This represents a monthly average of 4 089 jobs compared with 4 375 last year. Reference to State archives (as distinguished from semi-active records) accounted for 12 800 jobs, which is 26 per cent of the whole, compared with 11 259 jobs last year, which was 21 per cent of the whole.

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

	1979	1980	1981	1982	1983	1984
Number of files requested	43 826	48 887	38 881	32 556	28 006	27 808
Number of files issued	36 892	41 581	32 972	27 902	23 413	22 359
Number of files returned	25 081	32 454	26 199	26 895	21 706	17 851
Number of files added to existing boxes in the Repository	3 473	2 327	2 767	1 440	1 650	2 339
Number of items attached to existing files in the Repository	3 031	3 337	2 211	1 632	1 144	1 078
Total File Reference Operations Performed	75 411	87 005	70 058	62 523	52 506	49 076

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

During 1984 the percentage of files issued to files requested was 81 per cent compared with 84 per cent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category are: Premier's Department (94 per cent); Main Roads Department (93 per cent); and Stamp Duties Office (90 per cent); These rates reflect favourably on the efficiency of their retrieval systems. Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. Amongst the Repository's major users in this category are: Education Department (27 per cent); Public Service Board (60 per cent); Housing Commission (61 per cent); and Crown Solicitor's Office (70 per cent). In particular, it appears that the very poor result achieved by the Education Department, which is the Repository's sixth largest user of the File Reference Service, has caused the overall decline in the percentage of files issued to files requested cited above. In general, the main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records or provide inaccurate information on their whereabouts.

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

To assist public offices in effectively utilizing the facilities of the Government Records Repository an illustrated procedure manual is made available to all users.

#### *Accessioning Programme*

The quantity of semi-active records accessioned in 1984 was 5 006.37 linear metres, compared with 117.81 in 1983 (because the Repository was closed to accessions until November of that year).

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

To facilitate the efficient accessioning of records, particularly their physical transfer, the Repository has developed a roll-on roll-off container system. This system involves public offices loading boxes to be transferred into wire cages mounted on wheeled pallets. These are loaded on to a three tonne truck fitted with a power-operated tail-gate and transported to the Repository where they can be quickly unloaded.

#### *Destruction Programme*

The quantity of semi-active records in the Repository destroyed in 1984 was 3 507.44 linear metres. The quantities (of standard boxes) destroyed from the holdings of each public office are shown in Appendix 3.

This greatly exceeds the target established in last year's report, whereby it was hoped that one existing linear metre of records would be destroyed for every three linear metres accessioned. In fact, the ratio achieved in 1984 was in excess of 2:3. It is hoped that this excellent result can be repeated in the coming year.

#### *Archives Processing and Reference Work*

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

### **RECORDS MANAGEMENT OFFICE**

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





To assist with the rapid transport of records, without damage and in order, the Government Records Repository has developed a roll-on roll-off containerization system. Boxes of records are packed into special mobile cages, which are loaded onto a truck equipped with a power-operated tail-gate.

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

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

The major activities of the Office during 1984 were —

### *1. Records Systems Surveys and Advisings*

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

Surveys were conducted at the Dairy Corporation of N.S.W., Department of Mineral Resources, Premier's Department (Aged Persons Unit), Auditor General's Office, Health Department (Parramatta and Metropolitan Regions), Ministry of Employment, and the Traffic Authority of N.S.W. Commitment to some of these agencies, in the form of implementation assistance, will extend well into 1985. On a smaller scale, the Office gave advice on specific aspects of the records function to 30 other government agencies.

### *2. Keyword Classification and Indexing*

The major development in the keyword programme this year has been the interest displayed by interstate government departments in acquiring the General Administrative Thesaurus (GADM). The Queensland Premier's Department has already purchased the rights to use the GADM, and liaison is continuing with agencies in Western Australia, Tasmania, South Australia and the Northern Territory. Of significance is the Western Australian experience, where a service-wide computerization programme has shown that terminological control, such as is offered by a thesaurus, is an essential element in a records system.

In order to assist departments in rapid identification and retrieval of information, improved indexing techniques, such as the computer-assisted Keyword-Out-of-Context (KWOC) method, have been recommended during surveys and advisings. KWOC is seen as an effective interim measure by some departments which plan, eventually, to use the on-line indexing facilities offered by computer packages.

The Office has been actively involved in the Public Service Board's 'Computerized Records Management Task Force' the role of which is to develop tender specifications for records management packages suitable for the Service, and to report tender evaluations to the State Contracts Control Board.

Lack of resources has impeded progress with plans for in-house evaluations and demonstrations of records management microcomputer software.

### *3. Records Scheduling and Disposal*

Following a complete review of the General Records Disposal Schedule (GRDS), a revised document was released this year and the Office has scheduled a series of orientation lectures for departments for early 1985.

The Records Administration Officer continued to serve during the year on the Working Party, which was established in 1983 by the Minister for Local Government, to formulate a disposal schedule for Local Government records.

### *4. Training*

Courses continued to be presented in the revised format adopted in 1983, which incorporates new aspects of records and information technology. Improvements included greater emphasis on practical sessions and a new requirement for participants to prepare pre-course work.

In 1984 the Office concentrated on providing training in country centres. Three-day courses of instruction in records management were offered at Grafton, Dubbo, Goulburn and Wagga Wagga. By the end of the year a total of 76 staff in regional offices had received training in records management.

The Office also provided a comprehensive three-month training programme for officers from the Queensland Public Service Board, the National Archives of Malaysia and the National Archives of Singapore.

### 5. Publications

The Office was again successful in promoting its series of publications on records management, with revenue from sales to non-government agencies totalling \$2 257.

Additions to the series include —

- General Records Disposal Schedule (Second Edition)
- Records Storage Information Handbook

Work is nearly complete on the following publications which will go to print in 1985:

- File Titling and Indexing
- Compiling and Reviewing a Keyword Thesaurus

### 6. Meetings, Addresses and Seminars

The Office continued to be active in addressing students from secondary and tertiary institutions on the subject of Records and Information Management.

In addition, the opportunity was taken for staff to attend a number of work-related seminars and demonstrations, in order to update their current knowledge of information systems and methods.

### 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.

Staff development activities included a structured training programme and associated career counselling.

### 8. Community Employment Program

The Office was fortunate in having the services of a Community Employment Program appointee throughout 1984. This officer compiled the new *Records Storage Information Handbook*, prepared a *Careers Information Brochure*, and updated many of the Office's audio visual aids.

## THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1984. The attendances were as follows:

Dr K. W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairman)					
(Excused for his absence from one meeting) .. .. .	..	..	..	..	5
Mr D. T. Richmond, M.Ec. (Deputy Chairman)					
(Excused for his absence from two meetings) .. .. .	..	..	..	..	4
Associate Professor B. H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S. .. .. .	..	..	..	..	6
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. .. .. .	..	..	..	..	6
Mr A. R. Horton, B.A., F.L.A.A. .. .. .	..	..	..	..	6
Mr E. T. Page, B.E., B.Comm., M.P. (Excused for his absence from one meeting) .. .. .	..	..	..	..	5
The Hon. Mr Justice T. W. Waddell, Q.C. (Appointed 29th February 1984. Excused for his absence from one meeting) .. .. .	..	..	..	..	4
Mr R. E. Wilson, A.A.S.A. (Senr.), M.A.C.S. (Appointed 13th July, 1984) .. .. .	..	..	..	..	3

Mr D. T. Richmond, M.Ec., who has been a member of the Authority since 1982, was appointed Deputy Chairman under section 6 (1) of the Archives Act, on 17th February, 1984.

The Hon. Mr Justice T. W. Waddell, Q.C., was appointed a member under section 4 (2) (a) of the Archives Act, in succession to the Hon. Mr Justice J. H. Wootten, who ceased to be a member of the Authority in 1983.

Mr R. E. Wilson, A.A.S.A. (Senr.) M.A.C.S., Deputy General Manager of the Metropolitan Water, Sewerage and Drainage Board, was appointed a member of the Authority under section 4 (2) (f) of the Archives Act, in succession to Mr G. P. Hill who resigned on 5th September, 1983.

### STAFF

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

#### *Promotions*

Mr R. Wright was appointed to the new position of Records Manager at the Kingswood Repository on 19th September, 1984.

Mrs S. M. Wright, Assoc. Dip. Med. Rec. Admin., was appointed to the position of Senior Records Management Officer in the Records Management Office on 12th December, 1984. She replaced Mr B. R. Topfer, who retired on 12th October.

The Authority wishes to thank all of its staff for their efforts during the year and to place on record its appreciation of their work.

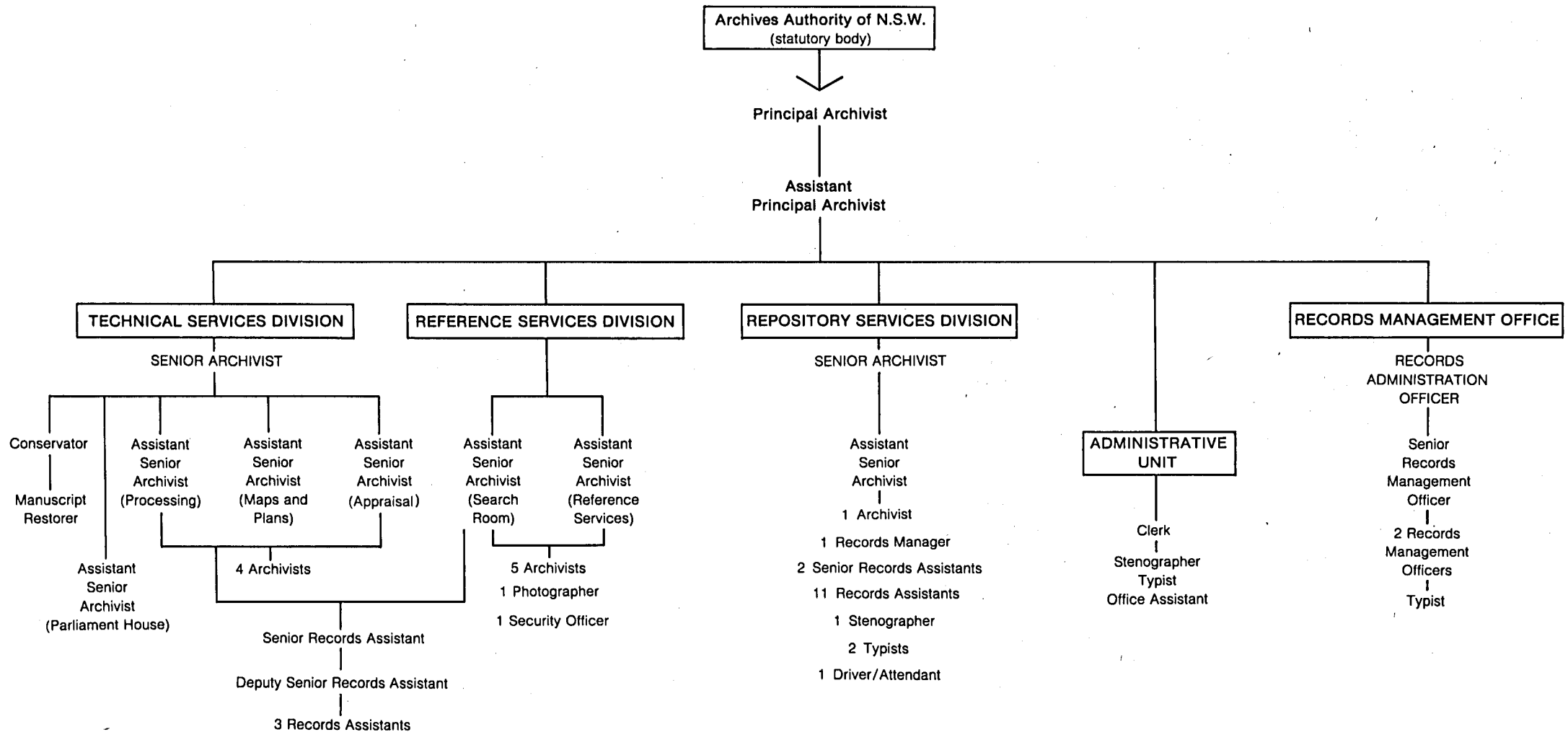
### MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

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

D. J. CROSS, Principal Archivist

K. W. KNIGHT, Chairman

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



Establishment = 57  
Staff Number = 56

December 1984

## PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) *Inventories and Guides*

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788-1870. (1963; revised and reprinted 1979.)
- (4) Auditor-General, 1824-84. (1964.)
- (5) Council of Education, 1866-80. (1964; revised and reprinted 1979.)
- (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.)
- (8) Executive Council, 1825-1935. (1966; revised and reprinted 1979.)
- (9) Court of Civil Jurisdiction, 1787-1814. (1967; revised and reprinted 1979.)
- (10) District Councils, 1843-50. (1967.)
- (11) The Governor, 1787-1935. (1969; revised and reprinted 1979.)
- (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.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.) With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving Port Phillip, 1839-51. (1976.) (Out of print.)
- (17) Guide to Shipping and Free Passenger Records. (1977.) (Out of print.)
- (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 I — Quarter Sessions Records, 1824-1920. (1982.)
- (26) Surveyor General: Select List of Maps and Plans, 1792-1886. Supplement. (1984.)

(b) *Information Leaflets*

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

(c) *Technical Papers*

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

(d) *Document Kits*

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

(e) *Publications in Microform*

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

(f) *Postcards*

- (1) Eastways Hotel, Castlereagh Street, Sydney, 1888. (Out of print.)
- (2) Sydney Harbour looking east from Benelong Point, c. 1890. (Out of print.)
- (3) Public Demonstration at Wagga Wagga Experimental Farm, c. 1900. (Out of print.)
- (4) Alfred Street, Circular Quay, Sydney, c. 1900. (Out of print.)
- (5) Cambridge Street, The Rocks, Sydney, 12 August, 1901. (Out of print.)
- (6) Sydney Harbour Bridge under construction, 29 July, 1930. (Out of print.)
- (7) Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7th January, 1880.
- (8) Steam locomotive 0446 class, Engine No. 452 (it ran 59 years on New South Wales Railways), c. 1890's.
- (9) Sydney's first electric tramcar, North Sydney to Spit Junction Line, c. 1895.
- (10) Four horse omnibus, Railway Station, Sydney, 1895.
- (11) Circular Quay, Sydney, 1899.
- (12) School Children, Commonwealth Celebrations, Sydney Cricket Ground, 1901.
- (13) Construction of Sydney Harbour Bridge: The half arches approaching each other, May, 1930.
- (14) Construction of Sydney Harbour Bridge: Completing the closure of upper chords, September, 1930.
- (15) Construction of Sydney Harbour Bridge: View from McMahon's Point, September, 1930.
- (16) Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930.
- (17) Construction of Sydney Harbour Bridge: Erecting the Deck, December, 1930.
- (18) Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March, 1932.
- (19) Sydney Harbour Bridge Celebrations Poster, March, 1932.

(g) *Greeting Cards*

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

(h) *Maps*

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

(i) *J. G. Wilson sketches*

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

(j) *Posters*

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

(k) *Hotel Plans*

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



## GOVERNMENT RECORDS REPOSITORY

## ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1983-84

(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1983	1984	1983	1984	1983	1984				1983	1984
Supreme Court	—	—	97	97	19115	19115	—	—	—	19212	19212
Magistrates' Courts Administration	6957	4753	4015	6439	4544	4547	4119	962	2934	15516	15739
Stamp Duties Office	10631	10631	461	1024	149	149	1024	461	—	11241	11804
Attorney General's Department	531	1745	133	123	9708	9708	1727	518	5	10372	11576
Crown Lands Office	346	346	10843	9781	1109	710	—	1062	399	12298	10837
Government Insurance Office	—	—	8049	10208	22	22	2487	328	—	8071	10230
Corporate Affairs Commission	3086	3086	2885	6159	37	37	3459	185	—	6008	9282
Public Works Department	525	525	1577	1507	7035	7035	276	346	—	9137	9067
Water Resources Commission	—	—	—	—	8855	8952	97	—	—	8855	8952
Education Department	230	230	4351	3662	3887	3887	99	788	—	8468	7779
Corrective Services Department	—	—	3031	5577	1812	1812	2546	—	—	4843	7389
Crown Solicitor's Office	—	—	6065	6952	—	—	887	—	—	6065	6952
Youth & Community Services	2758	3813	698	1330	908	1124	2117	64	150	4364	6267
Valuer General's Department	738	770	1105	1377	3923	3923	638	334	—	5766	6070
Consumer Affairs Department	17	17	5745	5745	—	—	—	—	—	5762	5762
Public Service Board	—	—	—	—	5686	5686	—	—	—	5686	5686
Department of Main Roads	1843	1947	3181	3141	—	—	500	219	217	5024	5088
Department of Industrial Relations	1025	1336	2097	2628	—	—	1383	541	—	3122	3964
Mineral Resources Department	49	49	24	24	3864	3845	—	19	—	3937	3918
Workers' Compensation Commission	—	—	26	26	3749	3749	—	—	—	3775	3775
State Library*	13	13	241	160	3098	3598	500	81	—	3352	3771
Legal Services Commission	1223	1223	2227	2265	—	—	38	—	—	3450	3488
Agriculture Department	150	150	2461	2425	1122	880	504	714	68	3733	3455
Legislative Assembly	—	—	3178	3178	—	—	—	—	—	3178	3178
Health Department	498	129	50	50	2720	2905	285	15	454	3268	3084
Registrar General's Office	—	—	598	1155	1559	1559	586	29	—	2157	2714
Housing Commission	—	—	224	70	2927	2584	—	497	—	3151	2654
Local Government Office	1930	2241	—	287	—	—	598	—	—	1930	2528
Maritime Services Board	1966	2153	—	—	—	—	187	—	—	1966	2153
Finance Department	10	10	1723	1848	126	126	220	95	—	1859	1984
Solicitor for Public Prosecutions	—	1874	—	—	5	5	1874	—	—	5	1879
Builders' Licensing Board	—	—	—	202	670	1506	1038	—	—	670	1708
Treasury	—	—	2573	984	692	692	276	1316	549	3265	1676
Premier's Department	58	60	21	1238	1818	135	58	—	522	1897	1433
State Superannuation Board	—	—	774	1118	—	—	663	319	—	774	1118
Energy Authority	—	—	—	—	736	736	—	—	—	736	736
Technical and Further Education	—	—	625	588	94	94	581	37	581	719	682
Police Department	121	121	43	43	500	500	—	—	—	664	664
Urban Transit Authority	—	—	594	594	—	—	—	—	—	594	594
Department of Leisure	—	—	558	338	150	150	—	220	—	708	488
Registrar of Co-Operative Societies	—	—	379	368	23	18	—	16	—	402	386
Decentralisation Department	—	—	—	—	341	341	—	—	—	341	341
State Bank	502	322	—	—	—	—	—	—	180	502	322
M.W.S. & D.B.	—	—	102	102	137	137	—	—	—	239	239
Government Supply Department	—	—	614	229	—	—	—	385	—	614	229
State Superannuation Office	—	—	320	209	—	—	—	111	—	320	209
Soil Conservation Service	—	—	197	197	—	—	—	—	—	197	197
Department of Services	—	—	—	—	177	177	—	—	—	177	177
National Parks & Wildlife Service	—	—	127	2	170	170	—	125	—	297	172
Public Trust Office	101	101	—	—	13212	9	474	10757	2920	13313	110
Ministry of Education	—	—	—	—	72	92	20	—	—	92	92
Retirement Board	—	—	77	77	—	—	—	—	—	77	77
Forestry Commission	—	—	54	54	17	17	—	—	—	71	71
Ministry of Transport	—	—	—	—	42	42	—	—	—	42	42
Nepean College of Advanced Education	—	—	31	31	—	—	—	—	—	31	31
Hawkesbury College of Advanced Education	—	—	11	11	2	2	—	—	—	13	13
Pollution Control Commission	—	—	21	7	—	—	—	14	—	21	7
Environment & Planning	—	—	74	—	—	—	—	74	—	74	—
TOTAL	35308	37645	72280	83630	104813	90776	29261	20632	8979	212401	212051

Category 1: Records scheduled to become State archives

Category 2: Records scheduled for destruction

Category 3: Records not scheduled

TASA: Transferred as State archives

\*Includes manuscript holdings of Mitchell Library

## GOVERNMENT RECORDS REPOSITORY

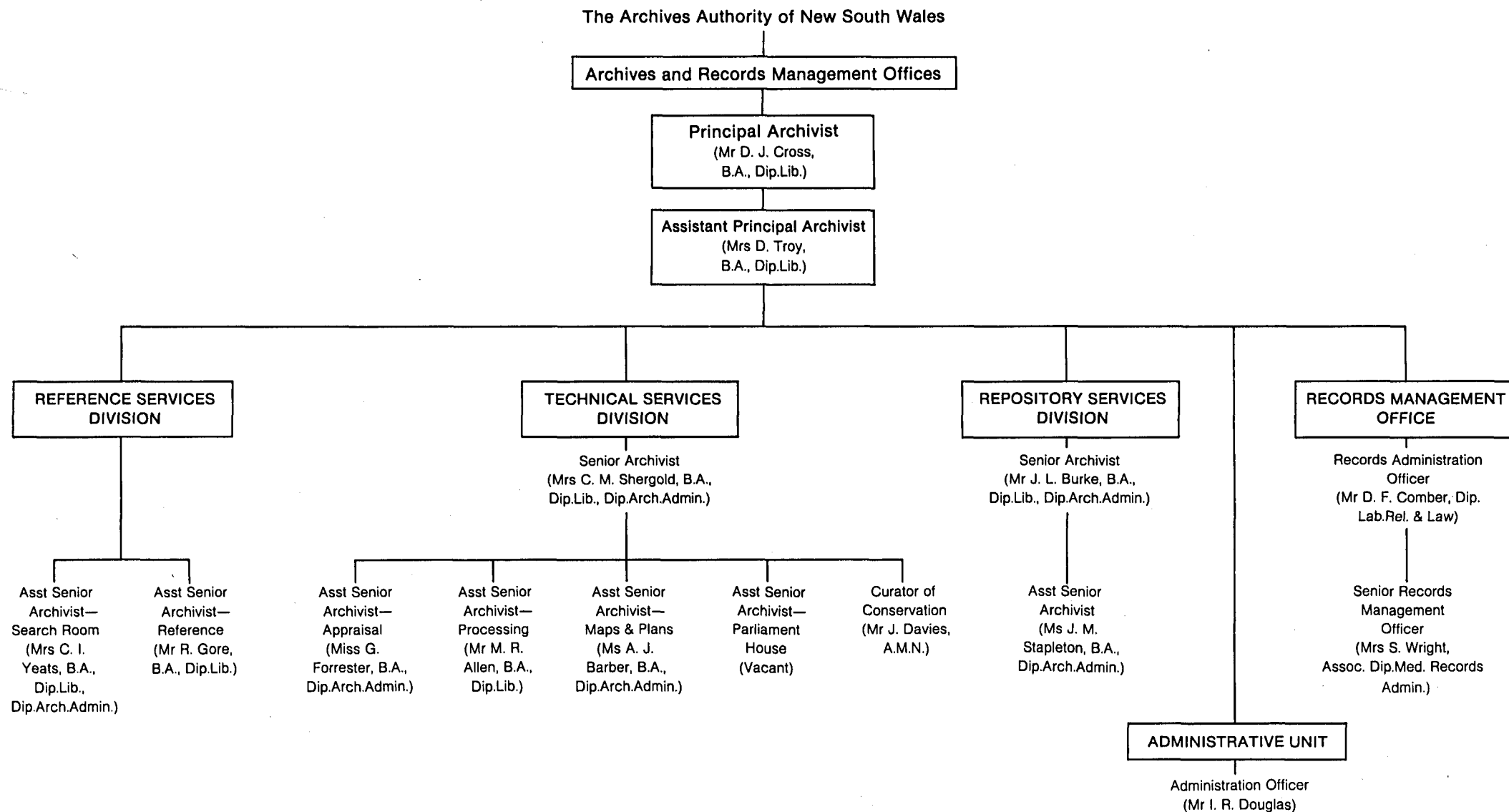
CHARGING POLICY: ANALYSIS OF REVENUE  
FROM PUBLIC OFFICES, 1984

Public Office	File Reference	Storage	Total
Water Resources Commission	\$3,456.00	\$17,766.00	\$21,222.00
Public Trust Office	325.50	19,680.50	20,006.00
Government Insurance Office	856.50	10,782.80	11,639.30
Workers' Compensation Commission	709.50	7,529.20	8,238.70
Health Department	789.00	5,512.00	6,301.00
Housing Commission	349.50	5,850.80	6,200.30
Department of Main Roads	1,621.50	4,278.20	5,899.70
Legal Services Commission	13.50	3,246.70	3,260.20
Builders' Licensing Board	459.00	1,423.00	1,882.00
Energy Authority	6.00	1,472.00	1,478.00
Corrective Services	1,368.00	—	1,368.00
State Superannuation Board	109.50	1,046.40	1,155.90
Department of Industrial Relations	684.00	219.20	903.20
Youth & Community Services	819.00	—	819.00
Stamp Duties Office	744.00	—	744.00
Urban Transit Authority	—	712.80	712.80
M.W.S. & D.B.	303.00	396.40	699.40
Maritime Services Board	181.50	491.50	673.00
National Parks & Wildlife	9.00	492.40	501.40
Education Department	460.50	—	460.50
Magistrates' Courts Administration	444.00	—	444.00
Public Works Department	231.00	206.40	437.40
State Library	373.50	—	373.50
State Superannuation Office	36.00	317.40	353.40
Technical & Further Education	342.00	—	342.00
Environment & Planning	—	313.80	313.80
Supreme Court	102.00	144.40	246.40
Crown Lands Office	238.50	—	238.50
Mineral Resources Department	148.50	—	148.50
Corporate Affairs Commission	139.50	—	139.50
Consumer Affairs Department	120.00	—	120.00
Retirement Board	—	92.40	92.40
Crown Solicitor's Office	87.00	—	87.00
Agriculture Department	85.50	—	85.50
Public Service Board	75.00	—	75.00
Premier's Department	49.50	24.00	73.50
Solicitor for Public Prosecutions	61.50	—	61.50
Treasury	51.00	—	51.00
Local Government Office	37.50	—	37.50
Nepean College of Advanced Education	—	37.20	37.20
Registrar General's Office	34.50	—	34.50
Attorney General's Department	24.00	—	24.00
Finance Department	21.00	—	21.00
Valuer General's Department	19.50	—	19.50
Ministry of Education	—	19.00	19.00
Hawkesbury College of Advanced Education	—	17.20	17.20
Liquor Administration Board	16.50	—	16.50
Board of Fire Commissioners	9.00	—	9.00
Legislative Assembly	7.50	—	7.50
Emergency Services	6.00	—	6.00
Police Department	6.00	—	6.00
<b>TOTAL</b>	<b>\$16,030.50</b>	<b>\$82,071.70</b>	<b>\$98,102.20</b>

**GOVERNMENT RECORDS REPOSITORY**  
**ANALYSIS OF FILE REFERENCE SERVICE STATISTICS**

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Archives Office (Search Room)	4139	3810	3820	—	7959	16.22
Water Resources Commission	2838	2440	1771	133	4742	9.66
Youth and Community Services	2368	1871	1398	107	3873	7.89
Corrective Services Department	1893	1611	960	423	3276	6.68
Stamp Duties Office	1431	1289	1326	85	2842	5.79
Education Department	2114	581	445	154	2713	5.53
Magistrates Courts Administration	1171	905	651	659	2481	5.06
Department of Main Roads	1315	1224	779	57	2151	4.38
State Library	1153	997	911	—	2064	4.21
Public Works Department	1087	952	611	81	1779	3.62
Health Department	409	333	356	704	1469	2.99
Crown Lands Office	746	624	554	84	1384	2.82
Technical and Further Education	603	468	394	33	1030	2.10
Government Insurance Office	626	481	344	29	999	2.03
Department of Industrial Relations	608	478	213	106	927	1.89
Supreme Court	334	278	478	7	819	1.67
Builders' Licensing Board	370	314	318	82	770	1.57
Mineral Resources	452	334	207	9	668	1.36
Public Trust Office	357	309	134	13	504	1.04
M.W.S. & D. Board	164	161	215	104	483	0.98
Consumer Affairs Department	281	236	198	2	481	0.98
Treasury	168	144	110	200	478	0.97
Corporate Affairs Commission	283	224	172	13	468	0.95
Premier's Department	275	261	144	8	427	0.87
Nurses Registration Board	221	158	171	—	392	0.80
Workers' Compensation Commission	390	316	2	—	392	0.80
Housing Commission	249	154	117	10	376	0.77
Public Service Board	196	118	133	42	371	0.76
Solicitor for Public Prosecutions	138	115	157	52	347	0.71
Local Government Office	208	181	91	29	328	0.67
Crown Solicitor's Office	202	142	70	16	288	0.60
Maritime Services Board	117	112	77	36	230	0.47
Attorney General's Department	109	88	97	8	214	0.44
Registrar General's Office	73	64	112	4	189	0.39
Agriculture Department	127	103	46	5	178	0.36
Western Lands Commission	103	96	73	—	176	0.36
State Superannuation Board	77	57	41	16	134	0.27
State Superannuation Office	25	17	—	76	101	0.21
Liquor Administration Board	29	28	41	—	70	0.14
Valuer General's Department	38	32	11	20	69	0.14
Education, Ministry of	46	36	6	2	54	0.11
Environment and Planning	50	50	—	—	50	0.10
Legislative Assembly	45	34	1	—	46	0.09
Legal Services Commission	14	10	26	1	41	0.08
State Emergency Services	15	14	22	1	38	0.08
Finance Department	33	20	—	3	36	0.07
Police Department	24	12	8	—	32	0.06
Government Supply Department	17	10	8	1	26	0.05
Energy Authority	18	18	2	1	21	0.04
Board of Fire Commissioners	10	10	10	1	21	0.04
National Parks and Wildlife	11	8	9	—	20	0.04
Forestry Commission	12	10	—	—	12	0.02
Pollution Control Commission	6	4	5	—	11	0.02
Urban Transit Authority	7	6	3	—	10	0.02
Co-operative Societies	6	5	—	—	6	0.01
Soil Conservation Service	6	6	—	—	6	0.01
Tourism	—	—	2	—	2)	
Decentralization	1	—	—	—	1)	0.01
State Bank	—	—	1	—	1)	
<b>TOTALS</b>	<b>27808</b>	<b>22359</b>	<b>17851</b>	<b>3417</b>	<b>49076</b>	<b>100.00</b>

\*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**  
**AUDITOR-GENERAL'S CERTIFICATE**

The accounts of the Archives Authority of New South Wales for the year ended 30 June, 1984, have been audited in accordance with Section 34 of the Public Finance and Audit Act, 1983.

In my opinion, the Statements of Financial Position and Financial Operations, read in conjunction with the notes thereto, comply with Section 41(4) of the Act and exhibit a true and fair view of the financial position at 30 June, 1984, and the transactions for the year then ended.

J. O'DONNELL, LL.B., FASA CPA  
*AUDITOR-GENERAL OF NEW SOUTH WALES*

SYDNEY,  
 25 September, 1984

**THE ARCHIVES AUTHORITY OF NEW SOUTH WALES**  
 (incorporating the Records Management Office)  
**Financial Position as at 30th June, 1984**

<i>Previous Year \$</i>					<i>Increase \$      % (-)</i>
<u>525</u>	Funds Held —				
	General (Annexure A)	..	..	..	<u>1, 241    136.4</u>
<u>\$525</u>	Represented by —				
	Cash in Special Deposits Account	..	..	..	<u>\$1,241    136.4</u>

D. CROSS  
*PRINCIPAL ARCHIVIST*

6 August, 1984

**THE ARCHIVES AUTHORITY OF NEW SOUTH WALES**  
(incorporating the Records Management Office)

**Financial Operations for the year ended 30th June, 1984**

<i>Previous Year</i>			<i>Increase</i>
\$		\$	% (-)
	<i>Revenue —</i>		
1,476,167	Provided from Consolidated Funds .. ..	1,672,977	13.3
12,140	Sale of Publications .. ..	14,385	18.5
16,898	Charges for Photographic Services .. ..	21,409	26.7
—	Charges for Repository Services .. ..	51,364	*
599	Sale of Sponsored Publications .. ..	833	39.1
<u>1,505,804</u>		<u>1,760,968</u>	16.9
409	Expenses Exceeded Revenue for Year by .. ..	—	*
<u>\$1,506,213</u>		<u>\$1,760,968</u>	16.9
	<i>Expenses —</i>		
	Administration —		
1,034,690	Salaries, etc. .. ..	1,075,580	4.0
424,997	Other .. ..	517,932	21.9
<u>1,459,689</u>		<u>1,593,512</u>	9.2
6,492	Purchase and Reproduction of Public Archives ..	9,969	53.6
	Repayments to Consolidated Fund for Sales ..		
	of Publications and Photographic ..		
29,038	Services and Repository Services .. ..	87,158	200.2
9,988	Conservation of Parliament House Archives ..	19,644	96.7
—	Removal of Material to Kingswood Repository ..	49,852	*
1,008	Sponsored Publications .. ..	117	(88.4)
<u>46,526</u>		<u>166,740</u>	258.4
<u>1,506,213</u>		<u>1,760,252</u>	16.9
—	Revenue for Year Exceeded Expenses by .. ..	716	*
<u>\$1,506,213</u>		<u>\$1,760,968</u>	16.9

**Accumulated Funds**

<i>Previous Year</i>			<i>Increase</i>
\$		\$	% (-)
934	Balance at 1st July, 1983 .. ..	525	(43.8)
(409)	Addition (Reduction) for year .. ..	716	+
<u>\$525</u>	Balance at 30th June, 1984 .. ..	<u>\$1,241</u>	136.4

\* Nil in previous year — not calculable.

+ Reduction in previous year — not applicable.

**THE ARCHIVES AUTHORITY OF NEW SOUTH WALES**  
(incorporating the Records Management Office)

Notes to and forming part of the Financial Statements

1. Apart from sponsored publications, the operating costs of the Authority are met from annual appropriations from the Consolidated Fund and receipts from services provided are paid to that fund. An amount of \$1,000 was provided by a sponsor in 1980 for the publication of cards and posters. Proceeds from the sale of these publications are retained by the Authority and used for the production of similar saleable publications.
  2. *Summary of Accounting Policies*
    - (i) Payroll costs, met from Consolidated Fund, include accrual to 30 June each year. With that exception there were no material amounts owed by (or to) the Authority at year end.
    - (ii) Long Service Leave and Annual Leave is paid for, out of Consolidated Fund annual appropriation, when taken.
    - (iii) The cost of employers superannuation contributions and payroll tax are met directly by the Treasurer and are not included in the Authority's accounts.
  3. The cost and current values of the following assets are not reflected in the accounts:
    - land and buildings.
    - plant and equipment, fixtures, fittings and furniture.Buildings and contents are insured by the Treasury under a general policy with the Government Insurance Office in which value of individual Government properties are not disclosed.
  4. No audit fees were charged for the year.
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