

Archives Authority
of New South Wales



ANNUAL REPORT 1971

1971-72

(SECOND SESSION)

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1971

Ordered to be printed, 29 February, 1972

BY AUTHORITY
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REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1971

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Cultural Activities for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its eleventh annual report, covering the year ending 31st December, 1971.

On 29th April it was officially announced that His Excellency the Governor and the Executive Council had approved of the transfer of the administration of the Archives Act, with other Acts, from the Minister for Education to the Minister for Cultural Activities. The Archives Authority since its inception in 1961 had been responsible to the Minister for Education, and it now expresses its appreciation of the support given to it by successive Ministers, including especially the present Deputy Premier and Minister for Education and Science, the Hon. C. B. Cutler, E.D., M.L.A.

The Authority also expresses its pleasure at coming within your own administration. It is particularly gratified by the understanding and personal interest which you have already clearly shown in the needs of the Archives Office, especially in regard to accommodation.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in thanking the Council of the Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library. However, the Authority is acutely aware that the Council of the Library already needs a considerable proportion of this space to house the library's expanding collections, although it would hope at all times to continue the present close liaison in staff, facilities, and services to the public.

Four issues of the quarterly *Supplement to the Concise Guide to the State Archives* were published during the year, the last being a cumulation incorporating the previous three. Their preparation has taken up a considerable proportion of staff time, but this has been balanced by their usefulness as an administrative and reference tool. The information they contain on current accessions has been favourably received by readers. On the other hand the need for economies in departmental expenditure prevented publication of further preliminary inventories during 1971. Consequently the important inventory of the Colonial Secretary's correspondence records mentioned in the last report will now be sent for printing in 1972. It is also hoped to have an inventory of the records of the Government Architect ready for the printer later in that year.

Meanwhile, work has proceeded on a revised edition of the *Colonial Secretary: Muster and Census records*; on an inventory of immigration records; on a subject guide to shipping records; and on the processing and printing of the collection of Government Printer negatives.

However, much remains to be done towards reducing the quantity of unprocessed records in arrears. The Education and Lands record groups remain to be dealt with, while it has been necessary to halt work on the records of the Surveyor General, the Department of Mines and the Treasury. Staffing difficulties continue to be the major obstacle in this, partly because of the high proportion of relatively inexperienced officers, but increasingly because the staff is necessarily committed to other duties, including reference and research work and, latterly, the transfer of records to the new repository at Yagoona.

It remains a cause for concern that recent series of records are unlikely to be properly described or given a permanent shelf location in the near future. The main reason for this continues to be that most new accessions of archives cannot be accommodated in the Archives Office within the Library building and have to be placed in temporary storage elsewhere.

101

By His Honor Francis Grise Esq
Lieutenant Governor in & over His Majesty's Territory
of New South Wales & its Dependences.
H. G. G.

Whereas full Power & Authority for granting Lands in the Territory of New South Wales to such Persons as may be desirous of becoming Settlers therein is vested in His Majesty's Captain General & Governor in Chief / or in his absence the Lieutenant Governor for the time being / or over the said Territory & its Dependences, by His Majesty's Instructions under the Royal Sign Manual, bearing Date respectively the Twenty fifth Day of April, One thousand seven hundred & eighty seven, & the Twentieth Day of August, One thousand seven hundred & eighty seven.

In Pursuance of the Power & Authority vested in me as aforesaid, I do by these Presents give & Grant unto Mr. Charles Grimes His Honor & mine to have & to hold for ever One hundred Acres of Land, to be known by the name of Hartwell Farm, lying & situate in the District of Toongabbie, bounded on the West Side by Quarry, Farm, & on the East by the Town of Toongabbie; the said One hundred Acres of Land to be had & held by him the said Charles Grimes His Honor & mine, free from all Tithes, Taxes, Quit Rents & other acknowledgments, for the space of Five years from the Date of these Presents; Provided that the said Charles Grimes His Honor & mine shall reside within the same, & proceed to the Improvement & Cultivation thereof, & such Timber as may be growing, or to grow hereafter upon the said Land which may be deemed fit for Naval Stores, to be reserved for the use of the Crown, & paying an annual Quit Rent of Two Shillings after the expiration of the Term or Terms of Five years before mentioned.

In Testimony whereof I have hereunto set my Hand & the Seal of the Territory, at Sydney in the Territory of New South Wales, this Third Day of October in the year of our Lord One thousand seven hundred & ninety four.

Soleid in Our Presence

{ John White.
W. Paterson.
Edw. Loring.

Sign'd Fran. Grise.

Registered in the Secretary's Office.

Sign'd David Collins
Secy
to the Governor.

(L)

Copy of a land grant recorded in the first Register of Land Grants, 1792-95, accessioned during the year from the Register General's Department. The grant, dated 3rd October, 1794, is to Charles Grimes and is for 100 acres of land, to be known as Hartwell Farm, in the district of Toongabbie.

From the original in the Archives Office

Accessions during 1971

The State archives, exclusive of maps and plans (which although not accurately counted, number well over 16,000) and of other records such as the very large collection of glass negatives from the Government Printing Office, and similar items which do not readily lend themselves to statistical measurement, now occupy 33,535 feet of shelving. Approximately 865 feet were added during 1971, compared with 711 feet in 1970. Some of the more important accessions during the year were:

- Captain Cook Bi-Centenary Celebrations Citizens' Committee: Report of Decorations and Illuminations Committee, June, 1970; Originals and copies of art work for Bi-Centenary Commemorative Medallions and Trophy, 1970; and newscuttings relating to the Bi-Centenary Celebrations and the Papal Visit, 1968-70.
- Government House: Letter book of correspondence to officials and private persons, 1896-99 and copies of Governors' Minutes to the Premier, 1920-30.
- Lands: Lease documents and receipts relating to Church and School Estates, ca. 1840-1900.
- Maritime Services Board: Special bundles relating to the administration of the Marine Board of New South Wales, the Department of Navigation, the Sydney Harbour Trust and the Maritime Services Board, ca. 1870-1957.
- Registrar General: Registers of Crown Land Grants and Warrants of Emancipation, Numbers 1 and 3, 1792-5 and 1800-09.
- Technical College, Sydney: Various indexes and registers to correspondence, enrolments, examinations, scholarships, stock and plant, ca. 1884-1933.
- Western Lands Commission: Special bundle relating to appointments and resignations of Commissioners, Chief Commissioners and Chairmen of Local Land Boards, 1902-58, and to the Commission of Inquiry into the Administration of the Western Division of New South Wales, 1931.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and continues to depend upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1971, 541 readers' tickets had been issued and were still current, compared with 507 in 1970. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

The State archives are in general "open" for use when they are 35 years old. The exceptions are particular series of records on which public offices have placed a special restriction under the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

It should be noted that although State archives are no longer regularly required for official purposes, some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Probably the most regular use is of the plans transferred from the Department of Lands, both by that department and by others such as the Department of Railways and the Department of Main Roads. Usually this only involves reference to particular documents, but in about thirty instances in 1971 the official use of State archives for the administrative purposes of the State required considerable research by the staff of the Archives Office. Specific examples of this were research on the Bombala Court House for the Department of the Attorney General and Justice; on the Royal and Victoria Arcades for the Chief Secretary's Department; on the Avon Dam for the Metropolitan Water Sewerage and Drainage Board; and on Hyde Park, Sydney, for the National Parks and Wildlife Service.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 541 holders of a current reader's ticket were:

- Development of the mathematics curriculum in New South Wales primary and secondary schools since 1848.
- The National Labor Party, 1916-17.
- Early New South Wales colonial dockyards and ships.
- "Wowsers" and social life, 1880-1920.
- The Solomon Islands, 1788-1860.
- Retail trade and distribution in Sydney, 1880-1914.
- The Joadja Oil Shale deposits.
- Defence works in Sydney Harbour.

The number of inquiries answered by letter and telephone has continued to rise rapidly, more than 355 being answered during 1971, compared with about 275 in 1970 and 200 in 1969. They included such subjects as:

- The origin of the names "Broulee" and "Moruya".
- Papers relating to the work of Dr W. G. Armstrong in the Infant Welfare Movement.
- Purchase of Spencer repeating rifles by the New South Wales police in the 1860s.
- History of Pleasant Hills.
- The Hornet Bank Massacre, 1857.

At present readers' tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on much-used original and unique documents. However, the Authority permits professional records searchers to use the records for genealogical searches on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives Office without an extensive search of the records.

During the year, permission was given on 13 occasions for publication of copies of State archives, compared with 6 in 1970. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes, but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1971 the Authority dealt with 52 recommendations for the disposal of public records, compared with 61 last year. These recommendations were for 114 separate series of records compared with 271 last year. Thus the 1971 figures continue the general trend, noted in previous years, towards a decrease in the number of series of records submitted to the Authority for disposal. The trend is partly due to the use of disposal schedules and partly to authorization for the continuing disposal of individual series. During the year a total of 865 feet of records covering 127 series was required to be transferred as State archives under new or continuing disposal recommendations. The corresponding figures in 1970 were 711 and 132. An estimated 9,000 feet of records, covering 100 series, were destroyed under new or continuing authorities, as against approximately 26,000 feet and 147 series last year.

RECORDS IN COUNTRY CENTRES

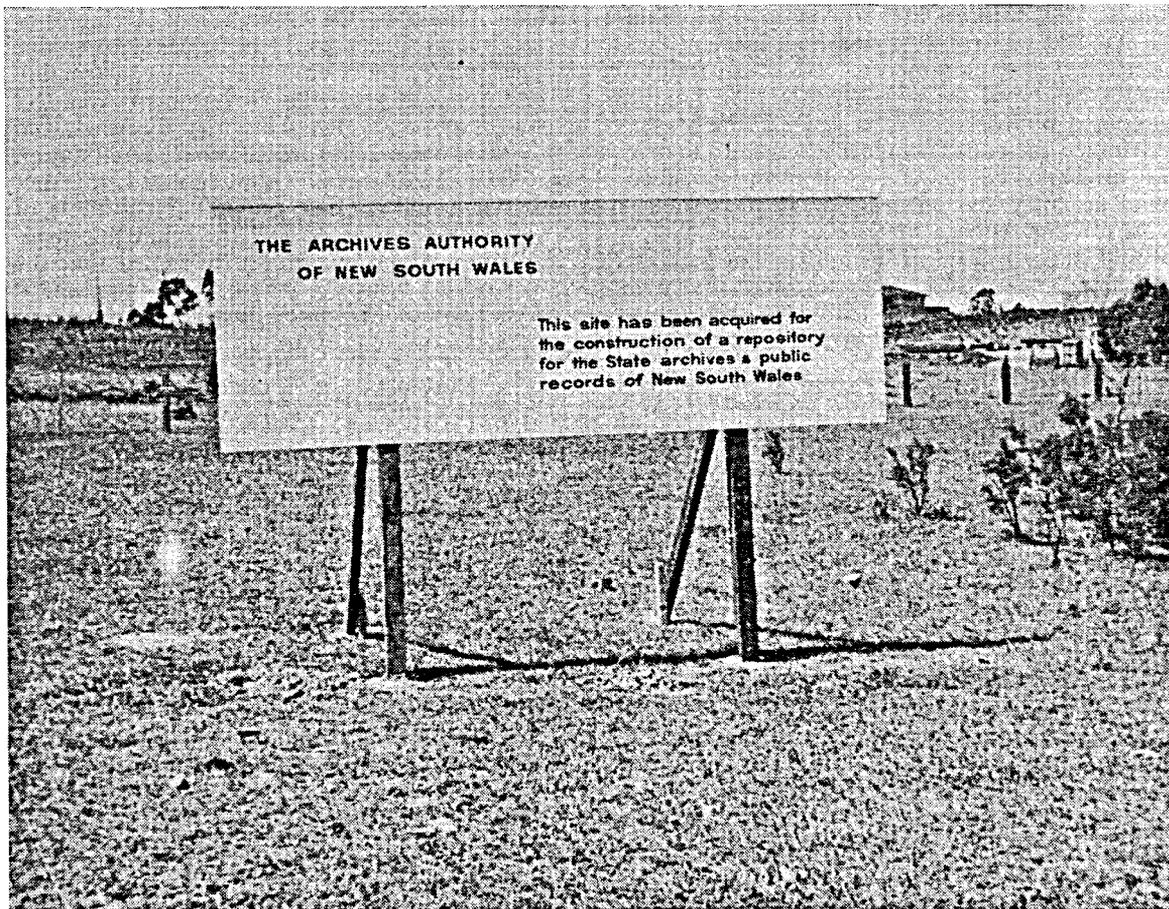
As reported in previous years, it is not now the practice of the Archives Authority to make a systematic attempt to seek out public records in country districts. However it has become clear that local office records relating to land, previously thought to be unimportant since the information they contained was duplicated in the head office of the Department of Lands, are of prime importance for the regional study of land use. This is primarily because the head office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose.

A survey in April, 1970, showed that records were held in thirteen Land Board offices and in over eighty Crown Land Agents' offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority then resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

There has been a continuing response to this. In 1971 approximately 113 feet of records were transferred from twelve country offices, while further transfers are expected in 1972.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.



During the year a notice board was erected on the site of the proposed repository at Kingswood.

ACCOMMODATION

The Government Records Repository is housed principally in two large wooden sheds at Shea's Creek, Alexandria. Reference has been made to the unsatisfactory nature of these sheds in previous reports, and particularly to their vulnerability to fire. By March this year they were filled to capacity, but in 1970 the Government, in order to provide additional accommodation and to reduce the risk of loss of essential records by fire, had approved the lease of a building at 127 Rookwood Road, Yagoona. This building has a floor area of 14,000 square feet and is capable of housing approximately 22,000 feet of public records. Although not air-conditioned or mechanically ventilated, it is of brick and concrete construction and is equipped with fire sprinklers, and it therefore provides much safer storage than the Shea's Creek sheds.

Because of delays in completing the lease and preparing the building, the transfer of records to Yagoona did not commence until September, 1971, but it is now proceeding satisfactorily. However, as the storage is limited it is possible to remove from Shea's Creek only State archives and those semi-current records whose loss in the event of disaster would cause the greatest difficulty in the conduct of government. Consequently almost two-thirds of the permanently valuable semi-current records of the State will still be housed at Shea's Creek. In addition it is estimated that the space which the transfer has freed at Shea's Creek will be sufficient for new accessions until mid-1973 only.

Some hundreds of feet of public records are also stored in the basement of a building in Margaret Lane, Sydney, which is used to store some public records, as well as State archives which cannot be accommodated in the Library of New South Wales building. The public records of the State are therefore housed in four widely-separated locations. Consequently although the Authority has considered leasing further temporary accommodation, it believes that the even greater dispersion of the Government Records Repository which this would entail would inevitably lead to inefficiency and uneconomical management.

In previous reports the Authority has foreshadowed that the Archives Office might not be able to continue to use the whole of the accommodation which it now enjoys in the Library of New South Wales, because of the continuing expansion of the collections under the control of the Council of the Library of New South Wales. The Library's accommodation problems are now acute, and although it has not been necessary to remove State archives or other public records from the building to allow for Library use, such a move cannot be delayed much longer. In addition there is almost no unused space for State archives in the three floors of the building which are at present occupied by the Archives Office.

The Authority is hopeful that all these problems of space will shortly be overcome by the construction of the proposed new Government Records Repository at Kingswood, for which land was acquired in 1964. In 1969 the Public Buildings Programming Committee placed the repository on its "A" priority list, and in 1970 a preliminary cost estimate by the Government Architect of \$1,950,000 was received and approved by the Authority, but no funds could be released to enable construction to commence. However, following a suggestion by the Committee that construction might be staged to limit the extent of outlay in any one financial year, the Government Architect prepared a proposal for a revised first stage. This was received by the Authority in April, and envisaged the construction of twelve of the original thirty-six storage cells, providing accommodation for an estimated 66,000 feet of records, instead of the 200,000 feet originally contemplated, together with an entry and receiving area, plant room, and essential facilities. The preliminary estimate of cost for this reduced first stage was \$700,000, which, with an allowance for shelving and equipment, would make a total estimated cost of \$800,000. The Authority has since been informed that the Premier and Treasurer has authorized the preparation of working drawings for this first stage, and it hopes these will be completed by the end of this financial year and that it will be possible to commence construction in 1972-73.

The Authority wishes to record its warm appreciation of the part you have played, as the responsible Minister, in making this progress possible and in particular in securing approval for the preparation of working drawings. On 14th December you were good enough to receive a joint deputation from the Authority and the Council of the Library of New South Wales to discuss these and other needs for accommodation. The Authority must nevertheless again stress the importance of commencing construction in the next financial year, and of the need for funds to be made available for further stages in subsequent years.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report continuing progress in the repair and rebinding of some of the more valuable State archives. A total of 282 volumes was bound during the year, 224 of them being sewn and cased and the remaining 58 plastic bound. Despite this, some documents have still had to be withheld from use in order to prevent further physical damage. Although the Bindery has been handling 20 volumes a month since 1970, compared with 10 a month previously, the services of the manuscripts restorers can only be made available to the Archives Office for 1 week in 6, that is, for 9 weeks in each period of 12 months. This is sufficient only for the most urgent restoration work. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to a project for copying records needed mainly for genealogical research, but is of necessity on a fairly small scale. An example is the Government Printing Office collection of glass negatives, some 500 of which were copied in 1971.

PUBLICATIONS

During 1971, as mentioned under the heading "State Archives", four issues of the quarterly *Supplement* to the *Concise Guide to the State Archives of New South Wales* were published, while descriptive inventories of the correspondence records of the Colonial Secretary and of the records of the Government Architect, were prepared for publication in 1972.

The following is a list of the publications already issued by the Archives Authority:

- List of Series Titles in the Archives Office of New South Wales.* (1965. Out of print.)
- Concise Guide to the State Archives of New South Wales.* (1970.) With quarterly *Supplements*, 1971-.
- Guide to Convict Records in the Archives Office of New South Wales.* (1970.)

Inventories:

- Commissariat: Record group NC II. (1963.)
- Auditor General: Record group NAU. (1964.)
- Council of Education: Record group NCE. (1964.)
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)
- Executive Council: Record group N EC. (1966.)
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834–1904: Record group NCS-ND. (1967.)
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967.)
- District Councils, 1843–50: Record group N DC. (1967.)
- The Governor, 1787–1935: Record group NG. (1969.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1971. The attendances were as follows:

Mr H. L. Yelland, B.A., Dip.Ed. (Chairman)	3
(Excused for his absence from 3 meetings)		
Mr B. R. Davies, LL.B. (Deputy Chairman)	6
The Hon. Mr Justice W. H. Collins, LL.B.	5
(Excused for his absence from 1 meeting)		
Mr N. B. Nairn, M.A.	6
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A.	5
(Excused for his absence from 1 meeting)		
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	2
(Excused for his absence from 1 meeting. Died 4th July, 1971)		
Professor J. M. Ward, M.A., LL.B., F.A.H.A.	6
Mr A. R. Horton, B.A., F.L.A.A.	4
(Excused for his absence from 2 meetings)		
Mr P. W. Beckenham, M.A., B.Ed.	4
(Excused for his absence from 2 meetings)		
Mr J. A. Cameron, LL.M., M.L.A.	2
(Appointed August, 1971)		

Major-General Stevenson, who had been a member of the Authority since its inception in 1961 died on 4th July, 1971. At the Authority's meeting on 9th August a resolution of sympathy with General Stevenson's widow and family, and of profound regret at the loss of an honoured and valued colleague, was carried unanimously by the members of the Authority standing in silence. General Stevenson was succeeded, as the member nominated by the Presiding Officers of Parliament, by Mr J. A. Cameron, LL.M., M.L.A.

The Chairman, Mr Yelland, visited Europe during the year and took the opportunity of visiting archival repositories and of developing communications with archival authorities having problems comparable to those experienced in New South Wales. Mr Yelland discussed these various matters with the Authority at its meeting in October.

STAFF

At the end of 1971 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-four, including the Senior Archivist and seven other archivists or archives officers in the Professional Division of the Public Service. During the year, approval was given for the re-grading of one of the archivist's positions as Assistant Senior Archivist and it is hoped to fill this position early in 1972.

Mr P. Orlovich, M.A., Dip.Ed., Dip.Lib., of the Archives Office staff, completed the requirements for the degree of Master of Librarianship in the University of New South Wales during the year. Mr Orlovich submitted for this degree a thesis on "Free Library Legislation in New South Wales, 1867-1937".

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 of Archives; the Library Association of Australia and its Archives Section; and the New South Wales branch of the Business Archives Council of Australia. The Principal Archivist is a Past President of the Library Association of Australia.

STATISTICS

State Archives

During the year ended 31st December, 1971, approximately 865 feet of records were transferred as State Archives; the total quantity of State Archives is now estimated at 33,535 feet. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, is in the vicinity of 100,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1965	1966	1967	1968	1969	1970	1971
Number of issues	6,372	9,387	9,136	10,215	11,139	11,939	10,935
Number of issues of maps	489	337	341	360	475	387	219
Total number of readers	2,201	2,222	2,369	2,412	2,528

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period, but are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments to the "Inward and Outwards Passenger Lists" up to 1923. 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. It will be seen from the table that although the number of issues fell during 1971, the number of readers continued to increase. This may be a reflection of improved aids in the use of the archives, especially the *Concise Guide*.

Government Records Repository

The amount of work done in the Repository fell sharply during 1971. The number of individual jobs done amounted to 64,730 in 1971 compared with 79,632 in 1970, representing a monthly average of 5,394 jobs compared with 6,636 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records.

This marked fall in the 1971 figures is almost entirely accounted for by the withdrawal of Housing Commission files. Late in 1970 the Commission began transferring its most frequently used records to its own repository, and this has resulted in a drop of 14,441 in the number of jobs done. When allowance is made for this the fall for all other departments is only 461, which would appear to continue the trend towards a stabilization in the level of the file reference service as noted in previous reports.

The following table shows that the total quantity of semi-current records in the Repository continues to increase, but as records become older they are less likely to be used for official purposes. The Authority will continue to observe this trend and will from time to time review the status of records in the repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

SEMI-CURRENT RECORDS IN THE REPOSITORY
(including the Library of New South Wales building)

(All figures are in foolscap feet)

Public Office	Total, December, 1970	(Net) Increase, 1971	Total, December, 1972
Agriculture	1,763	248	2,011
Attorney-General and Justice	2,943	450	3,393
Building Materials	9	..	9
Chief Secretary	1,781	92	1,873
Child Welfare and Social Welfare	130	16	146
Children's Court	1,374	..	1,374
Clerk of the Peace	1,835	..	1,835
Clerks of Petty Sessions	948	599	1,547
Companies Office	1,401	213	1,614
Conservation	206	..	206
Coroner's Court and Morgue	33	..	33
Corrective Services	641	20	661
Council of Auctioneers	126	11	137
Court Reporting Office	799	..	799
Crown Solicitor	2,026	148	2,174
District Court	1,931	..	1,931
Education	7,396	359	7,755
Electricity Authority of New South Wales	151	26	177
Equity Office	1,510	..	1,510
Forestry Commission	381	..	381
Government Architect	5	..	5
Government Insurance Office	13,289	1,063	14,352
Government Printing Office	130	..	130
Government Real Estate Office	138	..	138
Government Stores	3,823	121	3,944
Government Transport	1,347	44	1,391
Health	606	..	606
Hospitals Commission	204	..	204
Housing Commission	8,808	-2,489	6,319
Immigration	61	14	75
Industrial Commission and Industrial Registrar	284	..	284
Labour and Industry	2,552	303	2,855
Labour and Industry—Prices Branch	1,086	..	1,086
Land Tax Office	477	73	550
Lands	15,891	1,091	16,982
Library Board of New South Wales	158	..	158
Library of New South Wales	975	890	1,865
Licences Reduction Board	164	31	195
Local Government	2,344	21	2,365
Main Roads	820	624	1,444
Maritime Services Board	506	50	556
Master in the Protective Jurisdiction of the Supreme Court	1,459	75	1,534
Metropolitan Water Sewerage and Drainage Board	92	..	92
Milk Board	473	..	473
Mines	3,184	108	3,292
Nurses' Registration Board	607	..	607
Parliament	900	900
Premier's Department	1,408	..	1,408
Probate Office	1,565	182	1,747
Public Service Board	2,090	87	2,177
Public Solicitor	696	125	821
Public Trust Office	6,242	5	6,247
Public Works	3,628	156	3,784
Registrar General	9,426	361	9,787
Registry of Co-operative Societies and of Friendly Societies	436	..	436
Rent Control Office	2,509	335	2,844
Royal Botanic Gardens	10	..	10
Rural Reconstruction Board	347	..	347
Stamp Duties Office	4,458	500	4,958
State Superannuation Board	865	74	939
Supreme Court and Prothonotary	2,074	144	2,218
Technical Education	357	..	357
Tourist Activities	103	3	106
Treasury	3,733	118	3,851
Valuer-General	400	60	460
Water Conservation and Irrigation Commission	3,525	-38	3,487
Western Lands Commission	156	40	196
Workers' Compensation Commission	1,244	..	1,244
Workers' Compensation (Silicosis) Committee	103	3	106
	132,242	7,256	139,498

The figures shown in the table as "Increase 1971" take into account destructions during the year, and in respect of Housing Commission records, withdrawals. In each case of destruction of records, authorization has been given by the Archives Authority, either for a specific series or group of records, or by means of a continuing authority for disposal. Before destruction of records in the repository takes place each public office concerned is asked to confirm that its records due for destruction may in fact be destroyed.

In order to free space for the storage of other records it is necessary to ensure that records of no permanent value are not retained beyond the end of their useful life, and an attempt is made to ensure that the destruction of records is carried out promptly. However, the repository has suffered persistent staffing difficulties in the past two years, brought about by a high staff turnover, the difficulty of finding experienced replacements, and the need to spend time in training and instruction. In addition, since the latter part of 1971 approximately half the available staff have been heavily involved in the transfer of records to the Yagoona Repository. Consequently, despite the reduction in the file reference service, destruction of records has, of necessity, been virtually suspended. Only 94 feet of records were destroyed during the year and no progress had been made in clearing up arrears. It is intended to resume this work in 1972, upon completion of the Yagoona transfer.

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1965	1966	1967	1968	1969	1970	1971
Number of files requested	35,926	37,128	46,305	49,630	43,660	46,054	39,565
Number of files issued	30,661	32,001	39,002	40,264	35,789	37,293	32,185
Number of files returned	21,448	23,980	28,813	31,836	28,426	26,076	20,083
Number of files added to existing boxes ..	2,508	4,381	2,727	2,240	2,493	2,250	1,718
Number of loose papers to be attached to files or number of files retained in department ..	5,341	3,444	3,836	4,423	4,972	5,252	3,364
Total File Reference Operations performed (i.e., files requested, files added, papers attached) ..	65,223	68,933	81,681	88,309	79,551	79,632	64,730

The percentage of files issued to files requested during 1971 was eighty-one.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 139,498 feet, while a further 33,535 feet are held as State archives.

G. D. RICHARDSON,
Principal Archivist.

H. L. YELLAND,
Chairman.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30th JUNE, 1971

EXPENDITURE		INCOME	
	\$		\$
Salaries, etc.		Provided from Consolidated Revenue	113,501·47
Expenses—		Sale of Publication	1,232·41
Furniture and Filing Equipment	20,026·81		
Photocopying	285·25		
Copying and Purchasing of Public Archives	2,576·86		
Travelling Expenses	33·57		
Freight Cartage and Packing	245·08		
Minor Expenses	98·50		
Rental of Premises	17,033·33		
	<u>40,299·40</u>		
Proceeds of Sale of Publication to Consolidated Revenue			1,232·41
	<u>\$114,733·88</u>		<u>\$114,733·88</u>

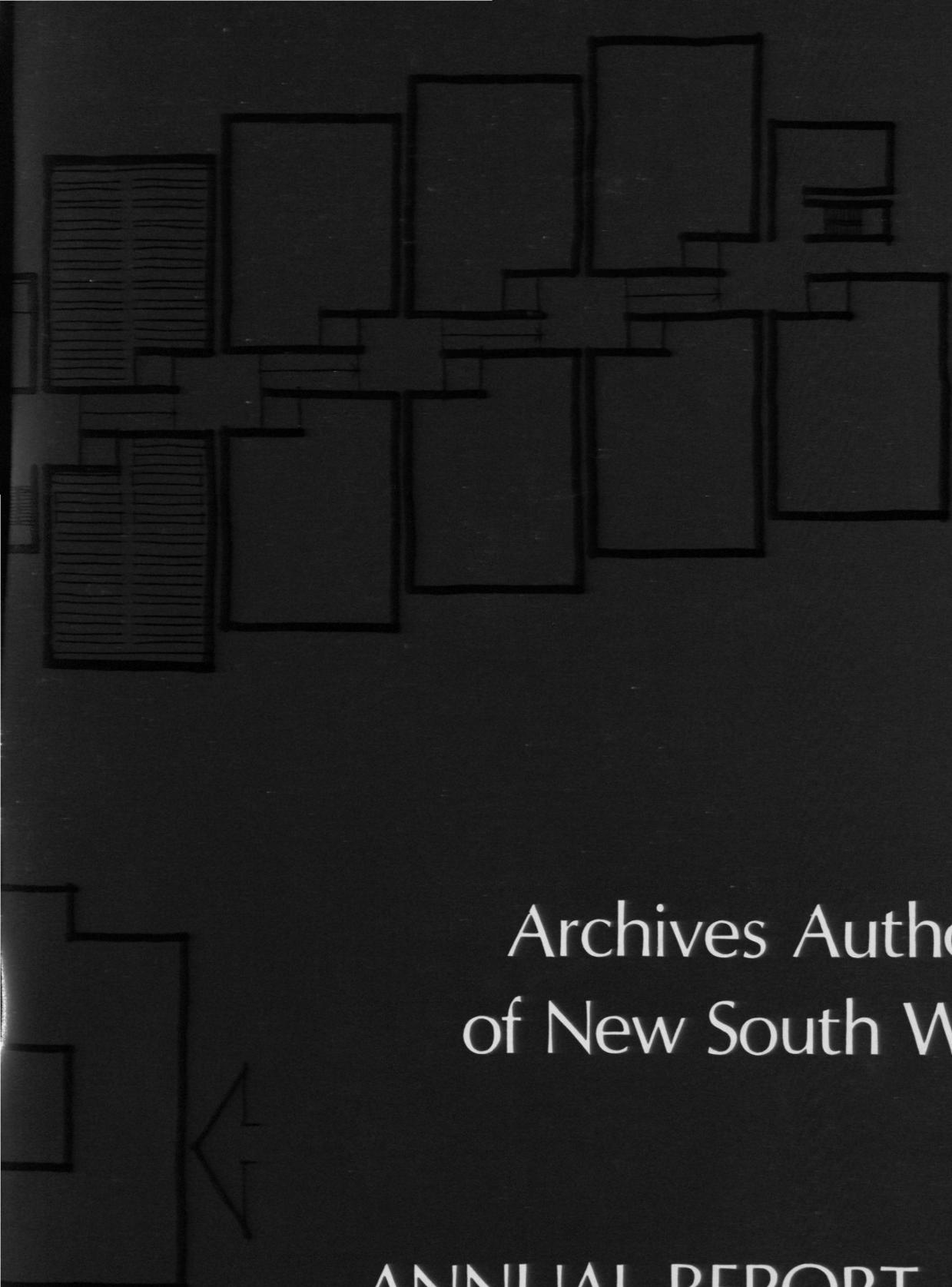
G. D. RICHARDSON,
Principal Archivist.

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 income and expenditure account for the year ended 30th June, 1971, gives a true and fair view of the result of operations of the Authority for the year then ended.

D. FAIRLIE,
Auditor-General of New South Wales.

Sydney, 23rd August, 1971.



Archives Authority
of New South Wales

ANNUAL REPORT 1972

1972-73

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1972

Ordered to be printed, 8 March, 1973

BY AUTHORITY
V. C. N. BLIGHT, C.B.E., GOVERNMENT PRINTER, NEW SOUTH WALES—1973

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1972

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Cultural Activities for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its twelfth annual report, covering the year ending 31st December, 1972.

STATE ARCHIVES

The Archives Office of New South Wales, in which are deposited the State archives, continues to occupy three floors that were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in acknowledging the help given by the Council of the Library of New South Wales in providing this accommodation and other facilities for the work of the Authority, especially at a time when the Library's need for additional space to house its expanding collections is recognized to be acute.

This support and assistance, as reported in previous years, continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library. The Authority therefore hopes at all times to continue the present close liaison in staff, facilities, and services to the public. Nevertheless, as the State archives increase, along with valuable semi-current records in the custody of the Archives Office, a growing quantity of them must be housed elsewhere. The Authority envisages that when suitable accommodation for public records is provided in a new records repository, as mentioned later in this report, a nucleus of the State archives will be retained in the Library building, for ready access, while the remainder will, as required, be available for recall at short notice from the repository. This is likely to be desirable even when the repository itself develops facilities for readers and searchers.

A second volume of the *Supplement to the Concise Guide to the State Archives, 1970*, was published during the year. This consisted of four quarterly issues, the last of which was a cumulation incorporating the previous three and including, for the first time, a brief index. Although the compilation of supplements consumes a considerable proportion of staff time, this is balanced by their usefulness for administrative and reference purposes, while a growing circulation suggests that students and scholars welcome the information it provides on current accessions. In addition, the inventory of the Colonial Secretary's correspondence records, referred to in the last report, is with the printer, and an inventory of the Government Architect's records will be sent in 1973.

Work has also proceeded on the revised edition of the *Colonial Secretary: Muster and Census records*, on the subject guide to shipping records, on the processing and printing of the collection of Government Printer negatives, all of which were mentioned in the last report; and on a supplement to the *Guide to Convict Records*, a subject guide to licences and leases to occupy Crown land, and an index to publicans' licences, and on the processing of some of the Supreme Court records. However this progress is confined to a relatively small quantity of records. Apart from basic accessioning work little has been done on the larger of the recent transfers, while there is a very large quantity of unprocessed records in arrears. The latter include the highly important major record groups of the Departments of Education, Lands, Mines, and the Treasury, all of which are required for research.

The fundamental reasons for this are a lack of staff, with an increasing commitment of the present staff to duties other than processing. The last increase in the professional staff was in 1966. Since then the numbers of readers and of State archives issued for use have increased by more than 30 per cent and 13 per cent respectively, as shown in the table of statistics later in this report. Even more significantly, because of the amount of skilled research time involved, the number of inquiries received by letter and telephone has increased by about 550 per cent since they were first recorded in 1968. Moreover, since the beginning of 1971 one officer has been fully occupied with the records disposal programme and the management of the various branches of the Government Records Repository, while another is engaged part-time on work connected with the conservation, repair, and binding of records. In effect, the equivalent of 70 per cent of the staff is engaged in duties other than the processing, arrangement, and description of records. Other contributory reasons for the arrears are a lack of sorting space in the Archives Office, the need to accommodate many accessions outside the Library building, and the relatively high proportion of inexperienced officers.

ACCESSIONS DURING 1972

The State archives, exclusive of maps and plans (which although not accurately counted, number well over 16,000) and of 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 33,953 feet of shelving. Approximately 418 feet were added during 1972, compared with 865 feet in 1971. Some of the more notable accessions during the year were:

Bench of Magistrates, Newcastle: Bench Book, 1833-35.

Commissioner for the Assignment of Convict Servants: Register of persons prohibited from receiving convict servants, 1826-33.

Education: Semi-official correspondence of the former Director General of Education, Sir Harold Wyndham, 1949, 1953-68.

Government Transport: Official drawings, photographs and blueprints of tramcars, rolling stock and other equipment, c 1900-58.

Premier's Department: General correspondence files, including "G" and "S" files of the Department of Secondary Industries and Building Materials, c. 1940-57.

Premier's Department: General files of the New South Wales Centre for Industrial Opportunities, New York, 1959-70.

Public Service Board: Personnel files of former senior officers of the Board, 1942-72.

Supreme Court: Court of Appeal and Full Court notebooks of the former Chief Justice, Sir Leslie Herron, c. 1959-72.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and continues to depend upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1972, 545 readers tickets had been issued and were still current, compared with 541 in 1971. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

During 1972 the Archives Authority reconsidered its policy on access to the more recent records in the Archives Office. When the Authority was originally established it had decided that records less than 50 years old would not be made available for public use except with the consent of the public office which transferred them, or by resolution of the Authority itself. At the time this conformed with general practice in other archival institutions, both in this country and overseas. However, there has since been a widespread and continuing trend towards making more recent records available and as far as its responsibilities permit, the Authority has been entirely in sympathy with this. Consequently in 1966 it reduced the period to 35 years, and it has now further reduced this to provide that only those records less than 30 years old should be restricted of access. While implementation of this policy necessarily awaits the agreement of the public offices that have transferred their records as State archives, it is already clear that most offices are in agreement with the shorter period of access for the majority of their records.

In 1973, therefore, most State archives more than 30 years old will be available for public use by holders of readers tickets. The exceptions will be particular series of records on which public offices have placed a special restriction in terms of the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals where it appears to the Authority that the public interest would not be served by making the information contained in them generally available.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

The Authority again reports that although State archives are no longer regularly required for official purposes, some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Probably the most regular use is of the plans transferred by the the Department of Lands, both by that Department and by others such as the Department of Railways and the Department of Main Roads. Usually this only involves reference to particular documents, but in about forty-five instances in 1972 the official use of State archives for the administrative purposes of the State required considerable research by the staff of the Archives Office. Specific examples of this were research on the first treadmill in the colony for the Department of Corrective Services; on photographs and plans of the original Post Office at Newcastle for the Department of Public Works; on various early medical practitioners for the Medical Board; and on the two black rods in use since 1856 for Parliament House. The Archives Authority is firmly of the opinion that its first duty lies in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that this official use may be overshadowed by the use made of them by private research workers.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 545 holders of a current reader's ticket were:

Australian race attitudes.

Brickworks in New South Wales.

The English public school tradition in Australia.

Italian settlement of the Murrumbidgee Irrigation Area.

The New South Wales Legislative Council, 1856-1901.

A. W. Jose: ideas and influence on Australian defence policy, 1901-14.

Development of road and bridge building in New South Wales.

Education in frontier communities of New South Wales, 1848-66.

Public disturbances in Australia during the Nineteenth Century.

The number of inquiries answered by letter and telephone rose very steeply in 1972, more than 526 being answered during the year, compared with about 355 in 1971 and 275 in 1970. They included such subjects as:

Migration of the entire population of the village of "Busy Bit", in Scotland to Australia in 1872.

The health of New South Wales in 1824.

Plan of the first road over the mountains from Mount York to Bathurst.

Great Seals of New South Wales, 1791-1905.

Biographical details of the convict bushranger, William Westwood.

The introduction of the Obscene and Indecent Publications (Amendment) Act, 1946.

At present reader's tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on much-used original and unique documents. However, the Authority continues to permit professional records searchers to use the records for genealogical searchers on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives Office without an extensive search of the records.

During the year, permission was given on nineteen occasions for publication of copies of State archives, compared with thirteen in 1971. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes, but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1972 the Authority dealt with 83 recommendations for the disposal of public records, compared with 52 last year. These recommendations were for 349 separate series of records compared with 114 last year. This rise is largely accounted for by the Authority's decision in April 1971 to review previous authorizations for the continuing disposal of Court House records and to require that, for 2-year period, normal disposal recommendations be submitted. The effects of this decision were delayed until this year when over 180 of the 349 series submitted for disposal were Court records. When allowance is made for this the figures do not indicate a significant reversal of the trend noted in previous years towards a decrease in the number of series of records submitted for disposal. This trend has been brought about partly by the use of disposal schedules and partly by authorizations for the continuing disposal of individual series.

A total of 418 feet of records covering 143 series was required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1971 were 865 and 127. An estimated 16,000 feet of records, covering 274 series, were destroyed under new or continuing authorities, as against approximately 9,000 feet and 100 series last year.

RECORDS IN COUNTRY CENTRES

As reported in previous years, it is not now the practice of the Archives Authority to make a systematic attempt to seek out public records in country districts. However it has become clear that local office records relating to land, previously thought to be unimportant since the information they contained was duplicated in the head office of the Department of Lands, are of prime importance for the regional study of land use. This is primarily because the head office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose.

A survey in April, 1970, showed that records were held in thirteen Land Board offices and in over eighty Crown Land Agent's offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority then resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

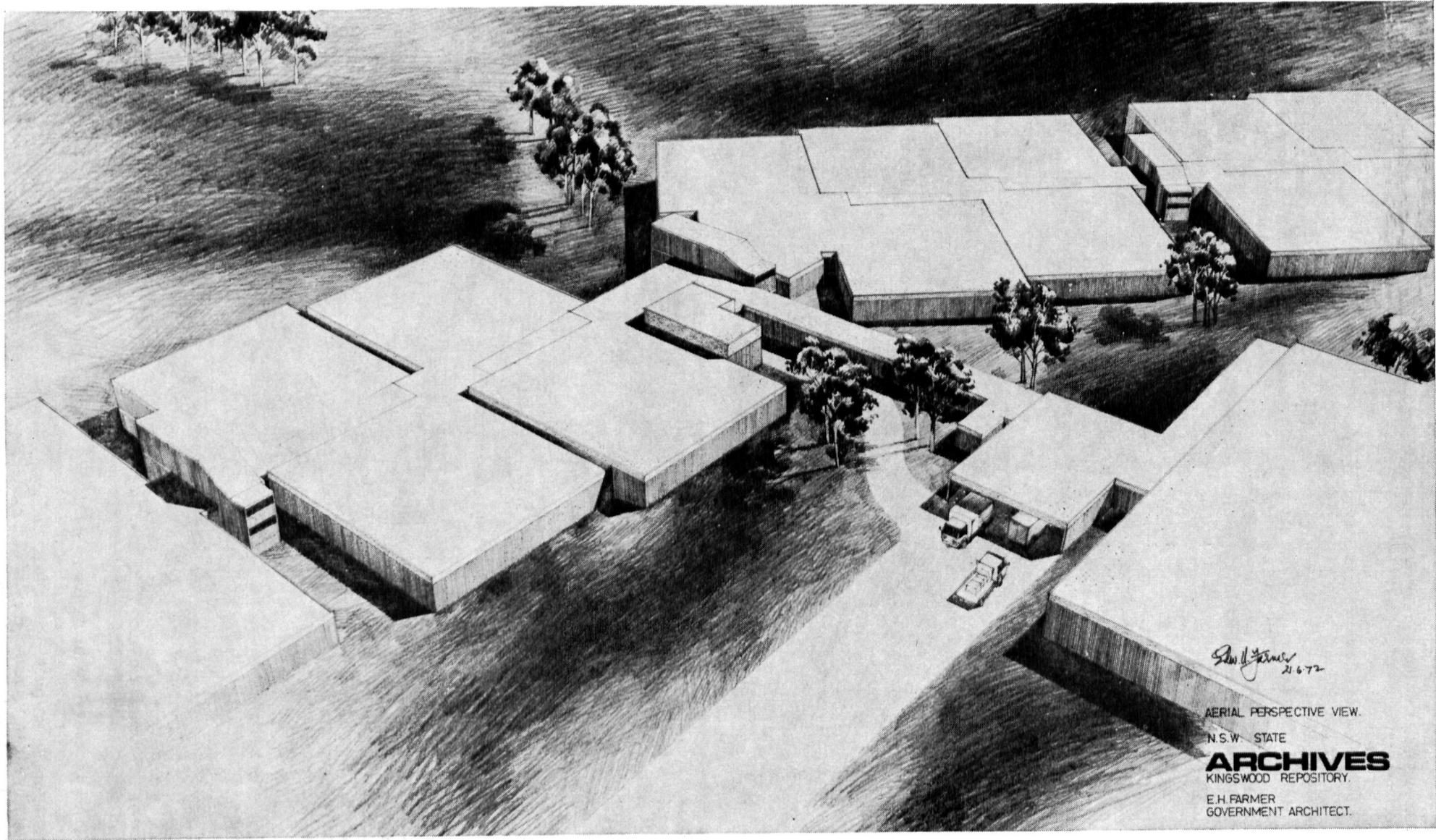
The response to this is still continuing. In 1972, approximately 41 feet of records were transferred from four country offices, and further transfers are expected in 1973.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

ACCOMMODATION

The Government Records Repository is housed principally in two large wooden sheds at Shea's Creek, Alexandria. Ample reference has been made to the unsatisfactory nature of these sheds in previous reports, and particularly to their vulnerability to fire. By March, 1971, they were filled to capacity, but in 1970 the Government had approved the lease of a building at 127 Rookwood Road, Yagoona. This building is of brick and concrete construction and is equipped with fire sprinklers, and therefore provides much safer storage than the Shea's Creek sheds. However, as its capacity is limited to about 22,000 feet of records it can house only some State archives and those semi-current records whose loss in the event of disaster would cause the greatest difficulty in the conduct of government. Consequently, although the transfer of these records to Yagoona was completed in September, 1972, some State archives and almost two-thirds of the permanently valuable semi-current records remain at Shea's Creek.



AERIAL PERSPECTIVE VIEW.

N.S.W. STATE

ARCHIVES
KINGSWOOD REPOSITORY.

E.H. FARMER
GOVERNMENT ARCHITECT.

The proposed new Government Records Repository at Kingswood

Until December of this year the basement of a building in Margaret Lane, Sydney, was also used to house some hundreds of feet of public records, as well as State archives which could not be accommodated in the Library of New South Wales building. However, since the building is to be demolished, the records have been distributed to the repositories at Yagoona and Shea's Creek. This has further aggravated storage difficulties with the result that it is now estimated that present resources for the storage of semicurrent records will be exhausted by May, 1973.

In previous reports the Authority has foreshadowed that the Archives Office might not be able to continue to use the whole of the accommodation which it now enjoys in the Library of New South Wales, because of the continuing expansion of the collections under the control of the Council of the Library. Although it has not yet been necessary to remove State archives or other public records from the building to allow for Library use, such a move cannot be delayed much longer. In any event, there is almost no unused space for State archives in the three floors of the building which are at present occupied by the Archives Office.

All these difficulties in accommodation should soon be overcome by the construction of the proposed new Government Records Repository at Kingswood. Land was acquired for this in 1964 but construction has been delayed by a lack of funds. However, following a suggestion by the Public Buildings Programming Committee in 1970 that construction might be staged to limit the extent of outlay in any one financial year, the Government Architect prepared a proposal for a revised first stage. This was received by the Authority in April, 1971, and envisaged the construction of twelve of the original thirty-six storage cells, providing accommodation for an estimated 66,000 to 70,000 feet of records, instead of the 200,000 feet originally contemplated, together with an entry and receiving area, plant room, and essential facilities. The preliminary estimate of cost for this reduced first stage was \$700,000, which, with an allowance for shelving and equipment, would make a total estimated cost of \$800,000. The Premier and Treasurer authorized the preparation of working drawings for this first stage in 1971 and these are now almost complete. In June, 1972, the Authority received and approved final sketch plans and in August the Department of Public Works advised that provision had been made for the project in its Building Loan Vote programme for 1972-73. It is expected that at least a portion of the repository will be completed and available for occupation by 1st January, 1974.

The Authority wishes to record its very great pleasure at this progress and to convey its warmest appreciation of the important part you have played, as the responsible Minister, in making it possible.

Nevertheless it must stress that present accommodation is nearly exhausted and that even the January, 1974, completion date will leave a period of seven months during which it will be impossible to accept new accessions. Delay beyond this date would stretch the resources of the Government Records Repository and of the Library of New South Wales building beyond practical limits. Consequently it is imperative that construction of the initial stage of the repository proceed as quickly as possible, and almost equally imperative, that funds be made available for further stages in successive years.

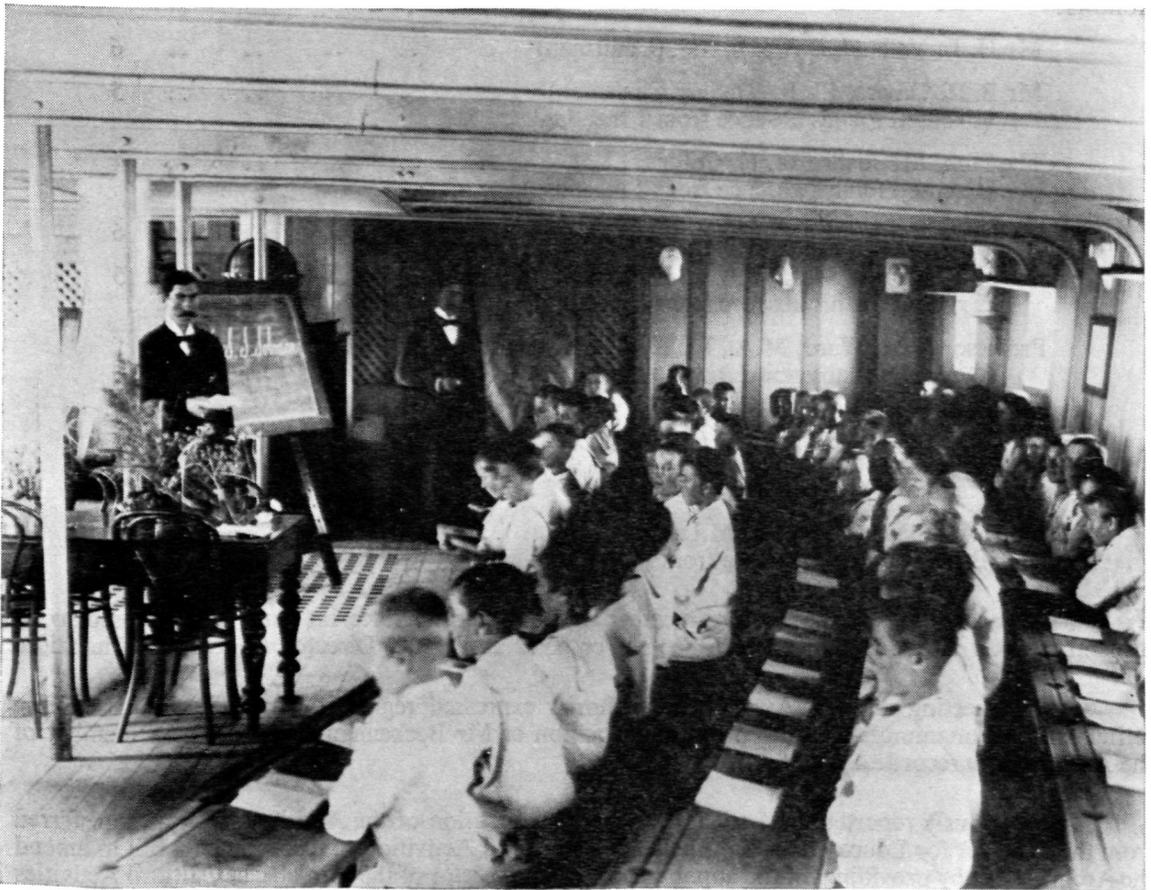
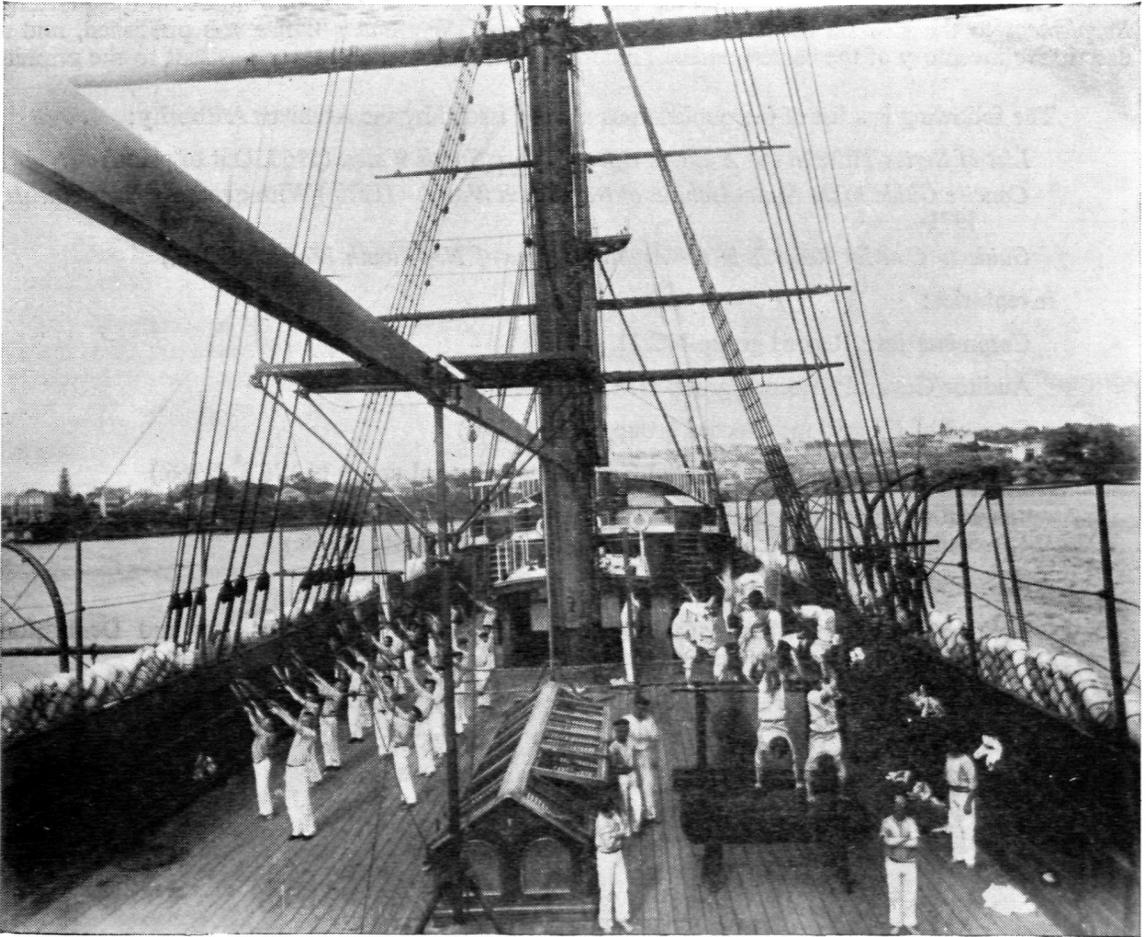
REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report continuing progress in the repair and rebinding of some of the more valuable State archives. A total of 273 volumes was bound during the year, 201 of them being hand sewn and cased, 16 machine-sewn, 44 plastic bound, and the remaining 12 "brochured". Nevertheless, some documents have still had to be withheld from use in order to prevent further physical damage. The Bindery in the Library building has been handling 20 volumes a month since 1970 but the services of the manuscripts restorers can only be made available to the Archives Office for one week in 6, that is, for 9 weeks in each period of 12 months. This is sufficient only for the most urgent restoration work. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to an extensive project for the copying of records needed mainly for genealogical research, but is of necessity on a fairly small scale. Material copied in 1972 included the heavily used Surveyor General's *Catalogue of Plans, 1792-1887*; the *Indexes to Vessels Arrived, 1837-1925*; the 1814 *Muster*; and some 340 glass negatives from the Government Printing Office collection.

For some years the Authority has also been co-operating with the Australian Atomic Energy Commission by supplying deteriorated glass negatives for use in the Commission's experiments on the restoration of photographic film. Some of this work reached fruition during the year and an article by Mr D. Roman of the Research Establishment of the Commission, and entitled "Restoration of Old Faded Photographs", appeared in the August issue of *Archives and Manuscripts*.

Nautical School Ship "Sobraon" c. 1897



From negatives in the Archives Office, which also holds the N.S.S. SOBRAON'S Entrance Books, 1897-1911, and Placement Book, 1904-11

PUBLICATIONS

During 1972, as mentioned under the heading "State Archives", a second volume of the quarterly *Supplement to the Concise Guide to the State Archives of New South Wales* was published, and a descriptive inventory of the correspondence records of the Colonial Secretary was sent to the printer.

The following is a list of the publications already issued by the Archives Authority:

- List of Series Titles in the Archives Office of New South Wales.* (1965. Out of print.)
- Concise Guide to the State Archives of New South Wales.* (1970.) With quarterly *Supplements*, 1971-.
- Guide to Convict Records in the Archives Office of New South Wales.* (1970.)

Inventories:

- Commissariat: Record group NC 11. (1963.)
- Auditor General: Record group NAU. (1964.)
- Council of Education: Record group NCE. (1964.)
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)
- Executive Council: Record group N EC. (1966.)
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834–1904: Record group NCS-ND. (1967.)
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967.)
- District Councils, 1843–50: Record group N DC. (1967.)
- The Governor, 1787–1935: Record group NG. (1969.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1972. The attendances were as follows:

Mr H. L. Yelland, B.A., Dip.Ed. (Chairman)	6
Mr B. R. Davies, LL.B. (Deputy Chairman) (Excused for his absence from 1 meeting)	5
The Hon. Mr Justice W. H. Collins, LL.B. (Excused for his absence from 2 meetings)	4
Mr N. B. Nairn, M.A.	6
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A... (Excused for his absence from 1 meeting)	5
Professor J. M. Ward, M.A., LL.B., F.A.H.A. (On leave of absence during 1972)	1
Mr A. R. Horton, B.A., F.L.A.A.	6
Mr P. W. Beckenham, M.A., B.Ed. (Retired 29th September, 1972)	4
Mr J. A. Cameron, LL.M., M.L.A. (Excused for his absence from 1 meeting)	5

Mr Beckenham, who had been a member of the Authority since 1st June, 1969, ceased to be a member upon his retirement on 29th September, 1972 as Deputy Director General of Education.

At its meeting on 14th August the Authority expressed regret at Mr Beckenham's coming retirement and unanimously resolved that appreciation of Mr Beckenham's services as a member of the Authority be recorded.

As previously reported, in April, 1971, the administration of the Archives Act was transferred from the Minister for Education to the Minister for Cultural Activities. Accordingly, a bill to amend the Archives Act by providing for the appointment of the Director of the Ministry of Cultural Activities as a member of the Authority in place of the Director General of Education or the Deputy Director General, has been brought before Parliament.

STAFF

At the end of 1972; the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-four, including the Senior Archivist, the Assistant Senior Archivist, and six other archivists or archives officers in the Professional Division of the Public Service. During the year, approval was given for the regrading of one of the positions for an archives officer as archivist, and it is hoped to fill this position early in 1973.

In August Mr G. D. Richardson, O.B.E., M.A., F.L.A.A., F.R.I.P.A., Principal Archivist since the Archives Act commenced on 1st June 1961, formally notified the Authority of his intention to retire in 1973.

Mr P. Orlovich, M.A., Dip.Ed., M.Lib., was appointed to the newly created position of Assistant Senior Archivist with effect from 9th November, 1971.

Miss D. L. Patenall, B.A., Dip. Lib., of the Archives Office staff, attended the 1972 International Seminar on Archives in Paris. Miss Patenall was awarded a scholarship by the French Government to attend the Seminar and to spend a subsequent period of study of archives administration in France.

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 and the Library Association of Australia and its Archives Section. The Principal Archivist is a Past President of the Library Association of Australia.

STATISTICS

State Archives

During the year ended 31st December, 1972, approximately 418 feet of records were transferred as State archives; the total quantity of State archives is now estimated at 33,953 feet. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, is in the vicinity of 100,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1966	1967	1968	1969	1970	1971	1972
Number of issues	9,387	9,136	10,215	11,139	11,939	10,935	12,343
Number of issues of maps	337	341	360	475	387	219	253
Total number of readers	2,201	2,222	2,369	2,412	2,528	2,486

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period, but are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth Departments to the "Inward and Outward Passenger Lists" up to 1923. 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. It will be seen from the table that although the number of readers fell in 1972 the number of issues increased sharply after the decline in 1971.

Government Records Repository

The amount of work done in the repository rose during the year. The number of individual jobs done amounted to 66,768 in 1972 compared with 64,730 in 1971, representing a monthly average of 5,564 jobs compared with 5,394 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by Departments; each time any one of these actions is performed reference has to be made to one box of records.

The rise in the 1972 figures is not great and has been caused mainly by an increase in the number of files returned to the repository, while the number of files requested has fallen. It would therefore appear that the trend towards stabilization in the level of the file reference service, first noted in 1969, is continuing.

The following table shows that the total quantity of semi-current records in the repository continues to increase, but as records become older they are less likely to be used for official purposes. The Authority will continue to observe this trend and will from time to time review the status of records in the repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

SEMI-CURRENT RECORDS IN THE REPOSITORY
(including the Library of New South Wales building)
(All figures are in foolscap feet)

Public Office	Total December 1971	(Net) Increase 1972	Total December 1972
Agriculture	2,011	59	2,070
Attorney-General and Justice	3,393	342	3,735
Building Materials	9	..	9
Chief Secretary	1,873	66	1,939
Child Welfare and Social Welfare	146	184	330
Children's Court	1,374	107	1,481
Civil Defence	45	45
Clerk of the Peace	1,835	294	2,129
Clerks of Petty Sessions	1,547	98	1,645
Companies Office	1,614	60	1,674
Conservation	206	..	206
Conservatorium of Music	4	4
Coroner's Court and Morgue	33	..	33
Corrective Services	661	-7	654
Council of Auctioneers	137	..	137
Court Reporting Office	799	..	799
Crown Solicitor	2,174	..	2,174
District Court	1,931	..	1,931
Education	7,755	396	8,151
Electricity Authority of N.S.W.	177	39	216
Equity Office	1,510	..	1,510
Forestry Commission	381	11	392
Government Architect	5	..	5
Government Insurance Office	14,352	83	14,435
Government Printing Office	130	..	130
Government Real Estate Office	138	..	138
Government Stores	3,944	-56	3,888
Government Transport	1,391	-69	1,322
Health	606	-15	591
Hospitals Commission	204	37	241
Housing Commission	6,319	-325	5,994
Immigration	75	11	86
Industrial Commission and Industrial Registrar	284	..	284
Labour and Industry	2,855	499	3,354
Labour and Industry—Prices Branch	1,086	..	1,086
Land Tax Office	550	36	586
Lands	16,982	426	17,408
Library Board of N.S.W.	158	..	158
Library of New South Wales	1,865	70	1,935
Licences Reduction Board	195	..	195
Local Government	2,365	..	2,365
Main Roads	1,444	158	1,602
Maritime Services Board	556	52	608
Master in the Protective Jurisdiction of the Supreme Court	1,534	124	1,658
Metropolitan Water Sewerage and Drainage Board	92	..	92
Milk Board	473	..	473
Mines	3,292	137	3,429
Nurses' Registration Board	607	..	607
Parliament	900	422	1,322
Premier's Department	1,408	124	1,532
Probate Office	1,747	177	1,924
Public Service Board	2,177	105	2,282
Public Solicitor	821	39	860
Public Trust Office	6,247	37	6,284
Public Works	3,784	340	4,124
Registrar General	9,787	2,588	12,375
Registry of Co-operative Societies and of Friendly Societies	436	12	448
Rent Control Office	2,844	17	2,861
Royal Botanic Gardens	10	..	10
Rural Reconstruction Board	347	..	347
Stamp Duties Office	4,958	800	5,758
State Superannuation Board	939	..	939
Supreme Court and Prothonotary	2,218	116	2,334
Technical Education	357	273	630
Tourist Activities	106	..	106
Treasury	3,851	285	4,136
Valuer-General	460	116	576
Water Conservation and Irrigation Commission	3,487	849	4,336
Western Lands Commission	196	..	196
Workers' Compensation Commission	1,244	212	1,456
Workers' Compensation (Silicosis) Committee	106	..	106
	139,498	9,378	148,876

The figures shown in the table as "Increase 1972" take into account destructions during the year, and in respect of Housing Commission records, withdrawals. In each case of destruction of records, authorization has been given by the Archives Authority, either for a specific series or group of records, or by means of a continuing authority for disposal. Before destruction of records in the repository takes place each public office concerned is asked to confirm that its records due for destruction may in fact be destroyed.

In order to free space for the storage of other records it is necessary to ensure that records which are of no permanent value and have reached the end of their useful life are destroyed promptly. Unfortunately this proved impossible in recent years, initially because of the high level of the file reference service and later because of staffing difficulties in the repository and the work involved in the transfer of records to Yagoona. However, the destruction of records was resumed in 1972 and the following table gives details of authorised destruction of records from the Repository during the year.

In addition considerable progress was made in clearing arrears of records authorized for destruction in previous years: 2,102 feet were destroyed in 1972, while it is hoped to clear the remainder in 1973.

Records in the Repository Destroyed During 1972

(All figures are in foolscap feet)

Public Office	Destructions 1972
Agriculture	90
Chief Secretary	4
Corrective Services	19
Government Insurance Office	63
Government Stores	510
Government Transport	114
Health	15
Housing Commission	109
Labour and Industry	10
Rent Control Office	109
Treasury	2
Water Conservation and Irrigation Commission	25
Total	1,070

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1966	1967	1968	1969	1970	1971	1972
Number of files requested	37,128	46,305	49,630	43,660	46,054	39,565	37,893
Number of files issued	32,001	39,002	40,264	35,789	37,293	32,185	30,977
Number of files returned	23,980	28,813	31,836	28,426	26,076	20,083	23,145
Number of files added to existing boxes	4,381	2,727	2,240	2,493	2,250	1,718	2,300
Number of loose papers to be attached to files or number of files retained in department	3,444	3,836	4,423	4,972	5,252	3,364	3,430
Total File Reference Operations performed (i.e., files requested, files added, papers attached)	68,933	81,681	88,309	79,551	79,632	64,730	66,768

The percentage of files issued to files requested during 1972 was eighty-one.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 148,876 feet, while a further 33,953 feet are held as State archives.

G. D. RICHARDSON,
Principal Archivist.

H. L. YELLAND,
Chairman.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30th JUNE, 1972

RECEIPTS				PAYMENTS				
			\$				\$	\$
Provided from Consolidated Revenue	135,539.81	Salaries, etc.				95,782.58
Sale of Publication	434.28	Maintenance and Working Expenses—				
				Rental of Premises	26,133.31	
				Furniture and Filing Equipment	10,407.65	
				Copying and Purchasing of Public Archives	1,140.11	
				Travelling Expenses	85.42	
				Freight, Cartage and Packing	1,619.80	
				Miscellaneous Expenses	370.94	39,757.23
			<u>\$135,974.09</u>	Proceeds of sale of Publication to Consolidated Revenue		434.28
								<u>\$135,974.09</u>

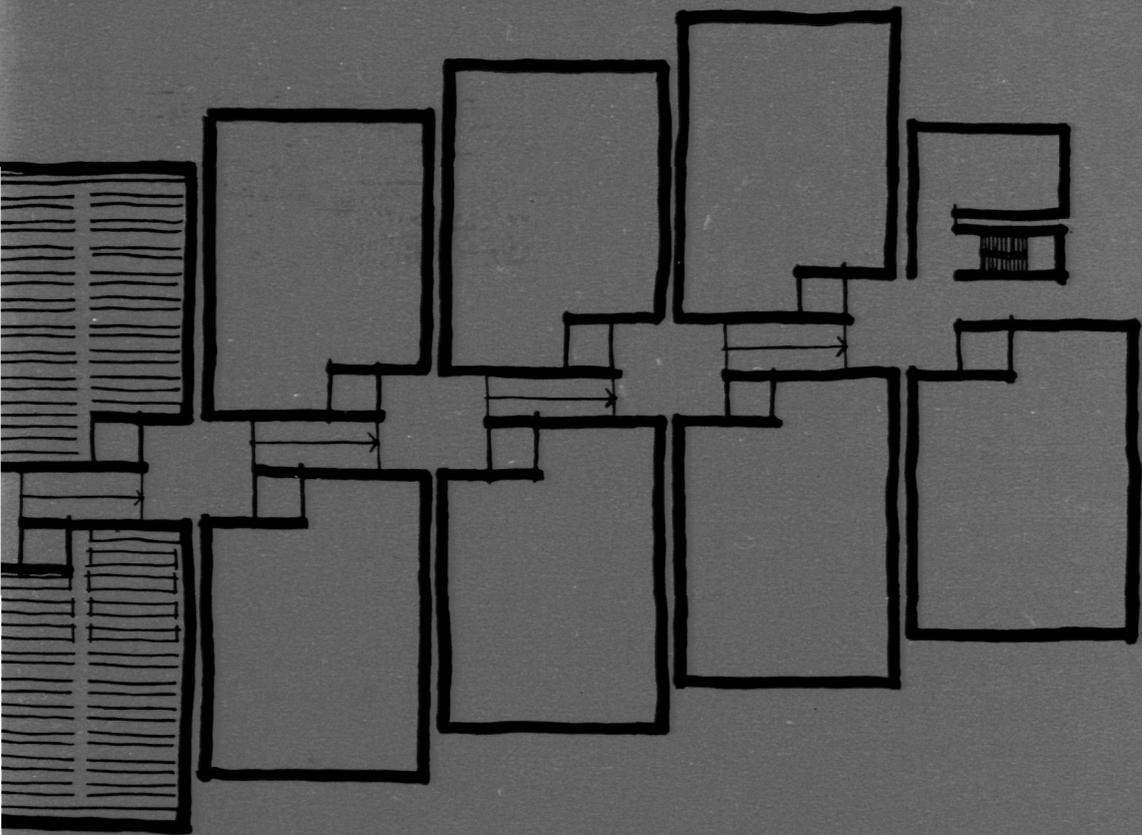
G. D. RICHARDSON,
Principal Archivist.

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 for the year ended 30th June, 1972, is a correct record of transactions as shown by such accounts.

D. Fairlie,
Auditor-General of New South Wales.

Sydney, 21st August, 1972.



Archives Authority
of New South Wales

ANNUAL REPORT 1973

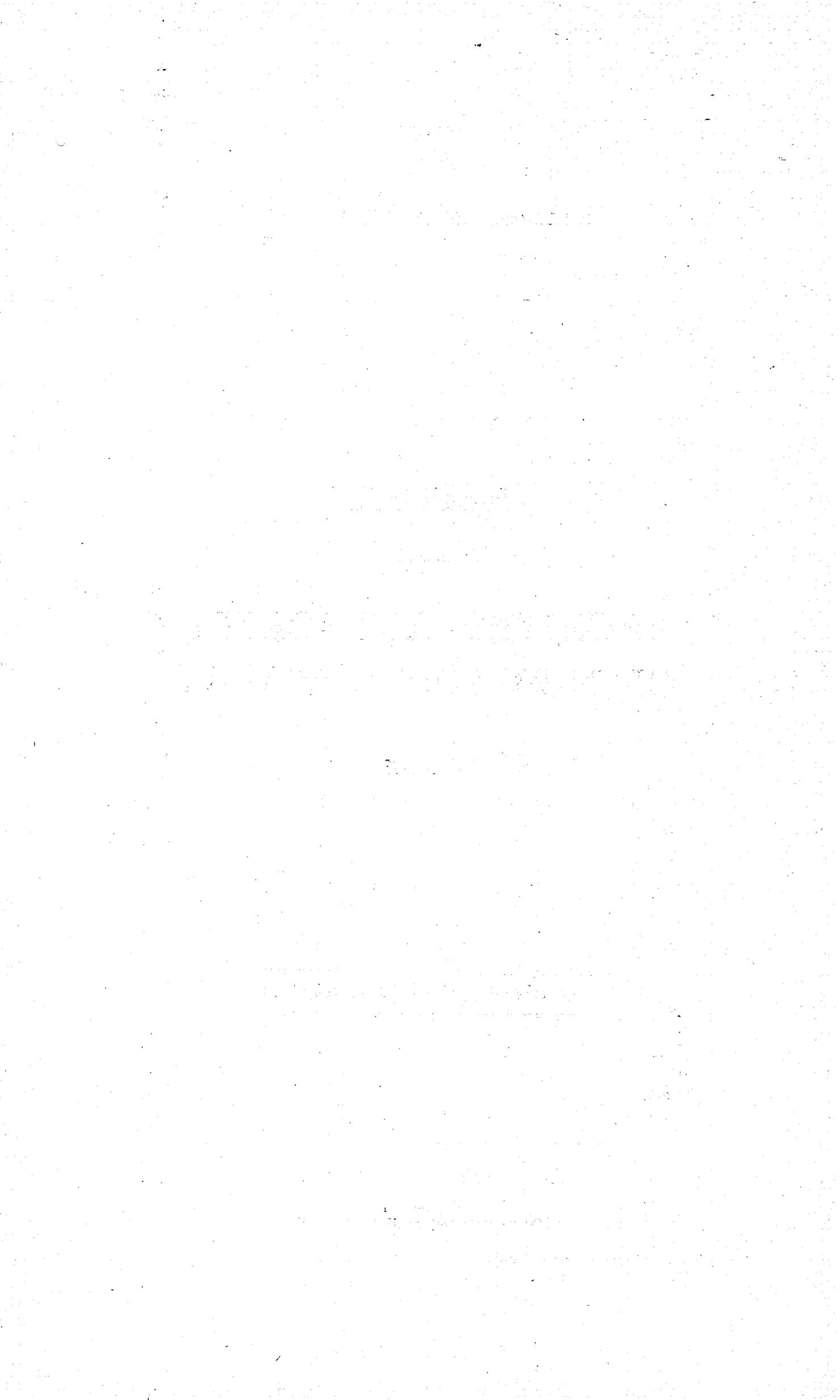
1973-74

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES
FOR 1973

Ordered to be printed, 28 March, 1974

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES-1974



REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1973

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Cultural Activities for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its thirteenth annual report, covering the year ending 31st December, 1973.

STATE ARCHIVES

The Archives Office of New South Wales, in which are deposited the State archives, continues to occupy three floors that were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in acknowledging the help given by the Council of the Library of New South Wales in providing this accommodation and other facilities for the work of the Authority, especially at a time when the Library's need for additional space to house its expanding collections is acute.

This support and assistance has been a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library, and the Authority therefore hopes to continue the present close liaison in staff, facilities, and services to the public. Nevertheless as the collections of the Library and the State archives increase a growing quantity of the latter must inevitably be stored elsewhere. Consequently the Authority envisages that when the first stage of the new repository for public records is completed in 1974 it will house many of the State archives and valuable semi-current records now stored in the Library building, freeing for Library use one of the three floors now occupied by the Archives Office. The remaining floors will continue to house a nucleus of the most heavily used State archives, for ready access, while those stored in the repository will be available for recall at short notice. Some arrangement for providing access to State archives in a city location is likely to be desirable even when the repository itself develops facilities for readers and searchers.

During 1973, the problems of space and staffing outlined in previous reports became even more severe. New accessions can be stored and processed only by removing less used material and storing it on the floor in the Government Records Repository, while the amount of staff time devoted to reader services, especially to answering mail and telephone inquiries, and to the management of semi-current records in the Repository, has continued to rise. Staffing problems were further aggravated by difficulties in obtaining experienced qualified staff to replace those who resigned or were transferred. Other staff were on extended leave and as a result after February the number of professional staff never rose above 75 per cent of establishment and periodically fell to 62 per cent. These conditions are inevitably reflected in a reduced work output.

Despite this some progress was made during the year. The Authority published a descriptive inventory of the very important *Colonial Secretary: Part II, Correspondence* records and a third volume of the quarterly *Supplement* to the *Concise Guide to the State Archives*. The *Supplement* assumes greater importance with each issue, both because it contains entries for an ever increasing proportion of the State archives and because it provides up to date information on new accessions as well as on revised entries, shelf locations and access periods. Its usefulness as an administrative tool alone compensates for the amount of staff time spent on its compilation, while its steadily growing circulation in Australia and overseas is an indication of its popularity with students and researchers. The fourth issue in volume three incorporated a cumulated index to all of the previous issues and it is hoped to continue this practice with future volumes. A *Guide to Records relating to Ships and Free Passengers* was also published in stencil duplicated form. This *Guide*, which has been foreshadowed in previous reports, is still undergoing revision but the need for it was sufficiently great to warrant a small preliminary edition to meet staff needs and for limited distribution to readers. It is hoped to publish a revised and final edition within the next few years.

Among the records which received attention in 1973 were a recent accession of Valuer-General's correspondence; Mines Department mineral lease registers; Government Transport Department, Randwick Tramway Workshops, files; the very large arrears of unprocessed Lands Department parish maps, some thirteen hundred of which were catalogued during the year; and publicans' licences, which are now indexed for the period 1830-9. Work has also proceeded on the highly important Supreme Court records, resulting in detailed listings of many of the records of the Court of Criminal Jurisdiction, 1788-1815, of the Clerk of the Peace, 1824-1900, and of the Equity Court, 1844-1903.

Wales
Return of Prisoners tried and sentenced by the Supreme Court from first of November 1839 to nineteenth November 1839

<i>Name of Prisoner</i>	<i>Offence</i>	<i>Jury</i>	<i>Verdict</i>	<i>Condition of Prisoner</i>	<i>Date of Sentence</i>	<i>Judgment of the Court</i>	<i>Commute to be recommended by the Judges</i>	<i>Approval or Disapproval of the Governor's Council</i>
<i>John William Fogg</i>	<i>Murder</i>	<i>Civil</i>	<i>Guilty of Murder</i>	<i>Free</i>	<i>Nov. 2</i>	<i>Fined £50</i>		
<i>Richard Kuggerty</i>	<i>Slabbing &c</i>	<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>	<i>1</i>	<i>Death recommended</i>	<i>He is transported for life</i>	<i>Staple Island</i>
<i>Edward Sullivan and William Lee</i>	<i>Robbing with violence</i>	<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>	<i>1</i>	<i>Transported for life</i>		<i>Staple Island</i>
		<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>				
<i>Thomas Owens alias James</i>	<i>Uttering forged notes</i>	<i>Civil</i>	<i>Guilty</i>	<i>Sub. to trial</i>	<i>1</i>	<i>Transported for life</i>		<i>Staple Island</i>
<i>William Wrench and Christopher Goff</i>	<i>Stealing in Dwelling House and putting in fear</i>		<i>Spoken guilty</i>	<i>Bond</i>	<i>1</i>	<i>Transported for ten years</i>		<i>Staple Island</i>
				<i>Guilty</i>			<i>Bond</i>	
<i>William Morris</i>	<i>Murder</i>	<i>Civil</i>	<i>Guilty</i>	<i>Free</i>	<i>2</i>	<i>Death proposed</i>		<i>Staple Island</i>
<i>Thomas H. Ogwen and Thomas Morley</i>	<i>Stealing with intent to rob</i>	<i>Civil</i>	<i>Guilty</i>	<i>Free</i>	<i>3</i>	<i>Transported for 15 years</i>		<i>James Baymore</i>
		<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>				
<i>Patrick McViehol</i>	<i>Slabbing &c</i>	<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>	<i>3</i>	<i>Death recommended</i>	<i>Transported to Staple Island for life</i>	<i>Staple Island</i>
<i>Llewellyn Powell</i>	<i>Murder</i>			<i>Bond</i>				<i>Staple Island</i>
<i>James Lynch and Charles (Pip)</i>	<i>Peasant picking &c</i>	<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>	<i>3</i>	<i>Death proposed</i>		<i>Staple Island</i>
		<i>Civil</i>	<i>Guilty</i>	<i>Bond</i>				
<i>John Gorman</i>	<i>Murder</i>	<i>Civil</i>	<i>Guilty</i>	<i>Sub. to trial</i>	<i>4</i>	<i>Death proposed</i>		<i>Staple Island</i>

Return of Prisoners tried and sentenced by the Supreme Court, November, 1839.

From the original in the Archives Office

Unfortunately priority has had to be given, in general, to processing work which will facilitate the move into the new repository and this has meant curtailing other work, notably on the inventory of the Colonial Architect's records. Meanwhile, the quantity of unprocessed records in arrears has continued to grow and many major record groups required for research, including those of the Department of Education and of the Treasury, have remained untouched.

However, the Authority is hopeful that processing problems will be alleviated after 1974. In 1973 the Public Service Board gave approval to the appointment of two additional archivists to the Archives Office establishment, and when appointed these officers will be employed on reducing the arrears. The Board also approved the appointment of a records manager to supervise the management of semi-current records in the Repository, which will free the Archives Office staff of many responsibilities in this sphere, and it has undertaken to review the professional staff establishment again in August, 1974.

Of almost equal importance will be the transfer of records to the new repository. This will permit a complete reorganization of the Archives Office to provide more space and facilities for sorting and processing records, and result in more efficient use of available staff.

ACCESSIONS DURING 1973

The State archives, exclusive of maps and plans (which, although not accurately counted, number about 17 500) and of 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 10 695.847 metres (c. 35 082 feet) of shelving. Approximately 340.182 metres (c. 1 116 feet) were added during 1973, compared with 127.500 metres (c. 418 feet) in 1972. Some of the more notable accessions during the year were:

Corrective Services: Prisoners' Description Record Cards, c. 1906-58.

Health: Admission Registers, Case Books, Case Papers, and other records, c. 1840-1920, of Callan Park and Gladesville Psychiatric Hospitals.

Lands: Closer Settlement and Returned Soldier Settlement Record Registers, c. 1909-36.

Ministry of Education: Submissions received by the Committee of Inquiry into Teacher Education (the "Bell Committee"), 1971.

Supreme Court: Civil Case Papers, c. 1870-1910, and records relating mainly to the admission of barristers, solicitors, and attorneys, c. 1834-1930.

Surveyor-General, Colonial Architect, Department of Public Works, Colonial Engineer: Thirty-three miscellaneous plans, 1838-1908, mainly of public buildings in Sydney, Parramatta, Liverpool, Bathurst, and Port Phillip.

Valuer-General: Correspondence and indexes relating to valuation of properties and the resumption of land for public purposes, 1920-45.

AVAILABILITY AND USE

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and continues to depend upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1973, 561 readers' tickets had been issued and were still current, compared with 545 in 1972. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

As was reported last year most State archives are now "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 exceptions are particular series of records on which public offices have placed a special restriction in terms of the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

The Authority again reports that although State archives are no longer regularly required for official purposes, some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Probably the most regular use is of the plans transferred by the Department of Lands, both by that Department and by others such as the Department of Railways and the Department of Main Roads. Usually this only involves reference to particular documents, but in about thirty-three instances in 1973 the official use of State archives for the administrative purposes of the State required considerable research by the staff of the Archives Office. Specific examples of this were research on a number of early medical practitioners for the Medical Board; on an official report on the shooting of people by "Turks" at Broken Hill in 1915, for the Police Department; on a petition in 1885 from students at the University of Sydney to form a Volunteer Corps, for the Premier's Department; and on papers pertaining to Captain De Groot's admission to the Darlinghurst Reception Centre in 1932, for the Department of Health. The Archives Authority is firmly of the opinion that its first duty lies in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that this official use may be overshadowed by the use made of them by private research workers.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 561 holders of a current reader's ticket were:

Discrimination against women in New South Wales, 1930-33.

Shipping, railway construction and harbour works in the Clarence Valley, 1888-1922.

Biography of Vice Admiral Sir W. R. Creswell, 1852-1933.

Irish immigration to Australia, 1840-80.

Cost-benefit analysis of public formal education in New South Wales, 1900-50.

The abolition of public hangings in Australia.

Government interest in the production and exhibition of film in Australia to 1960.

Australian opposition to the transportation of convicts to Western Australia, 1850-67.

Industrial development of Alexandria and Waterloo, 1886-1914.

The number of inquiries answered by letter and telephone continued to rise rapidly during 1973, more than 610 being answered during the year, compared with about 526 in 1972 and 355 in 1971. They included such subjects as:

The supply of provisions for shipwrecked seamen on Booby Island, 1844-72.

Subscribers to New South Wales Government Bonds, 1860-1914.

Sir Augustus Gregory and his expeditions of 1855-6 and 1858 in search of Leichhardt.

Establishment and operation of the "Dreadnought" immigration scheme for boys, 1909-39.

Licensing history of the "Australian Arms" hotel, Parramatta.

At present reader's tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on heavily used original and unique documents. However, some years ago the Authority embarked on a large-scale project of copying the most-used records, mainly on microfilm. Considerable progress has been made in the past year and it is expected that many of these copies will be available for use by late 1974. In the meantime, the Authority has continued to permit professional records searchers to use the records for genealogical searches on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives Office without an extensive search of the records.

During the year, permission was given on twenty-nine occasions for publication of copies of State archives, compared with nineteen in 1972 and thirteen in 1971. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes, but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1973, the Authority dealt with 179 recommendations for the disposal of public records, compared with 83 last year. These recommendations were for 995 separate series of records compared with 349 last year. This sharp rise has reversed a trend noted in previous years towards a decrease in the number of series of records submitted for disposal. However, the rise is largely accounted for by the Authority's decision in April, 1971, to review previous authorizations for the continuing disposal of Court House records and to require that, for a 2-year period, normal disposal recommendations be submitted. As a result, 86 of the recommendations, covering 805 series, were for Court records. In August, 1973, following the expiry of the review period, the Authority appointed a subcommittee on Court House records in order to determine which series warrant permanent retention, and it now seems probable that a decision will be made next year confirming many of the previous authorizations for the continuing destruction of most series of Court records. In this event there is likely to be a substantial reduction in the number of series of records submitted for disposal in 1974.

A total of 340.182 metres (c.1 116 feet) of records covering 173 series was required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1972 were 127.5 metres (c. 418 feet) and 143 series. Authorization for the destruction of 839 series was given in 1973, but no attempt has been made to estimate the quantity of records involved, because statistics were not always supplied and those that were are of questionable accuracy. For the same reason the Authority has abandoned the practice of recording statistics of records destroyed under continuing authorities.

RECORDS IN COUNTRY CENTRES

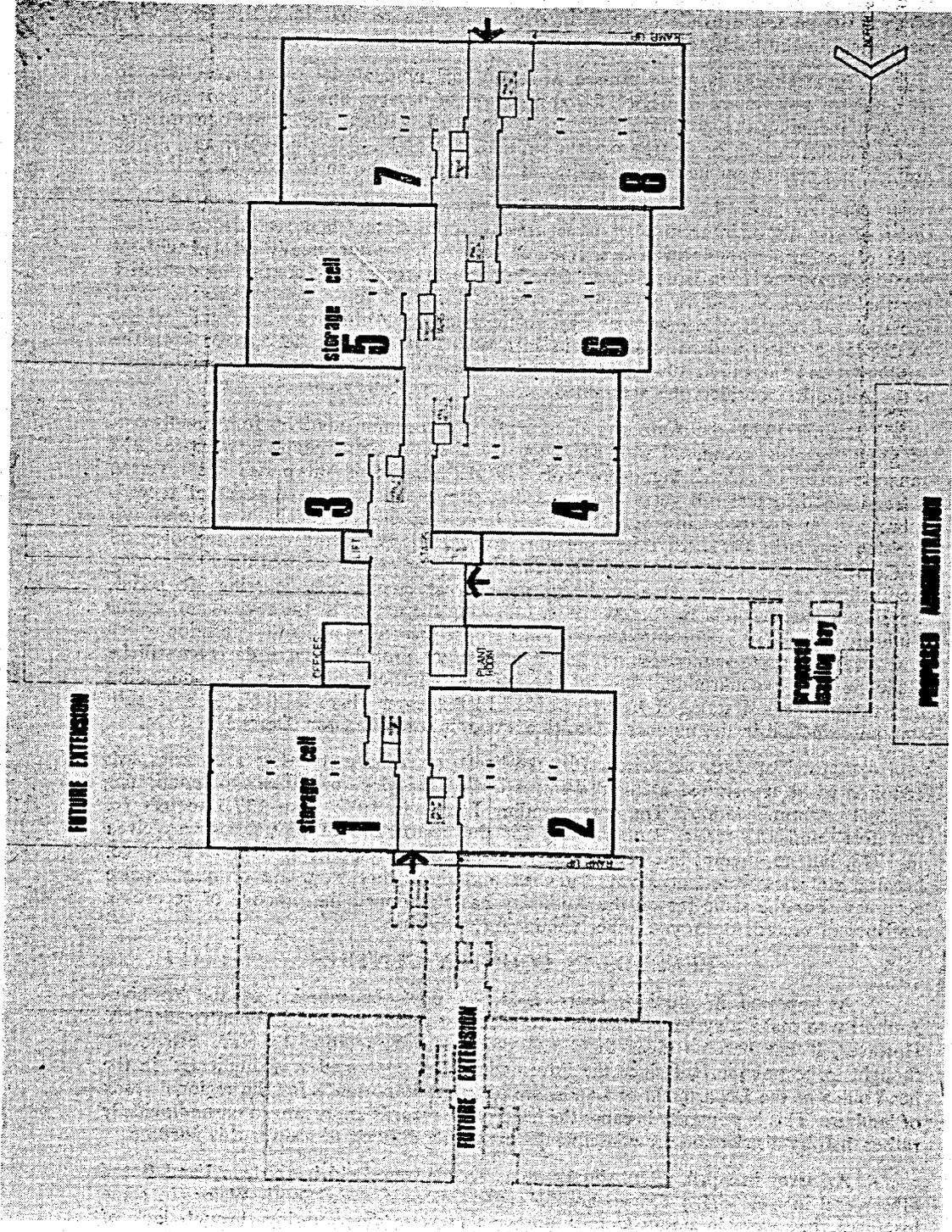
As reported in previous years, it is not now the practice of the Archives Authority to make a systematic attempt to seek out public records in country districts. However, it has become clear that local office records relating to land, previously thought to be unimportant since the information they contained was duplicated in the head office of the Department of Lands, are of prime importance for the regional study of land use. This is primarily because the head office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose.

A survey in April, 1970, showed that records were held in thirteen Land Board offices and in over eighty Crown Land Agent's offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority then resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

The response to this is still continuing. In 1973, approximately 13 metres (c. 42 feet) of records were transferred from four country offices, and further transfers are expected in 1974.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual report.



Sketch plan of the upper level of the Government Records Repository, Kingswood. The cells presently under construction are numbered.

ACCOMMODATION

The Government Records Repository is housed principally in two large wooden sheds at Shea's Creek, Alexandria. Ample reference has been made to the unsatisfactory nature of these sheds in previous reports, and particularly to their vulnerability to fire. A few State archives and some of the most valuable of the semi-current records are also stored in a building at 127 Rookwood Road, Yagoona. This building, which is of brick and concrete construction and is equipped with fire sprinklers, provides much safer storage than the Shea's Creek sheds but as its shelving capacity is limited to about 6 700 metres (22 000 feet) of records some State archives and about two-thirds of the permanently valuable semi-current records must be stored at Shea's Creek. In addition, as forecast in 1972, by May this year all storage space at Shea's Creek was exhausted and although it has been possible to provide some storage since then by clearing older records due for destruction, this has provided minor relief only. It is estimated that there are now at least 600 metres of semi-current records held in public offices awaiting transfer to the Repository. Congestion has also been worsened in the Repository by the need to store on the floor State archives which can no longer be housed in the Library building, and little-used semi-current records. Reference to records stored in this way is always slow and sometimes almost impossible.

Fortunately the Authority is able to report with great satisfaction that some of these accommodation difficulties will soon be overcome by the completion of the first stage of the new Government Records Repository at Kingswood. Land was acquired for this in 1964 but construction was delayed for many years by lack of funds. However, following a suggestion by the Public Buildings Programming Committee in 1970 that construction might be staged to limit the extent of outlay in any one financial year, the Government Architect in 1971 prepared a proposal for a revised first stage to consist of twelve of the original thirty-six storage cells, providing accommodation for an estimated 21 350 metres (70 000 feet) of records instead of the 61 000 metres (200 000 feet) originally contemplated, together with an entry and receiving area, plant room, and essential facilities. The preliminary estimate of cost was then \$800,000 and provision was made for the project in the Department of Public Works' Building Loan Vote programme for 1972-3. Towards the end of 1972 the State Planning Authority approached the Archives Authority requesting that the original site for the Repository be exchanged for one approximately 1 mile to the east, fronting O'Connell Street, Kingswood. The Authority agreed to the exchange in February this year, after receiving assurances from the State Planning Authority that the total area of the new site would be made up to the 51 acres of the old, and from the Department of Public Works that the new site was suitable for a repository and that it would be possible to have at least two cells completed and ready for occupation by 1st January, 1974. Revised drawings and documentation were rapidly prepared and approved and a contract for demolition and earthworks was executed in July. These were completed in August, when the Department of Public Works accepted a tender for the construction work. By December, the concrete floor had been poured for most of the cells and the walls of the first three were nearing completion. However, shortages of material and industrial disputes have caused delays and it is understood that the initial three cells will not be available for occupation until the end of March, 1974. Nevertheless, the Authority is hopeful that the whole of this first stage will be completed by August, 1974.

The Authority is very conscious of the part you have played, as the responsible Minister, in making this progress possible, and it wishes once again to record its warm appreciation. At the same time it must also emphasize that even after the completion and occupation of the present stage approximately 22 875 metres (75 000 feet) of records, some of them of permanent value, will still remain in the dangerous and unsuitable Shea's Creek sheds. Moreover, these sheds will then provide the only storage space available for further accessions and even this space cannot be counted on after April, 1975, when the lease on the Yagoona Repository terminates and when it may be necessary to transfer the highly valuable records held there back to Shea's Creek. It has not been possible to include provision for an administration block in the present stage of the Kingswood Repository and until at least a portion of this is built the Repository will not function at maximum efficiency, nor will it be able to provide services for readers. For all of these reasons it is absolutely imperative that funds be made available for further construction in 1974-5.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report continuing progress in the repair and rebinding of some of the more valuable State archives. A total of 367 volumes was bound during the year, 248 of them being hand sewn and cased, 37 machine-sewn, 33 plastic bound, 47 "brochured", and the remaining 2 laminated. Nevertheless, some documents have still had to be withheld from use in order to prevent further physical damage. The Bindery in the Library building has been handling 20 volumes a month since 1970 but the services of the manuscripts restorers can only be made available to the Archives Office for one week in 6, that is, for 9 weeks in each

period of 12 months. This is sufficient only for the most urgent restoration work. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months. By June, 1973, there were an estimated 3 000 volumes and many bundles of loose papers, some dating from 1788, in need of binding. The Authority understands that the Library's restoration staff will be almost doubled in 1974 and this will undoubtedly lead to a greatly improved repair output and some reduction of binding arrears. However, the conservation problem is much affected by shortages of space and facilities in the Library as a whole, and a complete solution is therefore unlikely to be found until at least some of the work can be carried out at the new Repository. This will not be possible until the administration block is built.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to an extensive project for the copying of records needed mainly for genealogical research, but is of necessity on a fairly small scale. Material copied in 1973 included the Registrar General's *Register of Land Grants and Pardons, 1809-10*, and the *Diary of an Irish Rebel, 1798-9*, from the Supreme Court records. In March the Genealogical Society of the Church of Jesus Christ of Latter Day Saints commenced a large project for microfilming records prior to 1900 which are useful for genealogical research. Records being copied include those relating to convicts and to passenger arrivals. The society supplies the Archives Office with free copies of the films; these are a most valuable supplement to the Authority's own copying programme.

PUBLICATIONS

During 1973, as mentioned under the heading "State Archives", a descriptive inventory of the *Colonial Secretary: Part II, Correspondence* records, a preliminary edition of a *Guide to Records relating to Ships and Free Passengers in the Archives Office of New South Wales*, and a third volume of the quarterly *Supplement* to the *Concise Guide to the State Archives of New South Wales* were published.

The following is a list of the publications already issued by the Archives Authority:

List of Series Titles in the Archives Office of New South Wales. (1965. Out of print.)

Concise Guide to the State Archives of New South Wales. (1970.) With quarterly *Supplements, 1971-*.

Guide to Convict Records in the Archives Office of New South Wales. (1970.)

Guide to Records relating to Ships and Free Passengers in the Archives Office of New South Wales. (1973. Preliminary edition for staff use and limited distribution only.)

Inventories:

Commissariat: Record group NC 11, 1963.)

Auditor General: Record group NAU. (1964.)

Council of Education: Record group NCE. (1964.)

Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)

"Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)

Executive Council: Record group N EC. (1966.)

Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834-1904: Record group NCS-ND. (1967.)

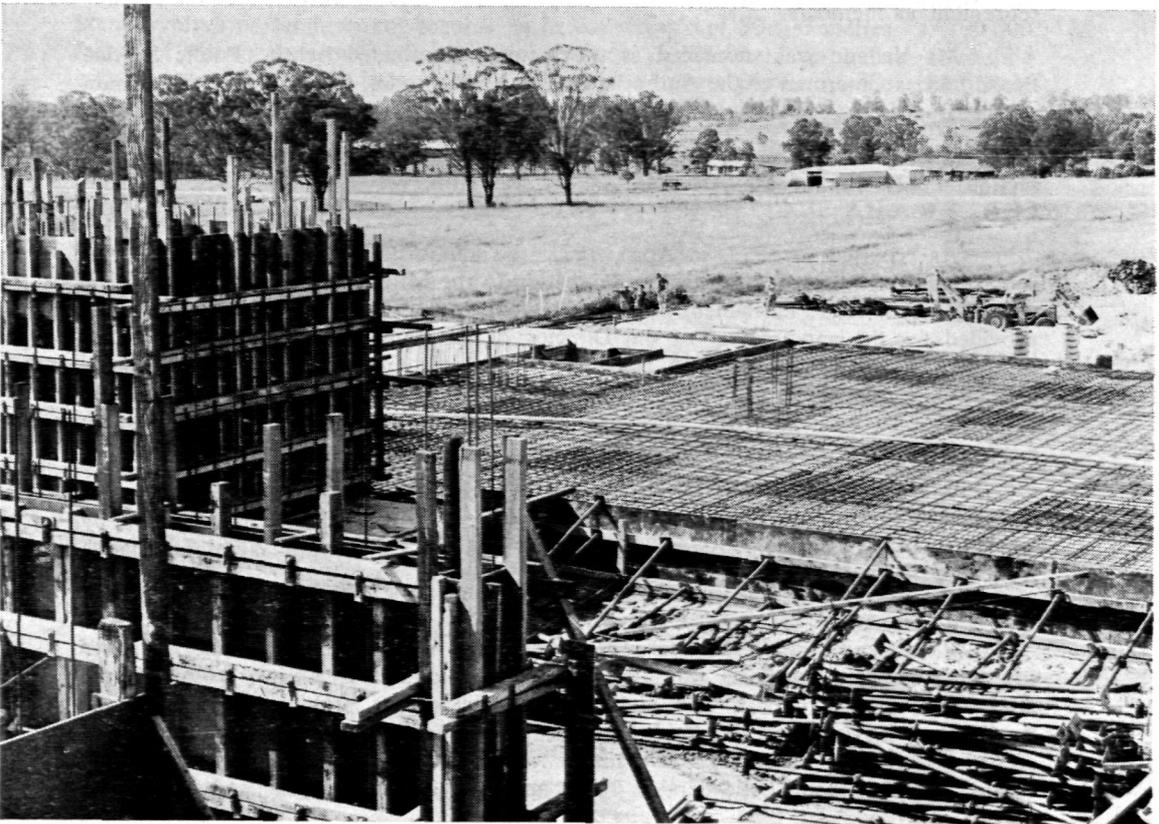
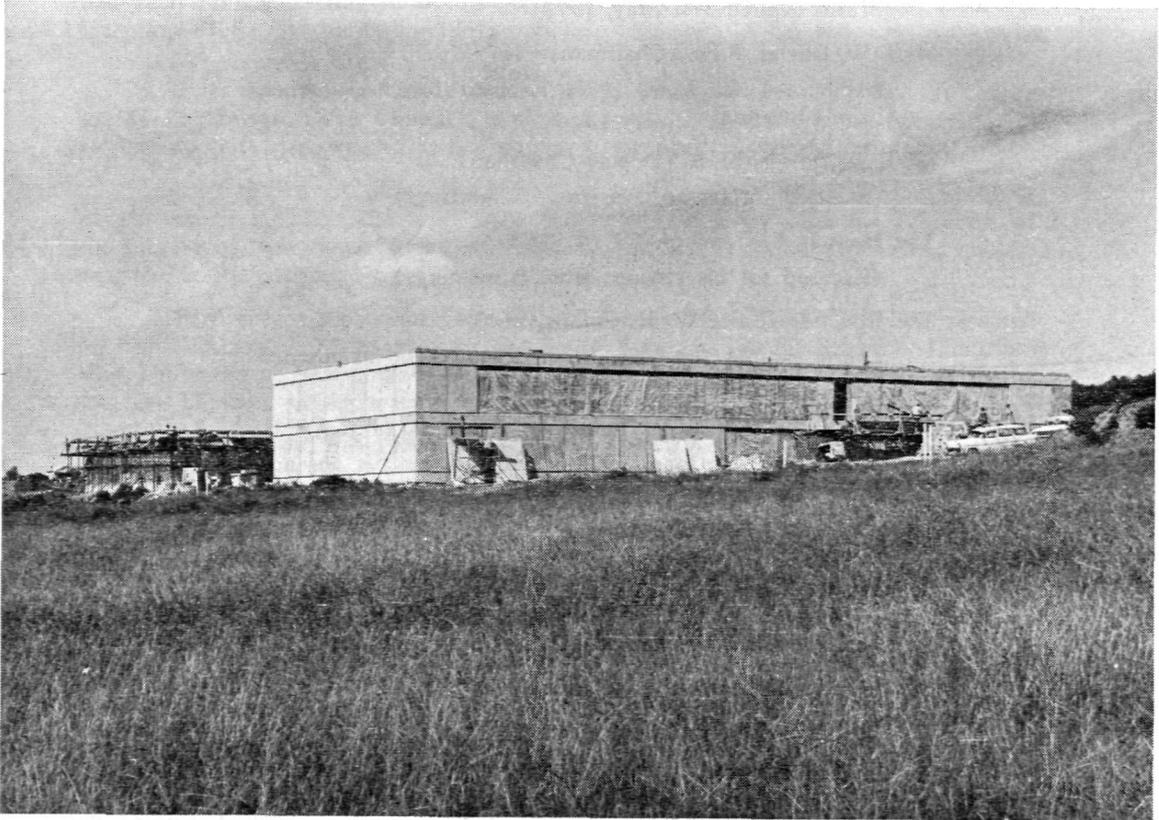
Court of Civil Jurisdiction: 1788-1814: Record group NCCJ. (1967.)

District Councils, 1843-50: Record group N DC. (1967.)

The Governor, 1787-1935: Record group NG. (1969.)

Colonial Secretary: Part II, Correspondence: Record group NCS. (1973.)

**CONSTRUCTION OF THE NEW GOVERNMENT RECORDS REPOSITORY AT
KINGSWOOD**



THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1973. The attendances were as follows:

Mr H. L. Yelland, B.A., Dip. Ed. (Chairman)	2
(Term expired 31st May, 1973)	
Mr J. W. Davies, B.Ec. (Chairman)	3
(Appointed 1st June, 1973. Excused for his absence from 1 meeting)	
Mr B. R. Davies, LL.B. (Deputy Chairman)	4
(Excused for his absence from 2 meetings)	
The Hon. J. A. Cameron, LL.M., M.L.A.	4
(Excused for his absence from 2 meetings)	
The Hon. Mr Justice W. H. Collins, LL.B.	0
(Term expired 31st May, 1973. Excused for his absence from 2 meetings)	
The Hon. Mr Justice R. Else-Mitchell, LL.B., F.R.A.H.S.	3
(Appointed 1st June, 1973. Excused for his absence from 1 meeting)	
Mr A. R. Horton, B.A., F.L.A.A.	6
Mr C. G. Meckiff, B.A.	3
(Appointed 1st June, 1973. Excused for his absence from 1 meeting)	
Mr N. B. Nairn, M.A.	5
(Excused for his absence from 1 meeting)	
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A. ..	5
(Excused for his absence from 1 meeting)	
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A. ..	6

The Chairman, Mr H. L. Yelland, and Mr Justice Collins both retired as members of the Authority upon the expiry of their terms of office on 31st May, 1973. Mr Yelland had been a member and Chairman of the Authority since 1969 and Mr Justice Collins had been a member since its inception in 1961.

At its meeting on 9th April the Authority unanimously resolved to extend its warm thanks and best wishes to Mr Yelland and to Mr Justice Collins on their retirement as members.

Mr Yelland was succeeded as the member nominated by the Public Service Board and as Chairman of the Authority by Mr J. W. Davies, B.Ec., Deputy Chairman of the Board.

The Hon. Mr Justice Collins was succeeded as the member appointed under section 4 (2) (a) of the Archives Act by the Hon. Mr Justice R. Else-Mitchell, LL.B., F.R.A.H.S.

As reported in 1972, in April, 1971, the administration of the Archives Act was transferred from the Minister for Education to the Minister for Cultural Activities, and in March, 1973, Parliament passed the Archives (Amendment) Act, 1973, which provided for the appointment of the Director of the Ministry of Cultural Activities as a member of the Authority in place of the Director General of Education or the Deputy Director General. Accordingly, Mr C. G. Meckiff, B.A., Director of the Ministry of Cultural Activities, was appointed a member under the amended section 4 (2) (g) of the Archives Act on 1st June, 1973.

At its meeting on 10th December the Authority noted with pleasure the election of Mr J. A. Cameron, LL.M., M.L.A., the member of the Authority nominated by the Presiding Officers of Parliament, as Speaker of the New South Wales Legislative Assembly.

STAFF

At the end of 1973 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-eight, including the Senior Archivist, the Assistant Senior Archivist, and eight other archivists or archives officers in the Professional Division of the Public Service. This total includes two positions for archivists and one for a records manager which, as mentioned under the heading "State Archives", the Public Service Board approved during the year and which it is hoped to fill early in 1974.

The Principal Archivist, Mr G. D. Richardson, O.B.E., M.A., F.L.A.A., F.R.I.P.A., proceeded on leave prior to retirement on 28th February, 1973. Mr Richardson, who was also Principal Librarian of the Library of New South Wales, had been Principal Archivist of the Archives Office of New South Wales since the inception of the Authority in 1961.

At its meeting on 12th February, 1973, the Authority paid a warm tribute to Mr Richardson's wise counsel and administrative skill as Principal Archivist and to the important part which this had played in the work of the Authority.

Mr R. F. Doust, B.A., M.Lib., F.L.A.A., who is a former Senior Archivist of the Archives Office and who since September has been Principal Librarian of the Library of New South Wales, was appointed Acting Principal Archivist in succession to Mr Richardson.

The Assistant Senior Archivist, Mr P. Orlovich, M.A., Dip.Ed., M.Lib., resigned on 16th February, 1973, to take up a position as Lecturer with the School of Librarianship, University of New South Wales. Mr Orlovich is lecturing to students undertaking the new Diploma in Archives Administration.

Mrs D. Troy, B.A., Dip.Lib., who has been a member of the Archives Office staff since 1962, was appointed Assistant Senior Archivist in succession to Mr Orlovich.

In August the Senior Archivist, Mr D. J. Cross, B.A., Dip.Lib., A.L.A.A., attended the 17th Biennial Conference of the Library Association of Australia in Perth and gave a paper on *The Planning and Progress of the New Archives Building in New South Wales*.

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 and the Library Association of Australia and its Archives Section.

STATISTICS

State Archives

During the year ended 31st December, 1973, approximately 340.182 metres (c. 1 116 feet) of records were transferred as State archives; the total quantity of State archives is now estimated at 10 695.847 metres (c. 35 082 feet). The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, is in the vicinity of 30 500 metres (c. 100 000 feet); of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

REFERENCE TO STATE ARCHIVES

	1967	1968	1969	1970	1971	1972	1973
Number of issues	9 136	10 215	11 139	11 939	10 935	12 343	11 275
Number of issues of maps ..	341	360	475	387	219	253	417
Total number of readers ..	2 201	2 222	2 369	2 412	2 528	2 486	2 554

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period, but are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth Departments to the "Inward and Outward Passenger Lists" up to 1923. 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.

Government Records Repository

The amount of work done in the repository rose during the year. The number of individual jobs done amounted to 70 340 in 1973 compared with 66 768 in 1972, representing a monthly average of 5 861 jobs compared with 5 564 last year. These figures are arrived at by adding together the number of files requested, the number

of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by Departments; each time any one of these actions is performed reference has to be made to one box of records.

While an increase in the number of heavily used Stamp Duties Office files stored in the Repository has been a major contributing factor in the 1973 rise, the rise has been fairly general. Consequently, although in comparison with the very steep rises experienced in the 1960s it is not very great, it may indicate an end to the trend noted in recent years towards stabilization in the level of the file reference service.

The following table shows that the total quantity of semi-current records in the repository continues to increase, but as records become older they are less likely to be used for official purposes. The Authority will from time to time review the status of records in the repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

SEMICURRENT RECORDS IN THE REPOSITORY
(including the Library of New South Wales building)
(Figures represent number of Repository cartons)

Public Office	Total December, 1972	(Net) Increase 1973	Total December, 1973
Agriculture	2 070	142	2 212
Attorney-General and Justice	3 735	959	4 694
Building Materials	9	9
Chief Secretary	1 939	297	2 236
Child Welfare and Social Welfare	330	30	360
Children's Court	1 481	45	1 526
Civil Defence	45	45
Clerk of the Peace	2 129	94	2 223
Clerks of Petty Sessions	1 645	—47	1 598
Conservation	206	206
Conservatorium of Music	4	4
Coroner's Court and Morgue	33	33
Corporate Affairs Commission	1 674	56	1 730
Corrective Services	654	490	1 144
Council of Auctioneers	137	137
Court Reporting Office	799	109	908
Crown Solicitor	2 174	99	2 273
Decentralization and Development	30	30
District Court	1 931	51	1 982
Education	8 151	303	8 454
Electricity Authority of N.S.W.	216	216
Equity Office	1 510	1 510
Forestry Commission	392	8	400
Government Architect	5	5
Government Insurance Office	14 435	—433	14 002
Government Printing Office	130	130
Government Real Estate Office	138	138
Government Stores	3 888	21	3 909
Health	591	591
Hospitals Commission	241	241
Housing Commission	5,994	—81	5 913
Immigration	86	8	94
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	3 354	172	3 526
Labour and Industry—Prices Branch	1 086	1 086
Land Tax Office	586	92	678
Lands	17 408	477	17 885
Library Board of N.S.W.	158	19	177
Library of New South Wales	1 935	394	2 329
Licences Reduction Board	195	195
Local Government	2 365	2 365
Main Roads	1 602	257	1 859
Maritime Services Board	608	19	627
Master in the Protective Jurisdiction of the Supreme Court	1 658	1 658
Metropolitan Water Sewerage and Drainage Board	92	92
Milk Board	473	473
Mines	3 429	158	3 587
Nurses' Registration Board	607	41	648
Parliament	1 322	1 322
Premier's Department	1 532	105	1 637
Probate Office	1 924	1 924
Public Service Board	2 282	76	2 358
Public Solicitor	860	90	950
Public Transport Commission of N.S.W.	1 322	24	1 346
Public Trust Office	6 284	11	6 295
Public Works	4 124	98	4 222
Registrar General	12 375	1 191	13 566
Registry of Co-operative Societies and of Friendly Societies	448	1	449
Rent Control Office	2 861	2 861
Royal Botanic Gardens	10	10
Rural Reconstruction Board	347	347
Stamp Duties Office	5 758	636	6 394
State Superannuation Board	939	939
Supreme Court and Prothonotary	2 334	83	2 417
Technical Education	630	42	672
Tourist Activities	106	38	144
Treasury	4 136	303	4 439
Valuer-General	576	14	590
Water Conservation and Irrigation Commission	4 336	4 336
Western Lands Commission	196	196
Workers' Compensation Commission	1 456	2	1 458
Workers' Compensation (Silicosis) Committee	106	106
Totals: (in cartons)	148 876	6 524	155 400
(in metres)	45 407·18	1 989·82	47 397·00

The figures shown in the table as "Increase 1973" take into account destructions during the year, and in respect of Housing Commission records, withdrawals. In each case of destruction of records, authorization has been given by the Archives Authority, either for a specific series or group of records, or by means of a continuing authority for disposal. Before destruction of records in the repository takes place each public office concerned is asked to confirm that its records due for destruction may in fact be destroyed.

In order to free space for the storage of other records it is necessary to ensure that records which are of no permanent value and have reached the end of their useful life are destroyed promptly. Unfortunately, this proved impossible for some years, initially because of the high level of the file reference service and later because of staffing difficulties in the repository and the work involved in the transfer of records to Yagoona. However, the destruction of records was continued in 1973 and the following table gives details of authorized destruction of records from the Repository during the year.

In addition, considerable progress was made in clearing arrears of records authorized for destruction in previous years, 1 776 cartons of these being destroyed in 1973.

Records in the Repository Destroyed During 1973

(Figures represent number of repository cartons)

Public Office	Destructions 1973
Chief Secretary	10
Clerks of Petty Sessions	94
Government Insurance Office	433
Housing Commission	319
Totals	856 cartons (261.08 metres)

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1967	1968	1969	1970	1971	1972	1973
Number of files requested ..	46 305	49 630	43 660	46 054	39 565	37 893	39 116
Number of files issued ..	39 002	40 264	35 789	37 293	32 185	30 977	33 324
Number of files returned ..	28 813	31 836	28 426	26 076	20 083	23 145	26 351
Number of files added to existing boxes	2 727	2 240	2 493	2 250	1 718	2 300	2 489
Number of loose papers to be attached to files or number of files retained in department	3 836	4 423	4 972	5 252	3 364	3 430	2 384
Total File Reference Oper- ations performed (i.e., files requested, files added, papers attached)	81 681	88 309	79 551	79 632	64 730	66 768	70 340

The percentage of files issued to files requested during 1973 was eighty-five, the highest recorded since 1966.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 47 397.00 metres (c. 155 400 feet), while a further 10 695.847 metres (c. 35 082 feet) are held as State archives.

R. F. DOUST,

Acting Principal Archivist.

J. W. DAVIES,

Chairman.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30th JUNE, 1973

RECEIPTS	\$		PAYMENTS	\$	\$
Provided from Consolidated Revenue	149,509.13		Salaries, etc.		114,043.15
Sale of Publication	387.37		Maintenance and Working Expenses—		
			Rental of Premises	20,533.32	
			Furniture and Filing Equipment	7,960.88	
			Copying and Purchasing of Public Archives	5,745.04	
			Travelling Expenses	95.63	
			Freight, Cartage and Packing	861.10	
			Miscellaneous Expenses	270.01	35,465.98
	\$149,896.50		Proceeds of sale of Publication to Consolidated Revenue		387.37
					\$149,896.50

R. F. DOUST,
Acting Principal Archivist.

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 for the year ended 30th June, 1973, is a correct record of transactions as shown by such accounts.

D. FAIRLIE,
Auditor-General of New South Wales.

Sydney, 13th September, 1973.



ARCHIVES AUTHORITY
of new south wales

ANNUAL REPORT 1974

1974-75

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES

FOR 1974

Ordered to be printed, 20 March, 1975

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1975

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1974

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Culture, Sport and Recreation for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its fourteenth annual report, covering the year ending 31st December, 1974.

Following the reorganization of the State Government on 3rd January, 1975, it was announced that you had assumed the portfolio of Minister for Culture, Sport and Recreation, replacing the Hon. G. F. Freudenstein, M.L.A., formerly Minister for Cultural Activities.

The Authority wishes to express its pleasure at coming within your own administration, and also its warm appreciation of the support and assistance given to it by the former Minister for Cultural Activities.

STATE ARCHIVES

Since December, 1961, the Archives Office of New South Wales, in which are deposited the State archives, has occupied three floors that were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in acknowledging the help given by the Council of the Library of New South Wales in providing this accommodation and other facilities for the work of the Authority.

This support and assistance has permitted a close liaison with staff, facilities, and services to the public which has been a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library. However, it is doubtful whether this arrangement of shared accommodation and facilities can continue. The three stack floors now occupied by the Archives Office are inadequate to house the present staff and are in any case basically unsuited as staff accommodation. A lack of sorting and processing space has long been a problem and will become worse in the future because of the increased traffic in archives between the Archives Office and the new repository at Kingswood. There is no more room available in the building for the State archives, and indeed, the accommodation problems of the Library itself are now extremely severe and it urgently requires at least one of the floors now occupied by the Archives Office to house its own collections. Since there is no reasonable prospect of the planned new building for the Library being constructed until development of the Parliament House site is well advanced it may therefore be necessary to move the Archives Office out of the Library building. In this event it will be essential to make some arrangement for providing access to a nucleus of the State archives in a city location, preferably one as close as possible to the Library in order to minimize inconvenience to users of the two collections. This will be necessary even when the new repository at Kingswood develops facilities for staff and readers.

The first portion of the new Kingswood Repository was occupied in August, 1974, and provided immediate relief for the more pressing problems of space outlined in the last report. By the end of the year about 900 metres of State archives were stored there and an additional 15 800 metres of State archives and permanently valuable semi-current records will be transferred from the Library building and the Shea's Creek Repository early in 1975.

Staffing problems, which had been chronic for years, were also alleviated in January, 1974, when four professional staff were appointed to fill vacancies, including the new positions approved in 1973. Other vacancies which occurred during the year were also filled promptly. Consequently the Archives Office has been better able to meet the increasing demands placed on it by reader services and, following the appointment of a Records Manager in November, to give more attention to the management of semi-current records in the Repositories. However, most staff time has had to be devoted to planning and preparing for the move into the new Repository, and, as a necessary preliminary to this, to dealing with some of the large arrears of unprocessed records, many of which will have to be housed at Kingswood.

Among the many archives which received attention in 1974 were the very important Supreme Court records. Detailed listings have been made of cases heard by the Court of Criminal Jurisdiction, 1816–24, and the Supreme Court: Criminal Jurisdiction, 1824–32. The Curator of Intestate Estates: *Estate papers* for 1821–96 have been processed and those covering 1821–60 listed in detail. Rough lists have also been made of *Probate papers*, 1816–75. Work has continued on other legal records, including those of the Clerk of the Peace, 1824–1900; the Court of Vice-Admiralty; the Governor's Court; and on the large and growing collection of Judges' *Notebooks*. Apart from legal records, a great deal of work has been done on the records of the Companies Office, 1876–1915; the Shipping Master's Office, 1878–1922; on various mental hospital records, especially those of Callan Park, 1877–1934; and on the records of the Departments of Land and Mines.

This concentration of effort on planning and processing work, coupled with the high proportion of new and inexperienced staff, has meant curtailing work on the preparation and publication of guides and inventories. Nevertheless the Authority published a *Supplement to the Guide to Convict Records* and a fourth volume of the quarterly *Supplement to the Concise Guide to the State Archives* during the year.

In December, in accordance with the wishes of the Government, the Archives Office prepared a Corporate Plan of Objectives and it hopes to work towards the achievement of these in 1975. At the same time, the Authority is obliged to point out that this will not be possible without a substantial increase in staff and facilities, and therefore, a much higher proportion of State funds than is available at present.

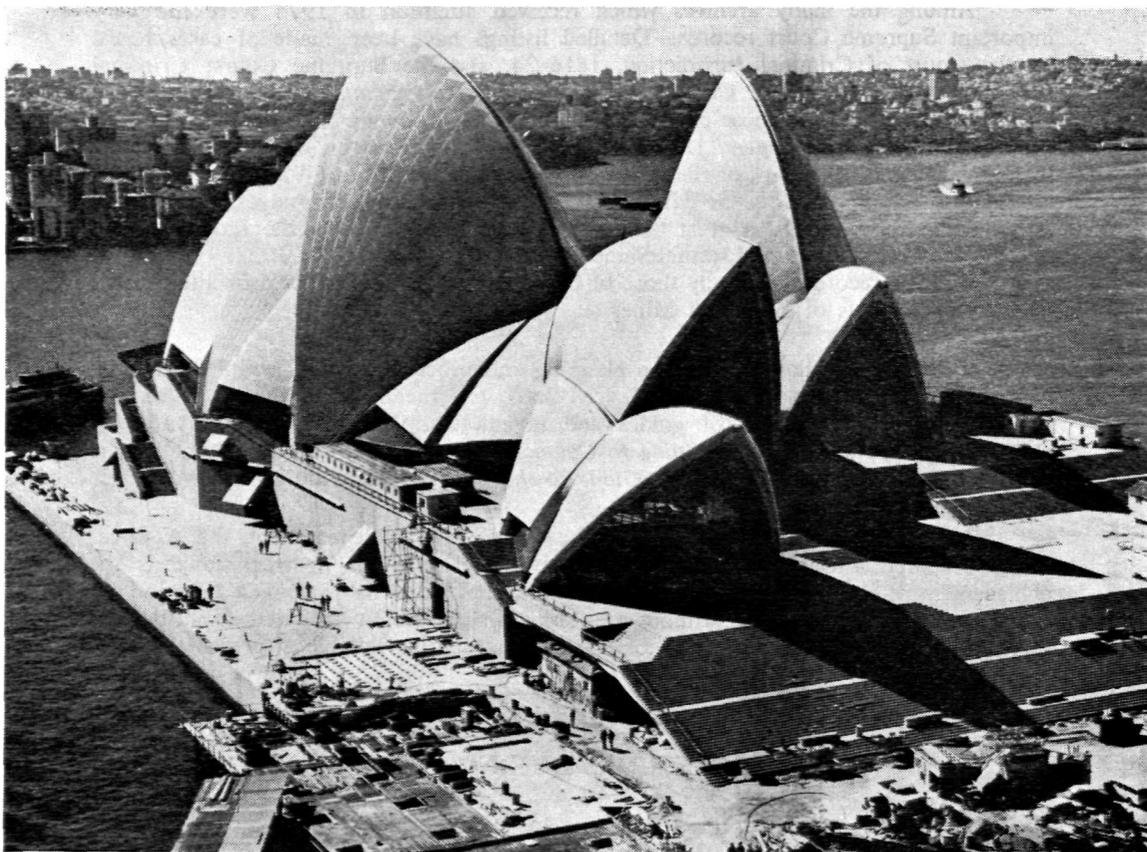
ACCESSIONS DURING 1974

The State archives, exclusive of maps and plans (which, although not accurately counted, number about 17 500) and of 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 11 677.3 metres of shelving. Approximately 981.4 metres were added in 1974, by far the largest quantity in any one year since 1966 and well in excess of the 340.1 metres added in 1973.



THE SYDNEY OPERA HOUSE

The site, prior to demolition of the old tramshed in 1958, and (over page) in c. 1972 when the building was nearing completion



These photographs form part of a large collection, showing the various stages of construction, which were accessioned during the year from the Department of Public Works

Some of the more notable accessions during the year were:

Clerk of the Peace: Supreme Court, Circuit Courts and Quarter Sessions depositions, indictments and other papers, c. 1921–52; and Quarter Sessions Estreat Rolls, 1954–8.

Court Reporting Branch: Daily Record of Court Attendance and Transcription, 1930–59.

Health Commission: Official Minutes of the Hospitals Commission, 1929–73.

Main Roads: Plans and Specifications of Freeway No. 1 (Warringah Freeway, section from the Sydney Harbour Bridge to Miller Street), 1964–8.

Maritime Services Board: Correspondence Registers, c. 1900–1940.

Metropolitan Water Sewerage and Drainage Board: Plans of the City of Sydney (fourteen sheets) showing drains and sewers, c. 1840; and City of Sydney Survey Plans, 1865 (51 rolls and key map).

Principal Superintendent of Convicts: Convict Indents, 1788–1800, 1823–5, 1840–42; Convict Savings Bank Ledgers, 1824–48 and Cash Book, 1824–7; and correspondence records, 1854–67.

Prisons: Photograph Description Books, 1874–1930 from Darlinghurst and country gaols; Mark Books, 1909–49; and glass negatives showing interior and exterior views of gaols.

Public Works: Records relating to the planning and construction of the Sydney Opera House, 1958–74, including Joern Utzon's original competition plans.

Superintendent of Government Stock, Bathurst: Register of Female Herds of Government Cattle, 1825–6; Register of Male and Female Horses at Bathurst, 1826; Copies of letters sent, 1824–5; and Record of receipts, 1823–5.

Supreme Court: Records of various Chief Justices, 1913, and 1929–65.

AVAILABILITY AND USE

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and continues to depend upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1974, 564 readers' tickets had been issued and were still current, compared with 561 in 1973. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. In addition to holders of readers' tickets a further 350 readers came once or twice only and were granted temporary authority to use the archives.

The State archives are in general "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 exceptions are particular series of records on which public offices have placed a special restriction in terms of the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

The Authority again reports that although State archives are no longer regularly required for official purposes, some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Probably the most regular use is of the plans transferred by the Department of Lands, both by that Department and by others such as the Public Transport Commission and the Department of Main Roads. Usually this only involves reference to particular documents, but in about forty-six instances in 1974 the official use of State archives for the administrative purposes of the State required considerable research by the staff of the Archives Office. Specific examples of this were research on the history of Clarence Town for the Ministry of Transport; on the construction of the road through Spicer's Gap and Mount Mitchell for the Forestry Commission; and on the first annual report of the District Veterinary Officer at Cootamundra, c. 1929, for the Department of Agriculture. The Archives Authority is firmly of the opinion that its first duty lies in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that this official use may be overshadowed by the use made of them by private research workers.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 564 holders of a current reader's ticket were:

Social groupings in New South Wales in the early Nineteenth Century.

Biography of Daniel Morgan, bushranger

Early anaesthetists at St Vincent's Hospital, Darlinghurst.

The Fijian sandalwood trade, 1804-14.

Social history of Australian food.

John Ashburton Thompson and the New South Wales Board of Health, 1882-1913.

Early migration of Russian and Baltic nationals.

History of the Tumut District, c. 1860-85.

The number of inquiries answered by letter and telephone continued to rise rapidly in 1974, more than 740 being answered during the year, compared with about 610 in 1973 and 526 in 1972. They included such subjects as:

The controversy surrounding Lachlan Macquarie's date of birth.

Bathurst Gaol Chapel.

Verbal expression in New South Wales Courts during the period 1901-10.

The history of Kangaroo Island.

The Male Factory, Parramatta.

Eye conditions in the Colony between 1865 and 1890.

At present readers' tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on heavily-used original and unique documents. However, some years ago the Authority embarked on a large-scale project of copying the most-used records, mainly on microfilm. Rapid progress was made in 1974; many copies are now available for limited use and it is hoped that it will be possible to remove restrictions on genealogical research in 1975. In the meantime, the Authority has continued to permit professional records searchers to use the records for genealogical searches on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives Office without an extensive search of the records.

During the year, permission was given on twenty-two occasions for publication of copies of State archives, compared with twenty-nine in 1973 and nineteen in 1972. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes, but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1974, the Authority dealt with 189 recommendations for the disposal of public records, compared with 179 in 1973 and 83 in 1972. These recommendations were for 947 separate series of records, compared with 995 in 1973 and 349 in 1972. The sharp rise in the past two years has reversed a trend noted in previous years towards a decrease in the number of series of records submitted for disposal. The rise is partly accounted for by the Authority's decision in April, 1971, to review previous authorizations for the continuing disposal of Court House records and to require that, during the course of this review, normal disposal recommendations be submitted. As a result, 38 of the 1974 recommendations, covering 273 series, were for Court records. The review ended in April, 1974, when the Authority decided to confirm nearly all of the previous authorizations for the continuing destruction of most Court records, and the number of series of Court records submitted for disposal fell sharply in the second half of the year. However, this fall was more than compensated for by the exceptionally large number of other types of records which were submitted for disposal in 1974.

A total of 981.4 metres of records covering 503 series was required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1973 were 340.1 metres and 173 series. Authorization for the destruction of 481 series was given in 1974, but no attempt has been made to estimate the quantity of records involved, because statistics were not always supplied and those that were are of questionable accuracy. For the same reason the Authority has abandoned the practice of recording statistics of records destroyed under continuing authorities.



STORAGE OF RECORDS

Although the Government Records Repository has been in existence for more than twenty years some non-current records are still held by departments, occasionally in very poor storage conditions. These photographs were taken in a department in 1974. The records have since been accessioned as State archives but many had suffered marked deterioration and a considerable proportion were completely beyond repair

RECORDS IN COUNTRY CENTRES

As reported in previous years, it is not now the practice of the Archives Authority to make a systematic attempt to seek out public records in country districts. However, it has become clear that local office records relating to land, previously thought to be unimportant since the information they contained was duplicated in the head office of the Department of Lands, are of prime importance for the regional study of land use. This is primarily because the head office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose.

A survey in April, 1970, showed that records were held in thirteen Land Board offices and in over eighty Crown Land Agents' offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority then resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office, the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

The response to this is still continuing. In 1974, approximately 22 metres of records were transferred from four country offices, and further transfers are expected in 1975.

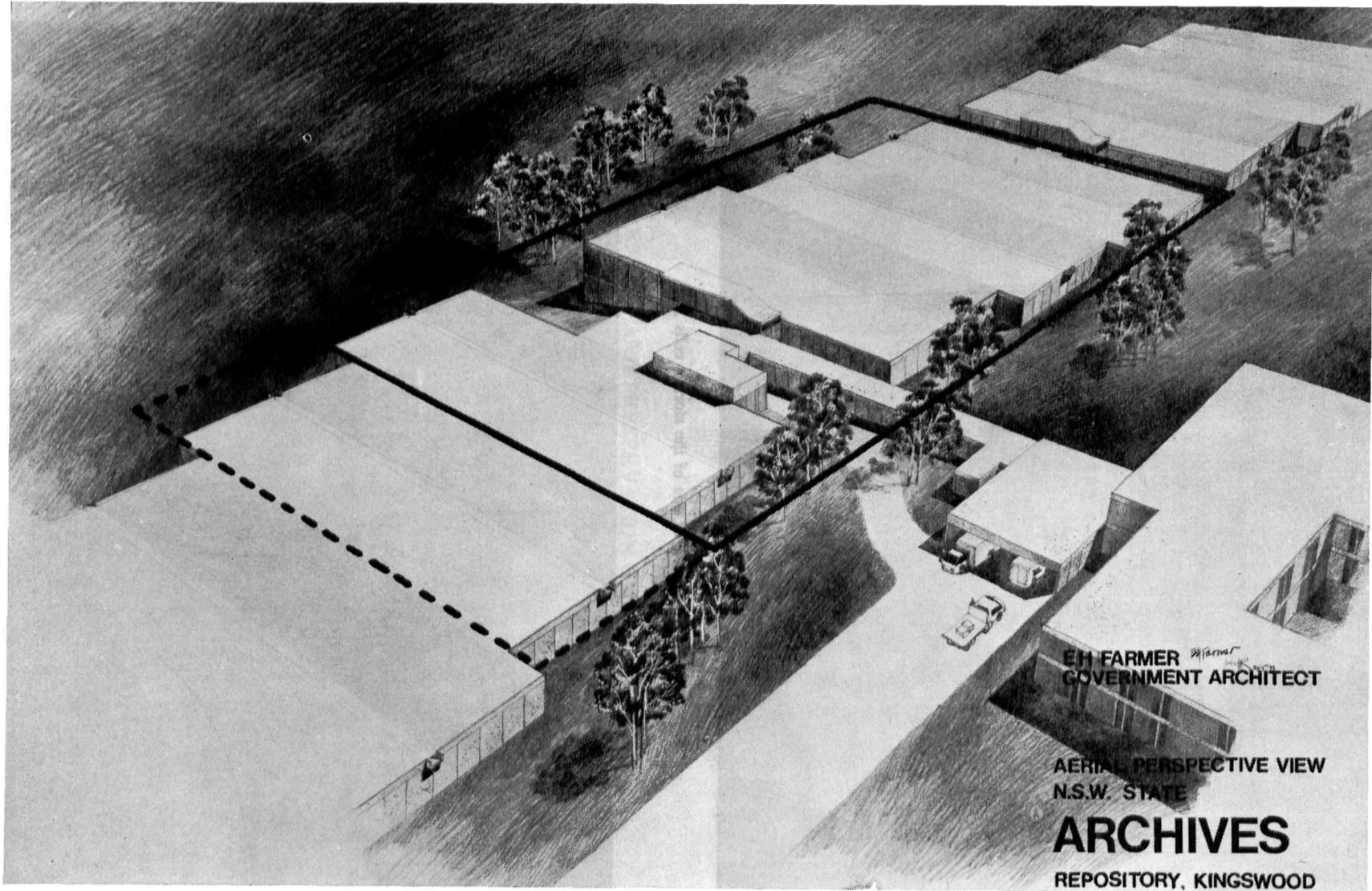
THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual report.

ACCOMMODATION

The Government Records Repository has been housed principally in two large wooden sheds at Shea's Creek, Alexandria. Ample reference has been made to the unsatisfactory nature of these sheds in previous reports, and particularly to their vulnerability to fire. A few State archives and some of the most valuable of the semi-current records are also stored in a building at 127 Rookwood Road, Yagoona. This building, which is of brick and concrete construction and is equipped with fire sprinklers, provides much safer storage than the Shea's Creek sheds, but as its shelving capacity is limited to about 6 700 metres (22 000 cartons) of records some State archives and about two-thirds of the permanently valuable semi-current records are stored at Shea's Creek. By May, 1973, all storage space at Shea's Creek was exhausted and although some space has been made available by clearing older records due for destruction this has provided minor relief only. As a result, during the past nineteen months public offices have accumulated very large quantities of semi-current records awaiting transfer to the Repository, and the Archives Office has had to store State archives on the Repository floor, thus worsening the congestion.

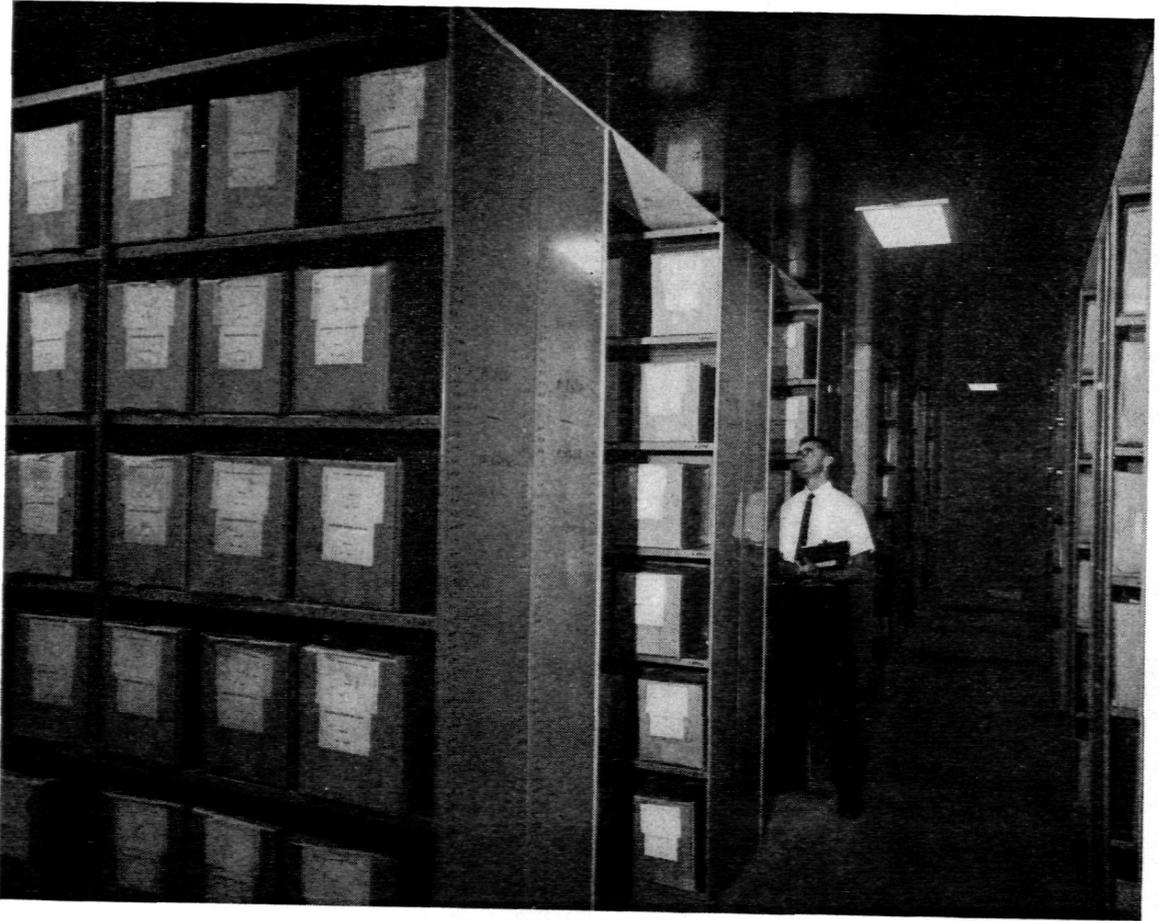
The Authority is now able to report, with very real satisfaction, that the worst of these accommodation problems are now being overcome by completion of the first stage of the new Government Records Repository at Kingswood. Land was acquired for this in 1964 but construction was delayed for many years by lack of funds. However, in 1970 it was suggested that construction be staged so as to limit the extent of outlay in any one financial year, and in 1971 the Government Architect prepared a proposal for a revised first stage to consist of twelve of the original thirty-six storage cells, providing accommodation for an estimated 21 350 metres (70 000 cartons) of records instead of the 61 000 metres (200 000 cartons) originally contemplated, together with an entry and receiving area, plant room, and essential facilities. Early in 1973 the original site was exchanged for a new one about 1 mile to the east, fronting O'Connell Street, Kingswood, and construction of the revised first stage began on this new site in July of that year. Shortages of material and industrial disputes caused delays but by November, 1974, all twelve cells were virtually completed, although installation of shelving is still proceeding and some work remains to be done on the air-conditioning and other services.



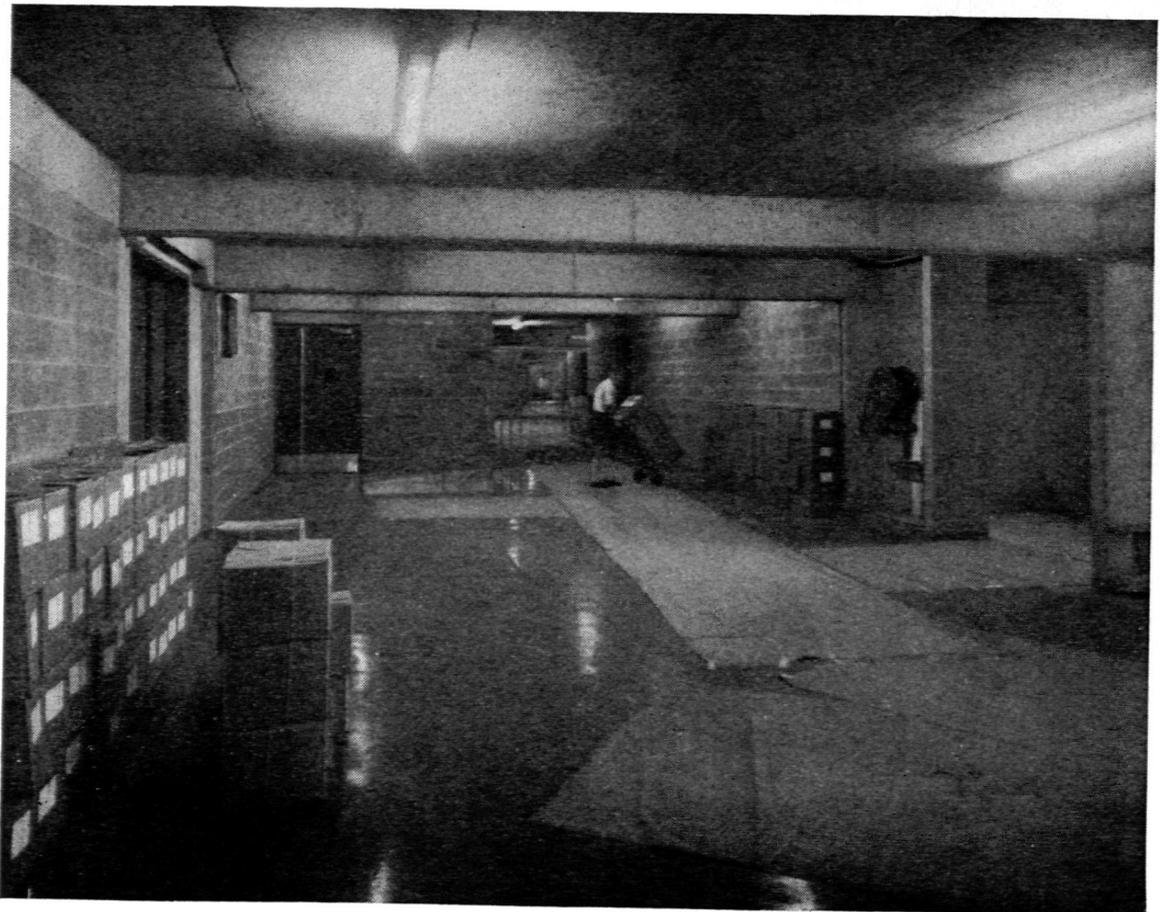
SKETCH OF THE NEW GOVERNMENT RECORDS REPOSITORY AT KINGSWOOD

The unbroken line encloses the portion constructed during 1974, and the broken line the portion to be constructed during 1975

GOVERNMENT RECORDS REPOSITORY, KINGSWOOD



Internal view of one of the storage cells



Internal view of one of the corridors which connect the storage cells

Unfortunately, however, the long delay in commencing construction of the Repository will mean that the relief provided by completion of this stage will be of very short duration. Eight of the cells are committed to housing State archives and permanently valuable semi-current records which must be transferred in 1975 from the Library of New South Wales building and the highly dangerous and unsatisfactory Shea's Creek sheds. Consequently, only four cells, with a capacity for about 27 000 cartons of records, are available for storing semi-current records accumulated in public offices. Allocation of this space began in August and by December it was fully committed.

In July the Premier and Treasurer approved funds to the extent of \$400,000 being provided in 1974-75 to permit construction of a further three cells and it is expected that work on these will begin in January, 1975, and that they will be available for occupation by the end of the year. Until then, space cleared in the Shea's Creek sheds by removing some of the more valuable records to Kingswood will constitute the only storage for further accessions, and even this space cannot be counted on after April, 1975, when the lease on the Yagoona Repository terminates and when it may be necessary to move the highly valuable records held there back to Shea's Creek.

On two occasions since 1971 the Archives Office has been forced by lack of storage space to refuse to accept semi-current records in the Repository and to curtail accessioning of State archives. The second period lasted for well over a year and led to a glut of records in public offices and the Repository which caused considerable inconvenience to government and the public. It is quite clear from experience over the past three years and, especially, from the very heavy demand on storage space since the Kingswood Repository opened in August that the only way of avoiding similar difficulties in the future is to ensure that there is a reasonable reserve of space for expansion. This will mean constructing a minimum of three cells a year for many years to come. It is therefore essential that funds be made available for additional cells in 1975-76, and, as the Kingswood Repository will not be able to function at maximum efficiency until at least a portion of the administration block is built, almost equally important that funds be made available for this at the same time.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report continuing progress in the repair and rebinding of some of the more valuable State archives. A total of 428 volumes was bound during the year, 197 of them being hand sewn and cased, 19 machine sewn, 93 plastic bound, and 119 "brochured". Nevertheless, some documents have still had to be withheld from use in order to prevent further physical damage. The bindery in the Library building can handle 20 volumes a month, but the services of the manuscripts restorers are available to the Archives Office for only 1 week in 6, that is, for 9 weeks in each period of 12 months. This is sufficient only for the most urgent restoration work. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than in days or months. By the end of 1974 there were an estimated 3,200 volumes and many bundles of loose papers, some dating from 1788, in need of binding. The Library's restoration staff was increased in 1974 and when the new appointees have gained experience the repair output will undoubtedly improve. However, work is greatly hampered by shortages of space and facilities in the Library as a whole, and a complete solution to conservation problems is unlikely to be found until at least some of the work can be carried out in the new Repository. This will not be possible until the administration block is built.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to an extensive project for the copying of records needed mainly for genealogical research, but is of necessity on a fairly small scale. Material copied in 1974 included some of the Colonial Secretary's *Indexes and Registers to Land Grants, 1792-1867*, and the surviving records, 1859-1972, of the Sydney Observatory. In March, 1973, the Genealogical Society of the Church of Jesus Christ of Latter Day Saints commenced a large project for microfilming records prior to 1900 which are useful for genealogical research and this was completed in December, 1974. Records copied included those relating to convicts and passenger arrivals, the Colonial Secretary's *Letters received re Land*, and all surviving muster and census records, 1814-91. The Society supplies the Archives Office with free copies of the films; to date 714 reels have been received and these are an invaluable supplement to the Authority's own copying programme.

PUBLICATIONS

During 1974, as mentioned under the heading "State Archives", a *Supplement to the Guide to Convict Records in the Archives Office of New South Wales* and a fourth volume of the quarterly *Supplement to the Concise Guide to the State Archives of New South Wales* were published.

The following is a list of the publications already issued by the Archives Authority:

- List of Series Titles in the Archives Office of New South Wales.* (1965. Out of print.)
- Concise Guide to the State Archives of New South Wales.* (1970.) With quarterly Supplements, 1971–.
- Guide to Convict Records in the Archives Office of New South Wales.* (1970.) With Supplement, 1974.
- Guide to Records relating to Ships and Free Passengers in the Archives Office of New South Wales.* (1973. Preliminary edition for staff use and limited distribution only.)

Inventories:

- Commissariat: Record group NC 11. (1963.)
- Auditor General: Record group NAU. (1964.)
- Council of Education: Record group NCE. (1964.)
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)
- Executive Council: Record group N EC. (1966.)
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records 1834–1904: Record groups NCS-ND. (1967.)
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967.)
- District Councils, 1843–50: Record group N DC. (1967.)
- The Governor, 1787–1935: Record group NG. (1969.)
- Colonial Secretary: Part II, Correspondence: Record group NCS. (1973.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1973. The attendances were as follows:

Mr J. W. Davies, B.Ec. (Chairman) (excused for his absence from one meeting)	5
Mr B. R. Davies, LL.B. (Deputy Chairman)	6
The Hon. J. A. Cameron, LL.M., M.L.A. (excused for his absence from four meetings)	2
The Hon. Mr Justice R. Else-Mitchell, LL.B., F.R.A.H.S. (excused for his absence from three meetings. Ceased to be a member 30th September, 1974)	1
Mr A. R. Horton, B.A., F.L.A.A. (excused for his absence from three meetings)	3
Mr C. G. Meckiff, B.A. (excused for his absence from one meeting)	5
Mr N. B. Nairn, M.A. (excused for his absence from one meeting)	5
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A. ..	6
Professor J. M. Ward, M.A., LL.B., F.A.H.A., R.A.S.S.A. ..	6

The Hon. Mr Justice R. Else-Mitchell retired from the Supreme Court of New South Wales on 30th September, 1974, 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, 1960.

At its meeting on 11th October the Authority unanimously resolved to record its appreciation of Mr Justice Else-Mitchell's services as a member.

No appointment had been made by the end of the year to the position of Principal Archivist which has been vacant since the retirement of Mr G. D. Richardson in February, 1973, and Mr R. F. Doust, who is also the Principal Librarian of the Library of New South Wales, is Acting Principal Archivist.

STAFF

At the end of 1974 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-eight, including the Senior Archivist, the Assistant Senior Archivist, and eight other archivists in the Professional Division of the Public Service.

Mr J. S. Partridge was appointed to the new position of Records Manager, which the Public Service Board approved in 1973.

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 and the Library Association of Australia and its Archives Section.

STATISTICS

State Archives

During the year ended 31st December, 1974, approximately 981.4 metres of records were transferred as State archives; the total quantity of State archives is now estimated at 11 677.3 metres. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, is in the vicinity of 30 500 metres; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives but others will be retained indefinitely for official use by the public offices that transferred them for storage.

REFERENCE TO STATE ARCHIVES

	1968	1969	1970	1971	1972	1973	1974
Number of issues	10 215	11 139	11 939	10 935	12 343	11 275	12 700
Number of issues of maps	360	475	387	219	253	417	452
Total number of readers	2 222	2 369	2 412	2 528	2 486	2 554	2 595

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period, but are shown only once in the statistics. No record has been kept of the reference in the Archives Office by officers of State and Commonwealth Departments to the "Inward and Outward Passenger Lists" up to 1923. 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.

Government Records Repository

The amount of work done in the Repository decreased during the year. The number of individual jobs done amounted to 63 844 in 1974 compared with 70 340 in 1973, representing a monthly average of 5 320 jobs compared with 5 861 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by Departments; each time any one of these actions is performed reference has to be made to one box of records.

The decline in the amount of work done in the Repository has been fairly general, and cannot be attributed to a drop in the level of business with any particular Department. It was most marked in August and September, when only 4 730 files were requested, compared with 7 353 in the same period in 1973.

The following table shows that the total quantity of semi-current records in the Repository continues to increase, but as records become older they are less likely to be used for official purposes. The Authority will from time to time review the status of records in the Repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

SEMI-CURRENT RECORDS IN THE REPOSITORY
(including the Library of New South Wales building)
(Figures represent number of Repository cartons)

Public Office	Total December, 1973	(Net) Increase 1974	Total December, 1974
Agriculture	2 212	157	2 369
Attorney-General and Justice	4 694	890	5 584
Building Materials	9	9
Chief Secretary	2 236	83	2 319
Children's Court	1 526	1 526
Clerk of the Peace	2 223	747	2 970
Clerks of Petty Sessions	1 598	311	1 909
Conservation	206	206
Conservatorium of Music	4	74	78
Co-operative Societies	449	449
Coroner's Court and Morgue	33	33
Corporate Affairs Commission	1 730	51	1 781
Corrective Services	1 144	1 144
Council of Auctioneers	137	137
Court Reporting Branch	908	86	994
Crown Solicitor	2 273	155	2 428
Decentralisation and Development	30	60	90
District Court	1 982	1 982
Education	8 454	92	8 546
Electricity Authority of N.S.W.	216	216
Equity Division	1 510	1 510
Forestry Commission	400	10	410
Government Architect	5	5
Government Insurance Office	14 002	-131	13 871
Government Printing Office	130	130
Government Real Estate Office	138	138
Government Stores	3 909	-89	3 820
Health Commission	832	832
Housing Commission	5 913	336	6 249
Immigration	94	94
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	3 526	757	4 283
Labour and Industry—Prices Branch	1 086	1 086
Land Tax Office	678	84	762
Lands	17 885	17	17 902
Library Board of N.S.W.	177	177
Library of New South Wales	2 329	128	2 457
Licences Reduction Board	195	195
Local Government	2 365	2 365
Main Roads	1 859	11	1 870
Maritime Services Board	627	43	670
Master in the Protective Jurisdiction of the Supreme Court	1 658	1 658
Metropolitan Water Sewerage and Drainage Board	92	47	139
Milk Board	473	473
Mines	3 587	129	3 716
Nurses' Registration Board	648	648
Parliament	1 322	149	1 471
Premier's Department	1 637	-26	1 611
Probate Office	1 924	1 924
Public Service Board	2 358	497	2 855
Public Solicitor	950	950
Public Transport Commission of N.S.W.	1 346	70	1 416
Public Trust Office	6 295	-9	6 286
Public Works	4 222	766	4 988
Registrar General	13 566	2 881	16 447
Rent Control Office	2 861	2 861
Royal Botanic Gardens	10	10
Rural Assistance Board	347	347
Stamp Duties Office	6 394	511	6 905
State Emergency Services	45	45
State Superannuation Board	939	268	1 207
Supreme Court and Prothonotary	2 417	582	2 999
Technical Education	672	15	687
Tourism	144	144
Treasury	4 439	145	4 584
Valuer-General	590	590
Water Conservation and Irrigation Commission	4 336	22	4 358
Western Lands Commission	196	196
Workers' Compensation Commission	1 458	28	1 486
Workers' Compensation Dust Diseases Board	106	106
Youth and Community Services	360	360
Totals: (in cartons)	155 400	9 947	165 347
(in metres)	47 397	3 031.7	50 397.7

The figures shown in the table as "Increase 1974" take into account destructions during the year. In each case destruction has been authorized by the Archives Authority, either for a specific series or group of records, or by means of a continuing authority for disposal. Before destruction of records in the Repository takes place each public office concerned is asked to confirm that its records due for destruction may in fact be destroyed. In order to free space for the storage of other records it is necessary to ensure that records which are of no permanent value and have reached the end of their useful life are destroyed promptly. The following table gives details of authorized destruction of records from the Repository during the year.

Records in the Repository Destroyed during 1974

(Figures represent number of repository cartons)

Public Office	Destructions 1974
Government Insurance Office	132
Government Stores	100
Labour and Industry	108
Premier's Department	26
Public Trust Office	12
Total	378 cartons (115.1 metres)

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1968	1969	1970	1971	1972	1973	1974
Number of files requested ..	49 630	43 660	46 054	39 565	37 893	39 116	36 647
Number of files issued ..	40 264	35 789	37 293	32 185	30 977	33 324	30 944
Number of files returned ..	31 836	28 426	26 076	20 083	23 145	26 351	22 287
Number of files added to existing boxes	2 240	2 493	2 250	1 718	2 300	2 489	1 803
Number of loose papers to be attached to files or number of files retained in department	4 423	4 972	5 252	3 364	3 430	2 384	3 107
Total File Reference Opera- tions performed (i.e. files requested, files added, papers attached)	88 309	79 551	79 632	64 730	66 768	70 340	63 844

The percentage of files issued to files requested during 1974 was eighty-four.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 50 397.7 metres, while a further 11 677.3 metres are held as State archives.

R. F. DOUST,
Acting Principal Archivist.

J. W. DAVIES,
Chairman.

1975-76

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

NEW SOUTH WALES ARCHIVES AUTHORITY

FOR 1975

Ordered to be printed, 25 March, 1976

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1976

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30th JUNE, 1974

RECEIPTS	\$	PAYMENTS	\$	\$
Provided from Consolidated Revenue	162,216.98	Salaries, etc.		128,363.14
Sale of Publications	315.95	Maintenance and Working Expenses—		
(Proceeds held in Library of New South Wales Publications Account at 30th June 1974)		Rental on Premises	22,400.00	
		Furniture and Filing Equipment	7,597.24	
		Less receipts from sale of cartons	69.86	
			7,527.38	
		Copying and Purchase of Public Archives	2,957.70	
		Less refund	2.63	
			2,955.07	
		Travelling expenses	400.48	
		Freight, carting and packing	215.71	
		Miscellaneous expenses	355.20	
			33,853.84	
		Proceeds of sale of Publications to Consolidated Revenue—		
		Balance 30/6/74		315.95
	<u>\$162,532.93</u>			<u>\$162,532.93</u>

R. F. DOUST,
Acting Principal Archivist.

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 for the year ended 30th June, 1974, is a correct record of transactions as shown by such accounts.

D. FAIRLIE,
Auditor-General of New South Wales.

Sydney, 22nd August, 1974.



ARCHIVES AUTHORITY
of new south wales

ANNUAL REPORT 1975

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1975

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Culture, Sport and Recreation for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its fifteenth annual Report, covering the year ending 31st December, 1975.

Following the reorganization of the State Government on 23rd January, 1976, it was announced that you had assumed the portfolio of Minister for Culture, Sport and Recreation, replacing the Hon. L. J. F. Barraclough, M.L.A.

The Authority wishes to express its pleasure at coming within your own administration, and also its appreciation of the support and assistance given to it by the former Minister.

STATE ARCHIVES

Since December, 1961, the Archives Office of New South Wales, in which are deposited the State archives, has occupied three floors that were designed and equipped for it in the southeast wing of the State Library of New South Wales building. The Archives Authority again wishes to acknowledge the help given by the Library Council of New South Wales in providing this accommodation and other facilities for the work of the Authority.

This support and assistance given by the State Library over the past 15 years has been invaluable, but it has been apparent for some time that the present arrangement of shared accommodation and facilities could not continue indefinitely. Reference has been made in previous reports to the acute lack of space in the State Library building which is now seriously hampering the work of both the Archives Office and the Library. The Authority was therefore particularly pleased at being informed in August that approval had been given for the construction, by the Sydney Cove Redevelopment Authority on behalf of the Public Service Board, of a new building in the Rocks area of Sydney to accommodate the Archives Office of New South Wales. Planning of this building is already well advanced and it is hoped that construction will begin early in 1976 and that it will be available for occupation by the end of 1977.

Late in 1974, the Authority submitted suggestions to the Public Service Board on ways in which the management and disposal of records might be improved, and in March, 1975 the Board appointed a Task Force to investigate records management within the New South Wales Public Service. The Report of the Task Force, which was completed in May, recommended a large number of significant changes in records management, including the physical and administrative separation of the Archives Office from the State Library, a substantial increase in the staff establishment of the Archives Office, and the creation of a Records Management Office with overall responsibility for the standard of records management within the Public Service. Physical separation of the Archives Office from the State Library must necessarily await completion of the new building, but a new position of Principal Archivist has been advertised and it is expected that an appointment will be made in 1976. This will mark the beginning of the administrative separation of the two institutions. The first four positions in the new Records Management Office, which will come under the direction of the Principal Archivist, though not of the Archives Authority, have also been advertised.

When preparing its Corporate Plan of Objectives in 1974 the Authority gave priority to the need for better accommodation for the Archives Office and for improvement in the management and disposal of records. It now wishes to record its very great satisfaction with, and gratitude for, the prompt and effective action which has been taken to meet these needs.

The Authority is also pleased to report the completion of the first fifteen storage cells of the new State Archives and Government Records Repository at Kingswood, and it wishes to express its thanks to the former Minister, Mr L. J. F. Barraclough, for opening the new building officially on 28th November, 1975.



The official party at the opening of the State Archives and Government Records Repository, Kingswood, 28th November, 1975
 From left to right: Dr R. E. Klugman, M.H.R.; Mr R. J. Mulock, M.L.A.; Mr J. W. Davies, Chairman of the Archives Authority; the Hon. L. J. F. Barraclough, M.L.A., Minister for Culture, Sport and Recreation; Mrs E. Cammack, Mayor of Penrith; and Mr R. F. Doust, Acting Principal Archivist

As foreshadowed in last year's report, in January the Archives Office commenced a major transfer of more than 15 800 metres of State archives and permanently valuable semi-current records from the State Library building and the Shea's Creek Repository to the new Repository at Kingswood. This operation was successfully completed in June and has been followed by a reorganization of storage and facilities in the Archives Office which has provided much needed room for staff and the sorting of records. This reorganization is still proceeding, but should be completed by March, 1976. Approximately 2 975 metres of shelf space have been freed for use by the State Library, affording some relief for its badly overcrowded collections.

During 1975, the Authority published an inventory of the records of the *Court of Civil Jurisdiction, 1788-1815*, and three of the four parts of the fifth volume of the *Supplement to the Concise Guide to the State Archives of New South Wales*. The inventory is a small preliminary edition in stencil duplicated form, intended for staff use and limited distribution to readers. Publication of the last part of the fifth volume of the *Supplement* has been delayed by pressure of other work, but when completed in 1976 this issue will incorporate all the information in the earlier volumes of the *Supplement* and will greatly facilitate use of the State archives. Work has also been done on an *Index to Assisted Immigrants Arriving, Port Phillip, 1839-51*, and on a revised edition of the *Guide to Records Relating to Ships and Free Passengers*, and it is also hoped to publish these in 1976. However, work on a number of inventories, some well advanced, of major record groups has had to be postponed and there appears to be little prospect of renewing it in 1976.

In August, the Archives Office submitted to the Public Service Board detailed proposals for a programmed increase of the Archives Office staff, between 1976 and 1979, to the level recommended in the *Task Force Report on Records Management within the New South Wales Public Service*. It must be stressed that if the Archives Office is to carry out its functions, and in particular if it is to reduce the enormous arrears of processing work and co-operate with the new Records Management Office in preparing proper disposal schedules for records held in departments, it is essential that the staffing programme be implemented and that an adequate number of additional staff be appointed in 1976.

ACCESSIONS DURING 1975

The State archives, exclusive of maps and plans and of 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 12 422.7 metres of shelving. Approximately 745.4 metres were added in 1975, compared with 981.4 metres in 1974. In addition, more than 13 000 maps and plans were accessioned in 1975 and although the total number of maps and plans has not been accurately counted it is well in excess of 30 000.

Some of the more notable accessions during the year were:

Board of National Education: Letter book, 1848–52.

Colonial Secretary—Plays submitted for approval prior to being performed, 1848–9:

Raymond Lord of Milan, by Edward Reeve, and *The Rebel Chief*, by Francis Belfield.

Education—Sites Branch: Site cards of school sites purchased and subsequently disposed of since 1800.

Establishments—Newcastle: Copies of orders issued by the Commandant, Newcastle, 1816–24.

Maritime Services Board—Survey Branch: Maps and Admiralty charts; Registers of Leases granted by the Board, c. 1900–60; and Tide Sheets for Newcastle, Fort Denison and Camp Cove, 1905–65.

Metropolitan Water, Sewerage and Drainage Board: City of Sydney Survey Plans, 1880–90 (c. 2 800 sheets).

New South Wales Planning and Environment Commission: Height of Building Plans (c. 4 000 sheets).

Public Works—Legal Branch: Plans (2 000 sheets) and papers, 1962–74, concerning the construction of the State Office Block, Sydney, and the subsequent court action taken by the builder, Perini Corporation.

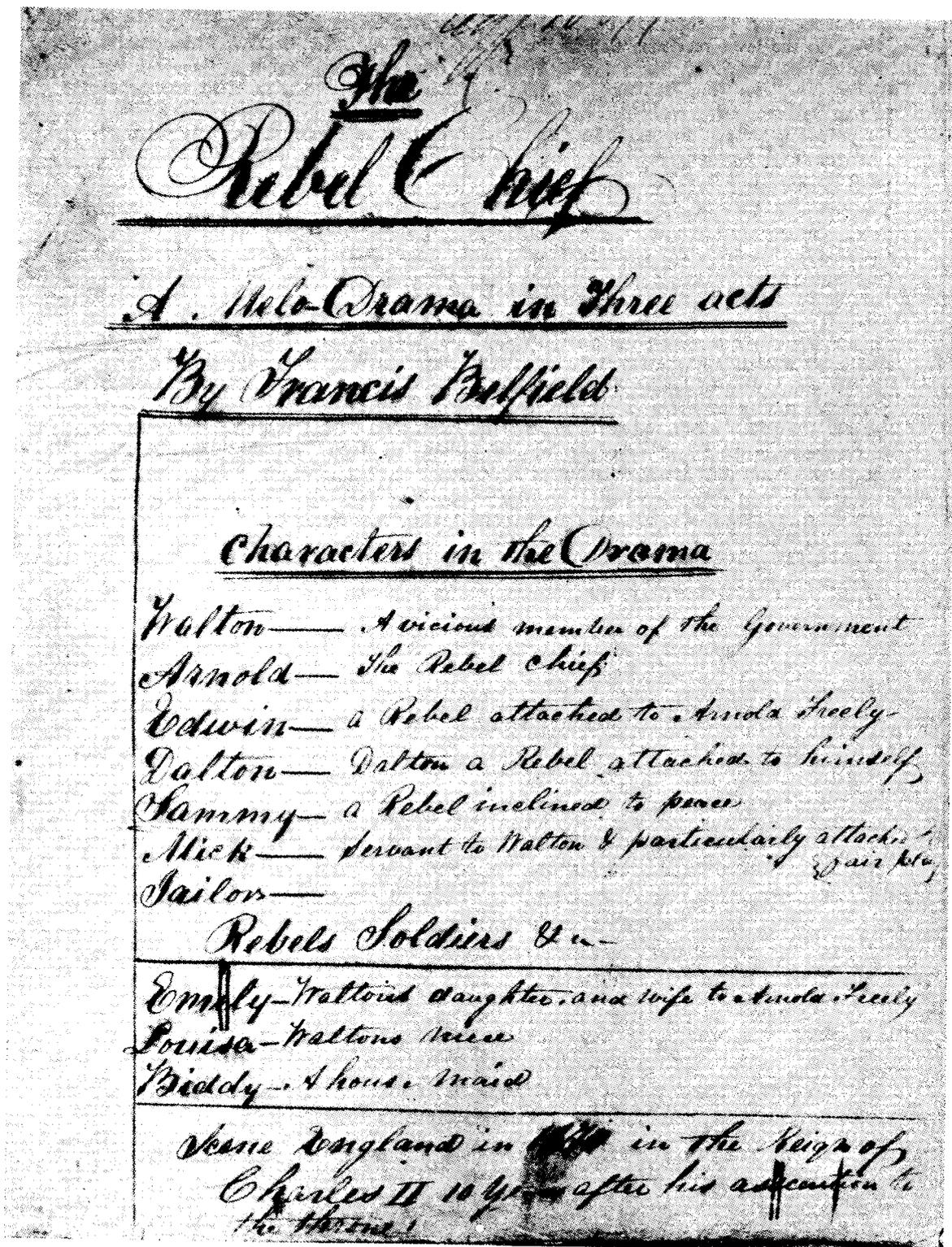
Rural Bank—Sale of Homes Agency: Head Office files, from 1963 onwards, relating to the sale of Housing Commission homes.

Supreme Court—Vice Admiralty Court: Instance Papers, 1853–4, 1880–99.

AVAILABILITY AND USE

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and continues to depend upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1975, 587 reader's tickets had been issued and were still current, compared with 564 in 1974. Many of these were used by readers for extended period of research; others were used for comparatively brief searches. In addition to holders of readers' tickets a further 785 readers came once or twice only and were granted temporary authority to use the archives. The corresponding figure for 1974 was 350.



Title page of "The Rebel Chief" by Francis Belfield

One of three plays, all estrays from the records of the Colonial Secretary's Department, which were acquired during the year

From the original in the Archives Office of New South Wales

The State archives are in general "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 exceptions are particular series of records on which public offices have placed a special restriction in terms of the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Library Council of the State Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

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 plans transferred by the Department of Lands, both by that Department and by others such as the Public Transport Commission and the Department of Main Roads. Usually this only involves reference to particular documents, but in ninety-four instances in 1975 the official use of State archives for the administrative purposes of the State required research by the staff of the Archives Office. By far the most important example of such research is the continuing work carried out over the past five years for the State Crown Solicitor on the ownership of the Territorial Sea. The Archives Authority is firmly of the opinion that its first duty lies in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that this official use may be overshadowed by the use made of them by private research workers.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 587 holders of a current reader's ticket were:

- Architectural study of Grafton Bond Store.
- Australian relations with New Caledonia.
- Location of Edmund Kennedy's camp site at Cape York.
- Comparative study of the sex ratio in colonial societies.
- History of the inn *The Industrious Settler*, at St Albans, N.S.W.
- The development of minimum security institutions in New South Wales since 1900.

The number of inquiries answered by letter and telephone during 1975 was 1 227, compared with 740 in 1974 and 610 in 1973. They included such subjects as:

- Guano leases on Raine Island.
- Depositions of witnesses present when atrocities were committed against aborigines by men in the employ of the Henty brothers on the Wannon River in Victoria.
- History of the lighthouse at Cape St George.
- The New South Wales' reaction to the attitude taken by the British Government on the *Costa Rica Packet* case.
- The legend of Fisher's ghost.
- Prison and trial records of Frederick Ward, alias Captain Thunderbolt.

For some years readers' tickets for the State archives have not been issued to persons investigating their own family history, because of the need to minimize wear and tear on heavily-used original and unique documents. However, at the time it imposed this restriction the Authority also embarked on a large-scale project of copying the most-used records, mainly on microfilm. During the last two years this project has progressed rapidly and a large number of copies are now available for use. The present practice is to issue these copies to readers whenever they are relevant to an inquiry; and to refer readers whose inquiries involve the use of original records which have not been copied to a small number of professional records searchers who are prepared to conduct genealogical searches on behalf of others, except in a comparatively few cases where the staff of the Archives Office can supply a specific piece of information from original material without making an extensive search. The marked increase in 1975 in the number of readers granted temporary authority to use the State archives, noted earlier in this report, is mainly attributable to increased genealogical research and is a direct reflection of the amount of use the copies are receiving.

During the year, permission was given on eighteen occasions for publication of copies of State archives, compared with twenty-two in 1974 and twenty-nine in 1973. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes, but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

While the Authority is not aware of specific cases of failure to observe any of the provisions of the Act, it seems clear from the investigations of the Task Force on Records Management that some public offices are destroying records without first obtaining approval. The Authority is very concerned at this and hopes that when the Records Management Office is established it will be able to curtail unauthorized destruction of records.

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.

During 1975, the Authority dealt with 141 recommendations for the disposal of public records, compared with 189 in 1974 and 179 in 1973. These recommendations were for 654 separate series of records, compared with 947 in 1974 and 995 in 1973. Although lower than for the two previous years, the 1975 figures are still high and reflect the large quantity of records submitted for disposal during the year.

A total of 754.4 metres of records covering 566 series was required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1974 were 981.4 metres and 503 series. Authorization for the destruction of 207 series was given in 1975, but no attempt has been made to estimate the quantity of records involved, because statistics were not always supplied and those that were are of questionable accuracy. For the same reason the Authority has abandoned the practice of recording statistics of records destroyed under continuing authorities.

RECORDS IN COUNTRY CENTRES

As reported in previous years, it is not now the practice of the Archives Authority to make a systematic attempt to seek out public records in country districts. However, it has become clear that local office records relating to land, previously thought to be unimportant since the information they contained was duplicated in the head office of the Department of Lands, are of prime importance for the regional study of land use. This is primarily because the head office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose.

A survey in April, 1970, showed that records were held in thirteen Land Board offices and in over eighty Crown Land Agents' offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority then resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office, the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

The response to this is still continuing. In 1975, approximately 8.5 metres of records were transferred from four country offices, and further transfers are expected in 1976.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual report.

ACCOMMODATION

All semi-current records in the State Library of New South Wales building were moved to Kingswood in 1975 and the Government Records Repository is now housed in three locations: at Shea's Creek, Alexandria; at Yagoona; and at Kingswood.

The Repository at Shea's Creek occupies two large wooden sheds which are totally unsatisfactory for the storage of records and are particularly vulnerable to fire. A large quantity of State archives and permanently valuable semi-current records were moved from these sheds to Kingswood in 1975 but about 27 500 metres (90 000 cartons) of records, some of them permanently valuable, remain at Shea's Creek.

The Repository at Yagoona occupies the lower floor of a factory at 127 Rookwood Road. This building is of brick and concrete construction and is equipped with fire sprinklers, and it therefore provides much safer accommodation than the Shea's Creek sheds. It is used to store permanently valuable semicurrent records and a few State archives, but its capacity is limited to about 6 700 metres (22 000 cartons) of records. The lease of this building expired in 1975 but it has been renewed for a further two years, until April, 1977.

The third Repository, the new State Archives and Government Records Repository at Kingswood, has been under construction since July, 1973. By the end of 1975, fifteen storage cells, providing accommodation for about 27 500 metres (90 000 cartons) of records, had been completed and funds have been made available in the present financial year for the construction of a further three cells in 1976. However, it is almost certain that all space in the existing fifteen cells will be in use or committed to use by the end of 1976. By then the additional three cells should be completed but the space which these will provide cannot be counted on after April 1977, unless the lease on the Yagoona building is again renewed or the records held in the Yagoona Repository are moved back to Shea's Creek.

A great deal of progress has been made in recent years towards providing better accommodation for the Government Records Repository, but it is still dispersed over a number of locations and it still lacks an adequate reserve of storage space for expansion. Centralization at Kingswood and reserve storage space are essential if the Repository is to operate at maximum efficiency and play an effective part in reducing the quantity of records held by public offices in expensive city office space. They can be achieved only by an accelerated building programme, with priority given to construction of a simpler, more economical type of building at Kingswood which is designed for storage of short-term retention records. Planning for this must begin in 1976, and in the meantime funds must be found for the construction at Kingswood in 1977 of additional storage cells of the type already being built and for a portion of the administration block.

REPAIR AND PRESERVATION OF RECORDS

There has been progress in the repair and rebinding of some of the more valuable State archives. A total of 439 volumes was bound during the year, 308 of them being hand sewn and cased, 10 machine sewn, 19 plastic bound, and 102 brochured. These figures are an improvement on previous years and have been brought about by an increase in the State Library's restoration staff. Nevertheless, it is a cause for concern to the Authority that only the most urgent restoration jobs can be done and that the amount of work in arrears has continued to grow. By the end of 1975 there were well over 3 700 volumes and many bundles of loose papers, some dating from



Two family groups, late Nineteenth Century
From the collection of Government Printing Office glass negatives held in the Archives
Office

1788, in need of binding. In addition to these, maps and plans are now presenting a major conservation problem. During the year there were large accessions of maps from the Maritime Services Board, plans from the Sydney Opera House and the State Office Block, and survey plans from the Metropolitan Water, Sewerage and Drainage Board. About 1 000 items from these series are in need of mounting and minor repair. The repair of damaged documents is necessarily a slow process which requires space, equipment and an adequate number of skilled staff. The Library building imposes severe limitations on all three resources. Consequently, there is no prospect of a marked improvement in repair output until either the small conservation workshop planned for the new city archives building, or the more comprehensive conservation facilities planned for the Repository at Kingswood, become available.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives, in order to preserve the original documents. This copying is additional to an extensive project for the copying of records needed mainly for genealogical research, but is of necessity on a fairly small scale. Material copied in 1975 included the very important Colonial Secretary's *Registers of Letters Received*, 1826-56, and further copying of this series is planned. Records of the Crown Land Agent at Moruya have also been microfilmed.

Progress is also being made with the production of good quality prints from the glass negatives which were transferred from the Government Printing Office several years ago. By the end of the year about 900 plates had been copied.

PUBLICATIONS

During 1975, as mentioned under the heading "State Archives", a preliminary inventory of the records of the *Court of Criminal Jurisdiction*, 1788-1815, and a fifth volume of the quarterly *Supplement to the Concise Guide to the State Archives of New South Wales* were published.

The following is a list of the publications already issued by the Archives Authority:

- List of Series Titles in the Archives Office of New South Wales.* (1965. Out of print.)
- Concise Guide to the State Archives of New South Wales.* (1970.) With quarterly Supplements, 1971-.
- Guide to Convict Records in the Archives Office of New South Wales.* (1970.) With Supplement, 1974.
- Guide to Records relating to Ships and Free Passengers in the Archives Office of New South Wales.* (1973. Preliminary edition for staff use and limited distribution only.)

Inventories:

- Commissariat: Record group NC 11. (1963.)
- Auditor General: Record group NAU. (1964.)
- Council of Education: Record group NCE. (1964.)
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)
- Executive Council: Record group N EC. (1966.)
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records 1834-1904: Record groups NCS-ND. (1967.)
- Court of Civil Jurisdiction: 1788-1814: Record group NCCJ. (1967.)
- District Councils, 1843-50: Record group N DC. (1967.)
- The Governor, 1787-1935: Record group NG (1969.)
- Colonial Secretary: Part II, Correspondence: Record group NCS. (1973.)
- Court of Criminal Jurisdiction, Part I: 1788-1815. (1975. Preliminary edition for staff use and limited distribution only.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1975. The attendances were as follows:

Mr J. W. Davies, B.Ec. (Chairman) (excused for his absence from two meetings)	4
Mr B. R. Davies, LL.B. (Deputy Chairman) (excused for his absence from three meetings)	3
The Hon. J. A. Cameron, LL.M., M.L.A. (term expired 31st May, 1975. Excused for his absence from one meeting)	1
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. (appointed 1st June, 1975)	4
Mr A. R. Horton, B.A., F.L.A.A. (excused for his absence from one meeting)	5
Mr C. G. Meckiff, B.A. (excused for his absence from one meeting)	5
Mr N. B. Nairn, M.A.	6
Mr N. E. W. Pickard, B.A., Dip.Ed., L.Th., M.L.A. (appointed 1st June, 1975)	4
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A. (term expired 31st May, 1975)	2
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A. (excused for his absence from one meeting)	5
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (appointed June, 1975. Excused for his absence from one meeting)	3

The Hon. J. A. Cameron and Mr F. H. Rogers both retired as members of the Authority upon the expiry of their terms of office on 31st May, 1975. Mr Cameron had been a member of the Authority since 1971 and Mr Rogers had been a member since the inception of the Authority in 1961.

At its meeting on 13th June the Authority resolved to extend its warm thanks and best wishes to Mr Cameron and to Mr Rogers.

The Hon. J. A. Cameron was succeeded, as the member nominated by the Presiding Officers of Parliament under section 4 (2) (b) of the Archives Act, by Mr N. E. W. Pickard, B.A., Dip.Ed., L.Th., M.L.A. Mr Rogers 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, by Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G.

The Hon. Mr Justice J. H. Wootten, B.A., LL.B., was appointed a member under section 4 (2) (a) of the Archives Act, in succession to the Hon. Mr Justice R. Else-Mitchell, who ceased to be a member of the Authority in 1974.

STAFF

At the end of 1975 the total staff establishment of the Archives Office and of the newly created Records Management Office was thirty-four. This total includes a new position of Principal Archivist and an initial four positions in the Records Management Office.

In addition, the Board approved the regrading of one of the existing positions for an archivist to the more senior level of Archivist-in-Charge of Processing, and Miss D. L. Patenall, B.A., Dip. Lib., was appointed to this position with effect from 23rd September, 1975.

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 of the Australian Society of Archivists which was formed in 1975.

STATISTICS

State Archives

During the year ended 31st December, 1975, approximately 745.4 metres of records were transferred as State archives; the total quantity of State archives is now estimated at 12 422.7 metres. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semicurrent records, is in the vicinity of 30 500 metres; of the permanently valuable semicurrent records held on behalf of public offices, some will in time become State archives but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1969	1970	1971	1972	1973	1974	1975
Number of issues	11 139	11 939	10 935	12 343	11 275	12 700	15 504
Number of issues of maps	475	387	219	253	417	452	488
Total number of readers	2 369	2 412	2 528	2 486	2 554	2 595	3 253

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period, but are shown only once in the statistics. No record has been kept of the reference in the Archives Office by officers of State and Commonwealth Departments to the "Inward and Outward Passenger Lists" up to 1923. 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.

Government Records Repository

The amount of work done in the Repository increased during the year. The number of individual jobs done amounted to 67 511 in 1975 compared with 63 844 in 1974, representing a monthly average of 5 626 jobs compared with 5 320 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed reference has to be made to one box of records.

The following table shows that the total quantity of semicurrent records in the Repository increased greatly in 1975.

SEMICURRENT RECORDS IN THE REPOSITORY

(Figures represent number of Repository cartons)

Public Office	Total December, 1974	(Net) Increase 1975	Total December, 1975
Agriculture	2 369	234	2 603
Attorney-General and Justice	5 584	2 925	8 509
Building Materials	9	9
Chief Secretary	2 319	2 319
Children's Court	1 526	1 526
Clerk of the Peace	2 970	141	3 111
Clerks of Petty Sessions	1 909	1 909
Conservation	206	206
Conservatorium of Music	78	78
Co-operative Societies	449	449
Coroner's Court and Morgue	33	33
Corporate Affairs Commission	1 781	470	2 251
Corrective Services	1 144	113	1 257
Council of Auctioneers and Agents	137	137
Court Reporting Branch	994	172	1 166
Crown Solicitor	2 428	111	2 539
Dairy Industry Authority	473	473
Decentralisation and Development	90	90
District Court	1,982	350	2 332
Education	8 546	1 686	10 232

Public Office	Total December, 1974	(Net) Increase 1975	Total December, 1975
Electricity Authority of N.S.W.	216	216
Equity Division	1 510	1 510
Forestry Commission	410	410
Government Architect's Branch	5	5
Government Insurance Office	13 871	13 871
Government Printing Office	130	130
Government Real Estate Branch	138	138
Government Stores	3 820	621	4 441
Health Commission	832	12	844
Housing Commission	6 249	175	6 424
Immigration Division	94	94
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	4 283	353	4 636
Labour and Industry—Prices Branch	1 086	1 086
Land Tax Office	762	33	795
Lands	17 902	204	18 106
Licenses Reduction Board	195	75	270
Local Government	2 365	275	2 640
Main Roads	1 870	247	2 117
Metropolitan Water, Sewerage and Drainage Board.. .. .	139	31	170
Mines	3 716	644	4 360
Motor Transport	140	140
Nurses' Registration Board	648	648
Parliament	1 471	1 471
Ports Authority	670	48	718
Premier's Department	1 611	50	1 661
Probate Division	1 924	300	2 224
Protective Office	1 658	1 658
Public Service Board	2 855	2 855
Public Solicitor	950	950
Public Transport Commission of N.S.W.	1 416	25	1 441
Public Trust Office	6 286	77	6 363
Public Works	4 988	550	5 538
Registry of Births, Deaths and Marriages	16 447	1 824	18 271
Rent Control and Strata Titles Office	2 861	33	2 894
Royal Botanic Gardens	10	10
Rural Assistance Board	347	347
Stamp Duties Office	6 905	362	7 267
State Emergency Services	45	45
State Fisheries Branch	44	44
State Library of New South Wales	2 634	456	3 090
State Planning and Environment Commission	503	503
State Superannuation Board	1 207	1 207
Supreme Court and Prothonotary	2 999	3	3 002
Technical and Further Education	687	104	791
Tourism	144	144
Treasury	4 584	708	5 292
Valuer-General	590	590
Water Resources	4 358	73	4 431
Western Lands Commission	196	196
Workers' Compensation Commission	1 486	78	1 564
Workers' Compensation (Dust Diseases) Board	106	106
Youth, Ethnic and Community Affairs	360	93	453
Totals: (in cartons)	165 347	14 343	179 690
(in metres)	50 397.7	4 371.8	54 769.5

The 1975 increase of 14 343 cartons is easily the largest in any one year since the Archives Office became responsible for management of the Repository in 1961. All of these cartons were stored in the new Repository at Kingswood and a tremendous amount of staff time was expended in handling them and other records transferred from the State Library building and the Shea's Creek Repository, and on the general work of establishing the new Repository and bringing it into operation. As a result, the authorized destruction of records from the Repositories was suspended in 1975.

However, destruction of records will be resumed in 1976. In September, 1975, the Public Service Board instituted a review of disposal dates placed by departments on semicurrent records held in the Kingswood Repository, and this has led to substantial reductions in the retention periods placed on most records at Kingswood and to many records becoming available for immediate disposal. It is planned to conduct a similar survey of records held in the Shea's Creek Repository in 1976, as part of an overall plan to discontinue use of this Repository by 1980, so that it should be possible to destroy 1976-7 a large quantity of records which are of no permanent value.

The following table shows statistics of the File Reference Service conducted for departments from the Record Repository.

FILE REFERENCE SERVICE

	1969	1970	1971	1972	1973	1974	1975
Number of files requested ..	43 660	46 054	39 565	37 893	39 116	36 647	36 492
Number of files issued ..	35 789	37 293	32 185	30 977	33 324	30 944	29 801
Number of files returned ..	28 426	26 076	20 083	23 145	26 351	22 287	23 588
Number of files added to existing boxes	2 493	2 250	1 718	2 300	2 489	1 803	3 038
Number of loose papers to be attached to files or number of files retained in department	4 972	5 252	3 364	3 430	2 384	3 107	4 393
Total File Reference Operations performed (i.e. files requested, files returned, files added, papers attached)	79 551	79 632	64 730	66 768	70 340	63 844	67 511

The percentage of files issued to files requested during 1975 was eighty-two.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semicurrent records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semicurrent records held in the Government Records Repository now amount to 54 769.5 metres, while a further 12 422.7 metres are held as State archives.

R. F. DOUST,
Acting Principal Archivist.

J. W. DAVIES,
Chairman.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30th JUNE, 1975

RECEIPTS	\$	PAYMENTS	\$	\$	\$
Provided from Consolidated Revenue	288,022.00	Salaries and Wages			176,171.03
Sale of Publications	493.60	Maintenance and Working Expenses—			
(Including balance held in Library of New South Wales Publications Account as at 30th June, 1974, of \$315.95).		Rental of Premises	25,200.00		
		Rates	3,815.65		
		Travelling Expenses	399.59		
		Freight, Cartage and Packing	67,157.89		
		Copying and Purchase of Public Archives	3,494.33		
		Purchase of Reference Books	1,114.38		
		Furniture and Filing Equipment	10,603.43		
		Less Receipts from Sale of Cartons	178.65		
		Miscellaneous Expenses	10,424.78		
			244.35		
		Proceeds of Sale of Publications deposited to Consolidated Revenue—			463.60
		Balance 30/6/75			30.00
	<u>\$288,515.60</u>			<u>111,850.97</u>	
					<u>\$288,515.60</u>

R. F. DOUST,
Acting Principal Archivist,

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 for the year ended 30th June, 1975, is a correct record of transactions as shown by such accounts.

D. FAIRLIE,

Auditor-General of New South Wales.

Sydney, 3rd September, 1975.

**ARCHIVES
AUTHORITY OF
NEW SOUTH WALES**

**ANNUAL REPORT
1976**

1976-77

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1976

Ordered to be printed, 2 June, 1977

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1977

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1976

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 sixteenth annual report, covering the year ending 31st December, 1976.

The Authority wishes to express its pleasure at coming within your administration and would like to place on record its appreciation of the encouragement which has been given to it by you and also by the Honourable W. H. Haigh, M.L.A., Minister for Services and Minister Assisting the Premier.

GENERAL DEVELOPMENTS

Since the Authority's last report work has commenced on the construction, by the Sydney Cove Redevelopment Authority on behalf of the Public Service Board, of the new building in the Rocks area to house the Archives Office. Progress on this building has been excellent and it is anticipated that it will be ready for occupation by March, 1978.

The Authority mentioned in its last report that it had made suggestions to the Public Service Board in respect of the separate but very much interrelated aspects of records management and disposal in public offices and that a Task Force had been appointed to enquire into records management in the New South Wales Public Service. The Task Force Report, completed in May, 1975, had recommended a large number of significant changes in records management, including the physical and administrative separation of the Archives Office from the State Library, a substantial increase in the staff establishment of the Archives Office, and the creation of a Records Management Office with overall responsibility for the standard of records management within the Public Service.

The Archives Authority felt that physical separation would need to await completion of the new Rocks Building, but reported that a start had been made along the lines suggested by the Task Force in that a new position of Principal Archivist had been advertised and four positions in the new Records Management Office, which would come under the direction of the Principal Archivist, though not of the Archives Authority, had also been advertised.

The post of Principal Archivist has now been filled by Mr Ian Maclean previously of the Australian Archives and Public Record Office of Victoria, and that of Records Administration Officer, the head of the Records Management Office, by Miss Dianne Patenall, previously of the Archives Office. The other positions of the Records Management Office have also been filled. Though it is strictly outside the scope of the Authority's responsibility, it is considered appropriate, in view of the part it played in the events, to mention that the response to the establishment of the Records Management Office was almost overwhelming, that a number of successful assignments have already been completed and others were well under way by the end of 1976. Some were in the systems area and some in the disposal programming area. Considerable progress was also made in the training and staff development area; Public Service Board training courses were reorganized and established on a regular basis with a most favourable reaction from those attending; and a Records Administration Group has recently been launched with most encouraging support on the part of records practitioners.

Despite the difficult financial position, the annual establishment review saw three posts each added to the Archives Office and Records Management Office. Even before this, however, it had become obvious that the State Library premises could not cope effectively with the expansion. In the event, the Public Service Board agreed to lease a floor of the new CAGA Centre, 8-18 Bent Street, Sydney, which would be occupied by parts of the State Library organization, the Records Management Office and that part of the Archives Office which needed to work closely with the Records Management Office but did not normally need ready access to the archives themselves. This move, completed in August, has meant a great improvement in the working conditions of the staff and the Authority takes this opportunity to thank all those concerned with the planning and implementation of the move.

NEW ACCOMMODATION INITIATIVES

Apart from the accommodation matters mentioned earlier the Authority has received approval to construct an additional block at the Kingswood Record Repository. Because of its reservations as to the cost of this project, the Authority has asked the Department of Public Works to defer the calling of tenders for it. In the meantime, the Authority is reviewing other means of meeting the storage situation at Kingswood in a more economical way. As there is an urgent need to provide additional storage space at Kingswood, this review is being given top priority by all concerned.

Coupled with this action, the Authority has launched the following two-part campaign aimed primarily at a significant reduction in quantities and costs of records to be stored:

- (a) The present Kingswood building, which is virtually full, contains 15 cells each of which on present standards stores the equivalent of 2 133.1 metres of records (7 000 shelf feet)—a total of 32 004 metres (105 000 shelf feet). The Archives Office has worked out a condensed packing scheme, using a different style of carton, that can gain a maximum 33½ per cent extra capacity. A team of two permanent archivists, two temporary archivists and five clerical assistants has been established to participate in a six month review which will involve locating and destroying time-expired records where possible as well as re-packing (and where practicable processing) permanent or very long term records, particularly those to be included eventually in the State archives. The resulting savings, combined with special emergency adaptation of corridor space, will help to bridge the storage gap till the new building mentioned above is ready for use.
- (b) To facilitate forward planning in respect of repository needs and of demand for records management services, four Clerical Officers have been seconded to carry out a six month stocktake of existing Government offices with the objects of arranging for the destruction of as many records as possible, of identifying records that would presently be accommodated more economically in the Government Records Repository, of estimating the future transfer rate to the repository and, time and opportunity permitting, advising on more economical storage arrangements.

THE REGULAR PROGRAMMES OF THE ARCHIVES OFFICE OF NEW SOUTH WALES

As implied earlier, the special record reduction programmes have demanded some diversion of effort from the more conventional activities of the Archives Office and this has been in the face not only of a significant increase in public research and reference demand, but also of the need to plan and begin to prepare for the final major move to the Rocks from the State Library. The Authority wishes to express its very great appreciation of the way in which the staff of the Archives Office have coped with the increased public demand and maintained their creditable output of published guides and other finding aids. Because of the high regard in which this material is held, the Authority decided that the authors or compilers should be specifically mentioned by name in this and future reports.

Publishing Finding Aids

During 1976, the Authority published an *Index to Assisted Immigrants Arriving, Port Phillip, 1839–51* (prepared by John Burke), and a sixth volume of the *Supplement to the Concise Guide to the State Archives of New South Wales* (compiled by Baiba Irving). Work has also been done by Dawn Troy on a revised edition of the *Guide to Records Relating to Ships and Free Passengers*, and on a *Guide to Records Relating to Occupation of Crown Lands*: it is hoped to publish both of these in 1977. However, work on a number of inventories, some well advanced, of major record groups has had to be postponed and there appears to be little prospect of renewing it in 1977.

The following is a list of the publications already issued by the Archives Authority:

1. Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1959. 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.)

Wednesday 27th August 1856

By virtue of the Act 11th Vic. No. 57
The Board for the approval of properly
qualified persons to be Barristers
this day met.

Present.

Sir Alfred Stephen
His Honor Mr Justice Dickson
His Honor Mr Justice Sherry
His Honor Mr Justice Milford
Esq^r Barrister

Mr James Martin
Mr William Cary
Mr William T. Mild

Candidates for admission for admission
to the Colonial Bar having given their
Notices in writing to the Board, and
having at the same time transmitted written
Testimonials as required by the Act the Board
took into consideration their applications

The Board directed that the said

Mr James Martin
Mr William Cary — and
Mr William T. Mild

be admitted to Examination in the Classics,
Mathematics, and History; — and that

3. Commissariat, 1788–1870. (1963.)
4. Auditor-General, 1824–84. (1964.)
5. Council of Education, 1866–80. (1964.)
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.)
8. Executive Council, 1825–1935. (1966.)
9. Court of Civil Jurisdiction, 1788–1814. (1967.)
10. District Councils, 1843–50. (1967.)
11. The Governor, 1787–1935. (1969.)
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.
15. Colonial Secretary: Part II, Correspondence. (1972.)
16. Index to Assisted Immigrants Arriving, Port Phillip, 1839–51. (1976.)

Processing

A number of small jobs were completed but, under the circumstances, only a few major tasks were undertaken. The preliminary sort of the Clerk of the Peace: *Supreme Court Criminal Papers, Sydney and Circuit Courts, 1824–1922*, was completed. Large collections of records relating to the construction of Sydney Opera House, and medical records from Gladesville Hospital 1844–1963, were processed. The huge task of processing the records of the Supreme Court has progressed, the Judges' *Notebooks* having all been sorted and listed and a substantial start made on the *Civil Papers* dating from 1824. However it is likely to be some years before this will be completed. Despite these modest processing gains, it should be remembered that a component, hopefully a significant one, of the first special programme described under the heading "New Accommodation Initiatives", involves the basic processing (in the course of re-packing in condensed fashion) of some of the larger series of State archives. Such work will bring closer the time when the public will have effective access to the contents.

Reference Services

As mentioned earlier, there was during 1976 a remarkable increase in the demand for reading room service and assistance to the public by correspondence. The actual figures are shown later in the section headed STATISTICS. Suffice it to say here that issues (other than of maps which increased by 68.2 per cent) increased by 35.1 per cent and the number of reader/visits by 30.2 per cent. While slightly fewer regular readers' tickets were issued, the number of temporary authorities for short term use, mostly for family history purposes, rose by 50.5 per cent.

Perhaps even more significant, in terms of the best distribution of scarce professional services, is the fact that the number of inquiries answered by letter and telephone during 1976 was 1 436, compared with 1 227 in 1975 and 740 in 1974. That these were coped with was in large measure due to the exceptional effort of a specialist staff member, Mrs Robyn Flynn. The range of subject matter dealt with is illustrated by the following examples:

History of the cemetery at Dunwich, North Stradbroke Island.

Paper currency and bank notes in circulation in New South Wales during the period 1860 to 1870.

History of the town of Kurri Kurri.

Naturalization procedure in the early nineteenth century, with particular reference to the first two persons naturalized in New South Wales—Prosper de Mestre and Timothy Goodwin Pitman.

Wreck of the immigrant ship *Cataraqui* in Bass Strait in 1845.

Ownership of Brocklesby Run, Corowa, during the period 1837 to 1864.

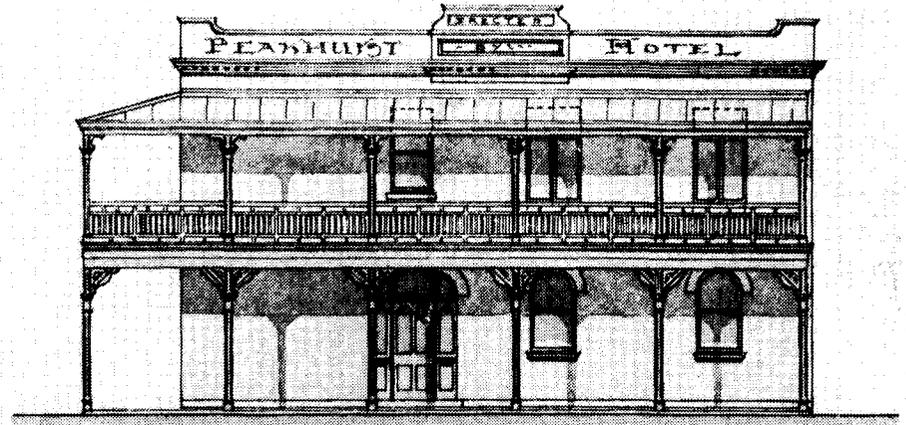
Less historical, but of great significance to those concerned, were the numerous queries from the Public Service Board involving personnel history cards, some decades old, for verification of earlier service for eligibility for superannuation and related entitlements.

Hotel at Peakhurst

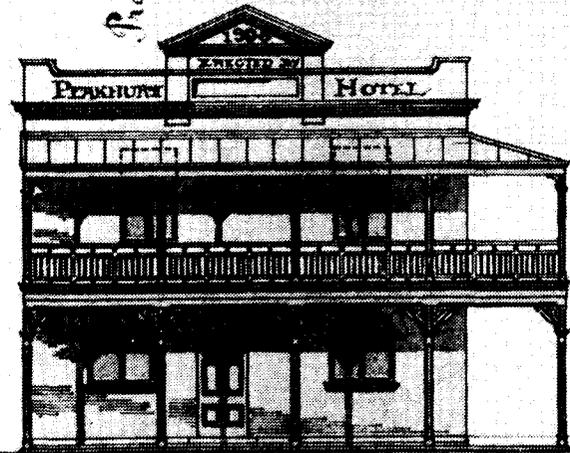
Scale 8 feet to an Inch

West End Street of mid. term Peakhurst Station

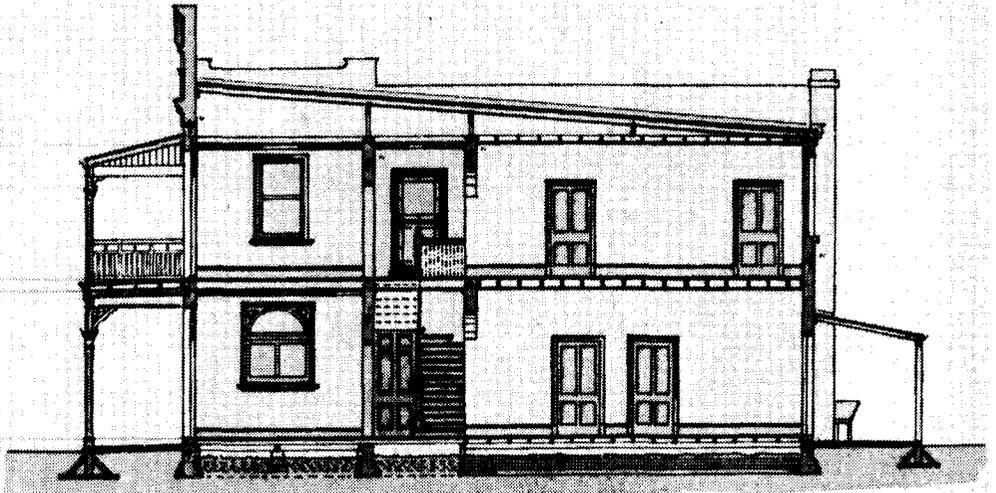
Proposed Hotel



Side Elevation



Front Elevation



Section A-B

Plan of Hotel at Peakhurst, from the records of the Metropolitan Licensing Court
From the original in the Archives Office.

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 Lands Department plans, both by the Department and by others such as the Public Transport Commission and the Department of Main Roads. Usually this only involves reference to particular documents, but in 132 instances in 1976 the official use of the State archives for the administrative purposes of the State required research by the staff of the Archives Office. The Archives Authority is firmly of the opinion that its first duty lies to the Government in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that this official use may be overshadowed by the use made of them by private research workers.

The size and nature of the increase in reference use, while welcome as evidence of the value of the Archives Office's holdings and services, is such as to cause the Authority some concern as to appropriate priorities. Most archives institutions are aware of a basic problem that the better the reference services, particularly in preparing written research reports in reply to requests for information from people far from Sydney, the higher becomes demand. This, in turn, means less work on processing of archives and preparing finding aids which will help more people to help themselves in using a wider range of materials. The Authority has instructed the Principal Archivist to examine these questions and submit recommendations aimed at alleviating this problem.

Permission to publish extracts from State archives was granted by the Authority on 28 occasions during 1976.

Accessions During 1976

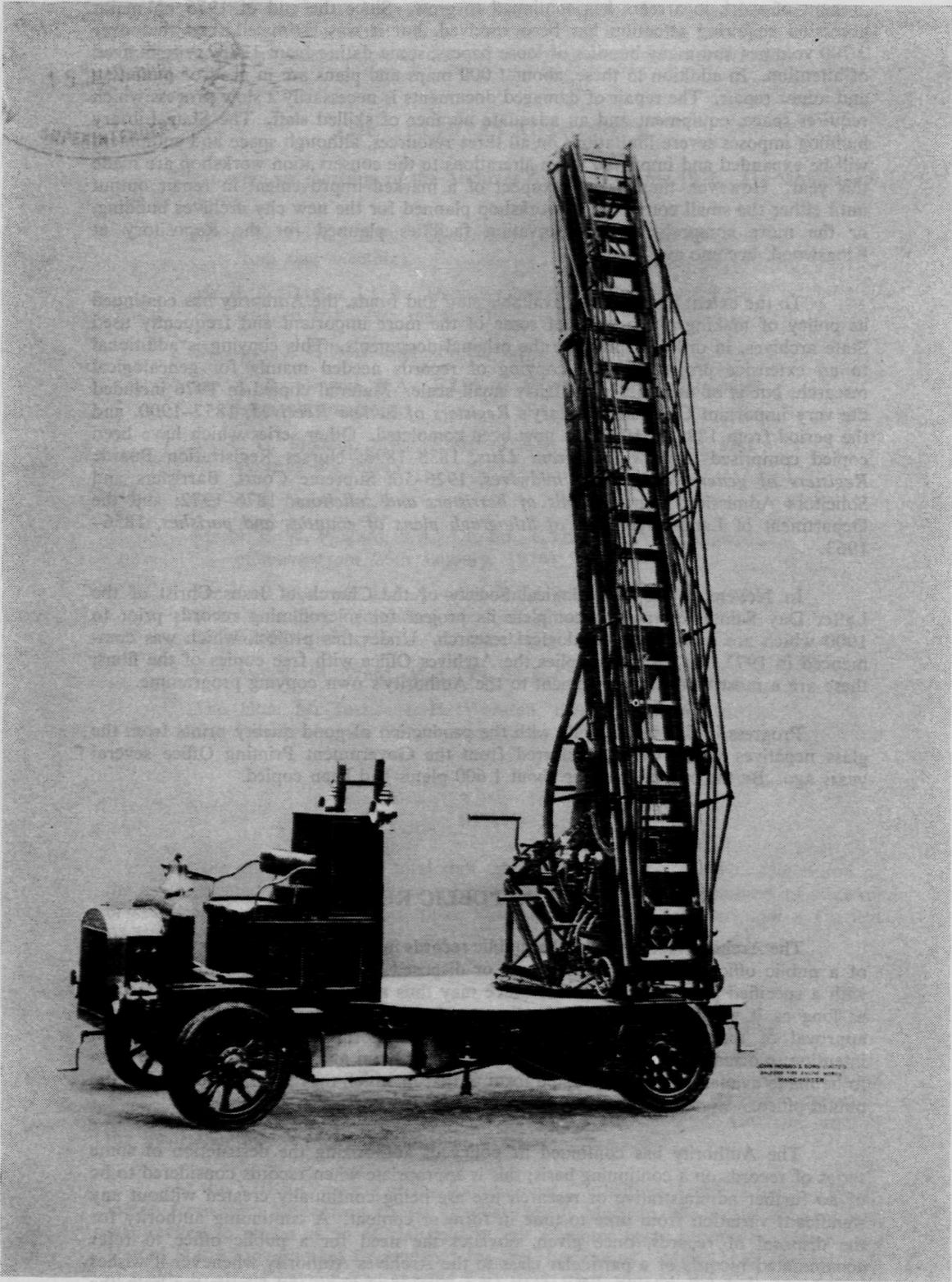
The State archives, exclusive of maps and plans and of other records such as the large collection of glass negatives from the Government Printing Office, and similar items which do not readily lend themselves to statistical measurement, now occupy 13 015.7 metres of shelving. Approximately 593.1 metres were added in 1976, compared with 745.4 metres in 1975.

Some of the more notable accessions during the year were:

- Attorney General and Justice—Metropolitan Licensing Court: Plans of hotels, c. 1890–1920.
- Health Commission—Reception House, Darlinghurst: Patients Files, 1937–56.
- Lands: List of all Land Order Certificates issued to the Volunteer Force, 1870–81; and Registers of Volunteer Land Order Selections, 1870–89.
- Mines: Correspondence Register, copies of letters sent, Analysis Registers, and other records of the Chemical Laboratory, 1891–1958.
- Nurses Registration Board: Register of General Nurses, 1926–47; and Register of Midwives, 1926–53.
- Public Works—Harbours and Rivers Branch: Photograph albums relating to Garden Island Graving Dock, 1940–45, and to waterfront construction work, mid-north coast, 1950–51.
- Registry of Co-operative Societies, Permanent Building Societies, Friendly Societies and Credit Unions: Old System files, 1934–73.
- Supreme Court: Civil Cause Papers, 1891–9, and 1920–5; and Applications for writs of prohibition, etc., 1860–1905.
- Supreme Court—Judge's Notebooks and other documents relating to the Royal Commission on alleged organized crime in registered clubs, 1973–4.
- Surveyor General: Register of Prisoners Employed and of Government Stock at Mulgoa, 1834–43.
- Youth and Community Services—Residential Care Division: Records of Parramatta Girls Training School, 1943–73.

Repair and Preservation of Records

There has been progress in the repair and rebinding of some of the more valuable State archives, together with the binding and brochuring of office guides. A total of 443 volumes was bound during the year, 261 of them being sewn and cased, 19 plastic bound and 163 brochured. Although the total number is an improvement on previous years, the number sewn and cased has not grown. It is a cause of concern to



Fire engine, c. 1909, from a collection of photographs accessioned during the year from the Board of Fire Commissioners

From the original in the Archives Office.

the Authority that only the most urgent restoration jobs can be done and that the amount of work in arrears has continued to grow. Since the end of 1975 no major accession requiring attention has been received, but it was estimated then that over 3 700 volumes and many bundles of loose papers, some dating from 1788, were in need of attention. In addition to these, about 1 000 maps and plans are in need of mounting and minor repair. The repair of damaged documents is necessarily a slow process which requires space, equipment and an adequate number of skilled staff. The State Library building imposes severe limitations on all three resources, although space and equipment will be expanded and improved when alterations to the conservation workshop are made this year. However, there is no prospect of a marked improvement in repair output until either the small conservation workshop planned for the new city archives building, or the more comprehensive conservation facilities planned for the Repository at Kingswood, become available.

To the extent permitted by available staff and funds, the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives, in order to preserve the original documents. This copying is additional to an extensive project for the copying of records needed mainly for genealogical research, but is of necessity on a fairly small scale. Material copied in 1976 included the very important Colonial Secretary's *Registers of Letters Received*, 1857-1900, and the period from 1826 to 1900 has now been completed. Other series which have been copied comprised *Agent's Immigrant Lists*, 1838-1896; Nurses Registration Board: *Registers of general nurses and midwives*, 1926-56; Supreme Court, Barristers and Solicitors Admission Boards: *Rolls of barristers and solicitors*, 1876-1972; and the Department of Lands: *Registers of lithograph plans of counties and parishes*, 1856-1963.

In November the Genealogical Society of the Church of Jesus Christ of the Latter Day Saints returned to complete its project for microfilming records prior to 1900 which are useful for genealogical research. Under this project, which was commenced in 1973, the Society supplies the Archives Office with free copies of the films; these are a most valuable supplement to the Authority's own copying programme.

Progress is also being made with the production of good quality prints from the glass negatives which were transferred from the Government Printing Office several years ago. By the end of the year about 1 600 plates had been copied.

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. 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, it may inspect them and may require any of them to be made available to it 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.

During 1976, the Authority dealt with 131 recommendations for the disposal of public records, compared with 141 in 1975 and 189 in 1974. These recommendations were for 669 separate series of records, compared with 654 in 1975 and 947 in 1974.

In total, 593.1 metres of records covering 577 series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1975 were 745.4 metres and 566 series. Authorization for the destruction of 239 series was given in 1976, but no attempt has been made to estimate the quantity of records involved, because statistics were not always supplied and those that were are of questionable accuracy. For the same reason the Authority has abandoned the practice of recording statistics of records destroyed under continuing authorities.

Since the Records Management Office began operation there have occurred the first few of what will be an increasing number of requests for comprehensive disposal schedules covering whole public offices. The Authority is looking into ways of dealing with this more complicated type of disposal authorization more expeditiously.

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1976. The attendances were as follows:

Mr J. W. Davies, B.Ec. (Chairman) (Excused for his absence from one meeting)	5
Mr B. R. Davies, LL.B. (Deputy Chairman) (Excused for his absence from two meetings)	4
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 two meetings)	4
Mr C G. Meckiff, B.A. (Resigned 20th February, 1976, and vacancy not filled)	1
Mr N. B. Nairn, M.A.	6
Mr N. E. W. Pickard, B.A., Dip.Ed., L.Th., M.L.A. (Resigned effective from 26th January, 1976)	0
Mr K. R. Rozzoli, M.L.A. (Appointed 9th April, 1976, to fill the vacancy following Mr Pickard's resignation, excused for his absence from one meeting)	3
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A.	6
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (Excused for his absence from one meeting)	5

STAFF

At the end of 1976 the total staff establishment of the Archives Office and of the newly created Records Management Office was forty. This represented an addition of six altogether—two Archivists, three Records Management Officers and a Clerical Assistant.

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 of the Australian Society of Archivists which was formed in 1975.

At the VIIIth Congress of the International Council on Archives held in Washington from 27th September, to 1st October, Mr I. Maclean, the Principal Archivist, was invited to attend as an official panelist, his expenses being generously met by the United States Government Endowment for the Humanities. Miss D. L. Patenall was also able to attend having been granted a six-week study tour by the New South Wales Government in her new role as Records Administration Officer.

STATISTICS

State Archives

During the year ended 31st December, 1976, approximately 593.1 metres of records were transferred as State archives; the total quantity of State archives is now estimated at 13 015.7 metres. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, are in the vicinity of 30 500 metres; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1970	1971	1972	1973	1974	1975	1976
Number of issues	11 939	10 935	12 343	11 275	12 700	15 504	20 949
Number of issues of maps ..	387	219	253	417	452	488	821
Total number of readers ..	2 412	2 528	2 486	2 554	3 595	3 253	4 237

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period, but are shown only once in the statistics. No record has been kept of the reference in the Archives Office by officers of State and Commonwealth Departments to the "Inward and Outward Passenger Lists" up to 1923. 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.

Government Records Repository

The amount of work done in the Repository increased during the year. The number of individual transactions amounted to 69 478 in 1976 compared with 67 511 in 1975, representing a monthly average of 5 790 transactions compared with 5 626 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed reference has to be made to one box of records.

The Kingswood space is now fully committed. Concentration on other duties meant that only about 40 metres were destroyed in 1976. However, as mentioned earlier, destruction of records will be a major objective in 1977. The following table shows the total holdings in the Record Repository attributable to major public offices.

SEMI-CURRENT RECORDS IN THE REPOSITORY

(Figures represent number of Repository cartons)

Public Office	Total December, 1975	(Net) Increase 1976	Total December, 1976
Agriculture	2 603	96	2 699
Attorney-General and Justice	8 509	3 065	11 574
Building Materials	9	9
Children's Court	1 526	43	1 569
Clerk of the Peace	3 111	38	3 149
Clerks of Petty Sessions	1 909	1 909
Conservation	206	7	213
Conservatorium of Music	78	78
Co-operative Societies	449	47	496
Coroner's Court and Morgue	33	33
Corporate Affairs Commission	2 251	115	2 366
Corrective Services	1 257	255	1 512
Council of Auctioneers and Agents	137	137
Court Reporting Branch	1 166	79	1 245
Crown Solicitor	2 539	316	2 855
Dairy Industry Authority	473	473
Decentralization and Development	90	90
District Court	2 332	559	2 891
Education	10 232	490	10 722
Electricity Authority of N.S.W.	216	45	261
Equity Division	1 510	484	1 994
Forestry Commission	410	410
Government Architect's Branch	5	5
Government Insurance Office	13 871	13 871
Government Printing Office	130	130
Government Real Estate Branch	138	138
Government Stores	4 441	461	4 902
Health Commission	844	-14	830
Housing Commission	6 424	1	6 425
Immigration Division	94	94
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	4 636	430	5 066
Labour and Industry—Prices Branch	1 086	1 086
Land Tax Office	795	101	896
Lands	18 106	80	18 186
Licenses Reduction Board	270	270
Local Government	2 640	2 640

SEMI-CURRENT RECORDS IN THE REPOSITORY—*continued*

Public Office	Total December, 1975	(Net) Increase 1976	Total December, 1976
Main Roads	2 117	124	2 241
Metropolitan Water Sewerage and Drainage Board	170	9	179
Mines	4 360	189	4 549
Ministry of Housing	88	88
Motor Transport	140	140
Nurses' Registration Board	648	75	723
Parliament	1 471	95	1 566
Police	209	209
Ports Authority	718	105	823
Premier's Department	1 661	219	1 880
Probate Division	2 224	2 224
Probation and Parole Service	29	29
Protective Office	1 658	57	1 715
Public Service Board	2 855	268	3 123
Public Solicitor	950	950
Public Transport Commission of N.S.W.	1 441	69	1 510
Public Trust Office	6 363	66	6 429
Public Works	5 538	168	5 706
Registry of Births, Deaths and Marriages	18 271	3	18 274
Rent Control and Strata Titles Office	2 894	2 894
Royal Botanic Gardens	10	10
Rural Assistance Board	347	347
Services	2 319	17	2 336
Stamp Duties Office	7 267	473	7 740
State Emergency Services	45	8	53
State Fisheries Branch	44	63	107
State Library of New South Wales	3 090	413	3 503
State Planning and Environment Commission	503	87	590
State Superannuation Board	1 207	217	1 424
Supreme Court and Prothonotary	3 002	680	3 682
Technical and Further Education	791	39	830
Tourism	144	144
Treasury	5 292	341	5 633
Valuer-General	590	106	696
Water Resources	4 431	37	4 468
Western Lands Commission	196	196
Workers' Compensation Commission	1 564	1 564
Workers' Compensation (Dust Diseases) Board	106	106
Youth, Ethnic and Community Affairs	453	673	1 126
Totals: (in cartons)	179 690	11 625	191 315
(in metres)	54 769.5	3 543.5	58 313.0

The following table shows statistics of the File Reference Service conducted for departments from the Record Repository.

FILE REFERENCE SERVICE

	1970	1971	1972	1973	1974	1975	1976
Number of files requested	46 054	39 565	37 893	39 116	36 647	36 492	37 566
Number of files issued	37 293	32 185	30 977	33 324	30 944	29 801	31 621
Number of files returned	26 076	20 083	23 145	26 351	22 287	23 588	24 216
Number of files added to existing boxes	2 250	1 718	2 300	2 489	1 803	3 038	3 172
Number of loose papers to be attached to files or number of files retained in department	5 252	3 364	3 430	2 384	3 107	4 393	4 524
Total File Reference Operations performed (i.e. files requested, files returned, files added, papers attached)	79 632	64 730	66 768	70 340	63 844	67 511	69 478

The percentage of files issued to files requested during 1976 was eighty-four.

I. MACLEAN,

Principal Archivist.

J. W. DAVIES,

Chairman.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30th JUNE, 1976

RECEIPTS	\$	PAYMENTS	\$	\$
Provided from Consolidated Revenue	284,755.74	Salaries and Wages	237,001.80
Sale of Publications	250.00	Maintenance and Working Expenses—		
(Including balance held in State Library of New South Wales Publications Account as at 30th June, 1975 of \$30.00).		Rental of Premises	28,000.00	
		Insurance	138.32	
		Freight, Cartage and Packing	146.56	
		Motor Vehicles—Running Costs etc.	831.80	
		Copying and Purchase of Public Archives	5,597.49	
		Purchase of Reference Books	1,136.70	
		Conference Fees	125.00	
		Furniture and Filing	\$	
		Equipment	10,898.10	
		Less Receipts from Sale of Cartons	263.68	
			10,634.42	
		Miscellaneous Expenses	448.17	
			47,058.46	
		Official Opening of Government Records Repository Kingswood		695.48
		Proceeds of Sale of Publications to Consolidated Revenue—		60.00
		Balance 30th June, 1976		190.00
	<u>\$ 285,005.74</u>			<u>\$ 285,005.74</u>

In my opinion, the above Statement of Receipts and Payments for the year ended 30th June, 1976, is a correct record of transactions as shown by such accounts.

D. FAIRLIE,

Auditor-General of New South Wales.

Sydney, 31st August, 1976.

I. MACLEAN,

Principal Archivist.

**ARCHIVES
AUTHORITY OF
NEW SOUTH WALES**

**ANNUAL REPORT
1977**

1978

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1977

Ordered to be printed, 17 August, 1978

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1978

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1977

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 seventeenth annual report, covering the year ended 31st December, 1977.

GENERAL DEVELOPMENTS

In 1976 work began on the construction, by the Sydney Cove Redevelopment Authority on behalf of the Public Service Board, of a new building in the Rocks area to house the Archives Office. Despite minor delays this building progressed very rapidly in 1977 and it is now expected that it will be completed by mid-1978. The Archives Office will be able to move from its present temporary premises in the CAGA Centre and the State Library building during the latter half of the year.

Work has also begun on extensions to the State Archives and Government Records Repository at Kingswood. Reference was made in the Authority's last report to the urgent need for more storage space at Kingswood and to the Authority's reservations as to the cost of providing this space. With the encouragement and support of the Minister for Services and Minister Assisting the Premier, the Honourable W. H. Haigh, M.L.A., the Authority and the Department of Public Works reviewed the types and costs of storage buildings and as a result developed a revised type of building. This building has been designed expressly for records having a limited retention period, and in consequence it will not be air-conditioned. It will be two-storeyed, utilize compact mobile shelving, and house approximately 57 600 shelf feet of records for an estimated total cost of \$531,000, or \$9.22 per shelf foot. The originally proposed extensions would have housed approximately 42 000 shelf feet of records for an estimated total cost of \$550,000, or \$13.09 per shelf foot. This represents a very large saving in itself, but even more significantly, the cost of future additions should be cheaper still—in the vicinity of \$6.00 per shelf foot.

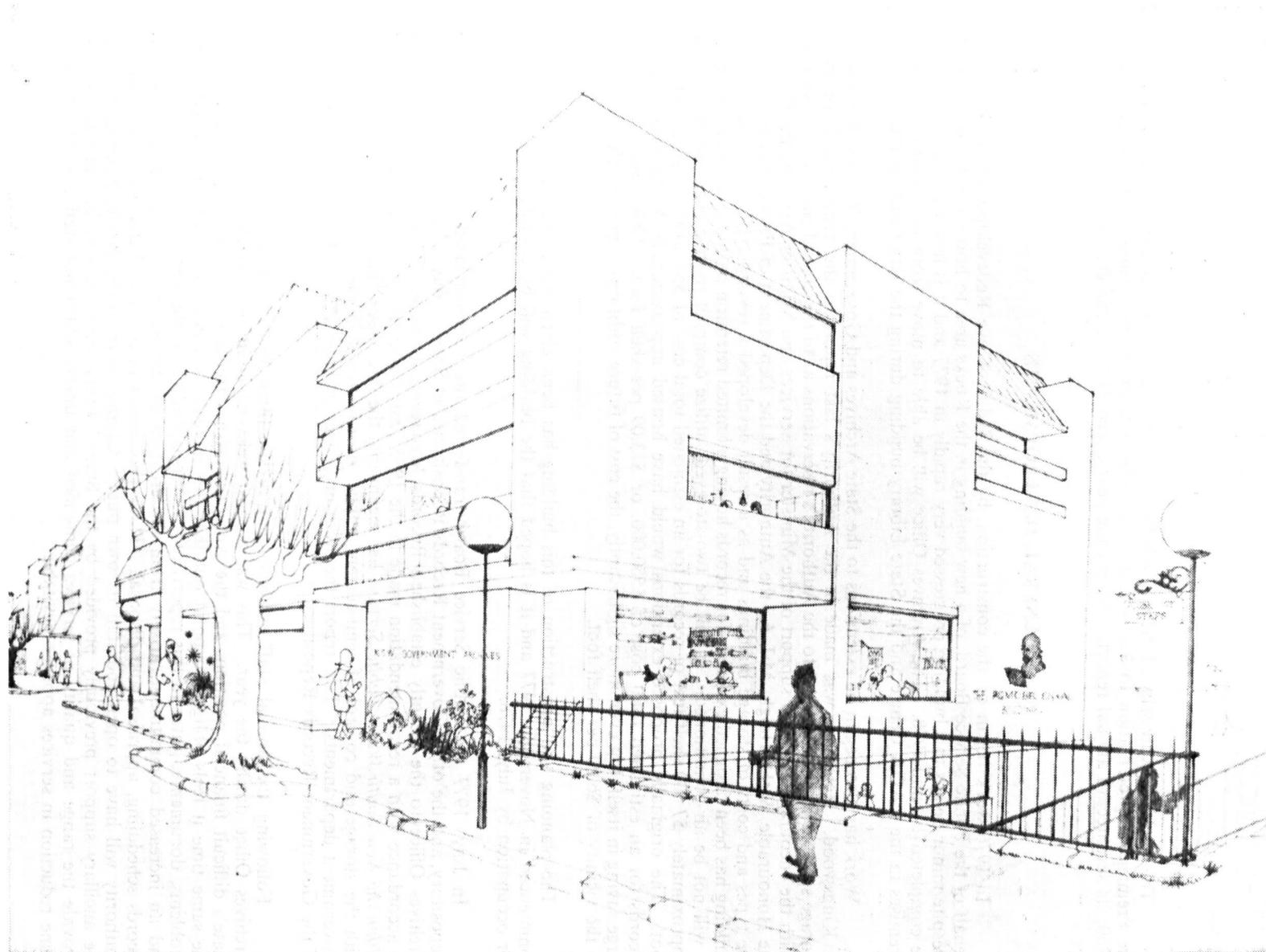
The planning and construction of this building has been given the highest priority. Work commenced in November, 1977 and it is hoped that the building will be completed and available for occupation by July, 1978.

In July, 1977 the Public Service Board transferred the administration of the Kingswood Repository, and the other Government Records Repositories at Shea's Creek and Yagoona, from the Archives Office to the recently established Records Management Office. This change, which was in accordance with a recommendation made in the 1975 *Task Force Report on Records Management within the New South Wales Public Service*, has meant that the Archives Office is no longer concerned with the storage and control of semi-current public records stored in the Repository on behalf of Government departments. This report therefore no longer includes information on the operations of the Government Records Repository.

Following the annual staff establishment review three new positions were added to the Archives Office during the year. This was a most welcome addition, particularly in view of the State's difficult financial position, and the Authority wishes to record its warm appreciation. At the same time it feels obliged to point out that this increase will not go far towards meeting the problems, documented later in this report, of an ever-expanding public demand for reader services and an increased commitment, arising from the creation of the Records Management Office, to records scheduling, appraisal and disposal. These problems will be exacerbated in 1978 when the Authority will have to open and staff its own public reading room in the Rocks building without the ancillary support previously provided by the State Library staff. It will be hard pressed to provide the range and quality of services demanded and unless additional staff can be obtained, some reduction in services appears inevitable.

RECORDS REDUCTION CAMPAIGN

As foreshadowed in its last report, early in 1977 the Authority, in co-operation with the Public Service Board, launched a two-pronged campaign aimed at substantially reducing the quantities and costs of records to be stored. The first part of this campaign, which was directed by the Archives Office, involved a team of archivists and clerical assistants working on records in the Repositories. The second part, which was directed by the Records Management Office, involved a team of clerical officers in carrying out a stocktake of records held in Government offices.



View north along Harrington Street of the new State Archives building in the Rocks area of Sydney

The campaign began in March and was for an initial period of six months, but was so successful that it was extended to the end of December. By then the Archives Office team:

- had destroyed nearly 10 000 metres of time-expired records from the Repositories;
- had re-boxed—using a condensed packing technique based on a different style of carton which gives a maximum 33½ per cent extra capacity—the records in six of the fourteen storage cells in the Kingswood Repository;
- had transferred many short-term retention records from Kingswood to the Shea's Creek Repository, thus freeing space at Kingswood for storage of permanently valuable material packed in the new-style cartons;
- had negotiated major reductions in the retention periods placed on many records in the Repository; and
- had processed more than 3 000 metres of files and nearly 47 000 maps and plans as State archives.

During the same period the Records Management Office stocktake team obtained approval for the destruction of more than 3 600 metres of records held in Government offices and identified a further 2 000 metres for transfer as State archives.

The total cost of the two teams to the end of December, including salaries, new cartons and additional shelving, was in the vicinity of \$140,000. The savings in storage costs achieved by the Archives Office team alone have been estimated as being in excess of \$600,000. This represents a very substantial and successful return on investment, and as there is a promise of more savings to come, it is hoped to continue the campaign until at least June, 1978.

Quite apart from these savings, the campaign has provided a breathing space which has enabled the Repository to continue to function pending the redesign and construction of extensions to the Kingswood building. The existing building was filled to capacity by the end of March, but by May it was possible to reopen the Repository for further accessions. In the following months the amount of space freed by destruction of time-expired records, re-boxing, etc., consistently outstripped the rate of receipt of new accessions, the first time that this had happened since the Government Records Repository commenced operations in 1953.

The Authority would like to express its appreciation of the outstanding contribution made to this campaign by the staffs of the Archives and Records Management Offices.

THE PROGRAMMES OF THE ARCHIVES OFFICE OF NEW SOUTH WALES

The Records Reduction Campaign has required a considerable diversion of effort from the normal programmes and activities of the Archives Office. This has occurred at a time when these programmes have been subjected to pressure from increased public research and reference demand, increased demand for scheduling and appraisal of records, and not least, the need to plan and prepare for the move from the State Library to the Rocks. That the Office has been able to cope with the situation reflects great credit on all concerned.

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 somewhat 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. As a result there has been a large increase in the quantity of public records appraised by the Archives Office and considered by the Authority for disposal.



View from the corner of Bettington and Merriman Streets, the Rocks, looking towards Darling Harbour, c. 1900, from a collection of Government Printing Office photographs

During 1977, the Authority dealt with 176 recommendations for the disposal of public records compared with 131 in 1976 and 141 in 1975. More significantly, these recommendations were for 1 916 separate series of records. This figure is, by itself, easily the largest number considered in any one year by the Authority since its inception in 1961. However, to it must be added a further 278 series considered by the Authority under special arrangements made for the Records Reduction Campaign stocktake. The total figure is therefore 2 194 series, compared with 669 series in 1976 and 654 series in 1975.

In total, 1 487.8 metres of records covering 1 257 series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1976 were 593.1 metres and 577 series. Authorization for the destruction of 1 227 series was given in 1977, but no attempt has been made to estimate the total quantity of records involved as statistics were not always supplied.

The Authority welcomes the increase in the quantity of records referred to it for disposal as a sign of improved efficiency in records management. It has revised its procedures so as to ensure that it has adequate appraisal information on individual series and is currently considering holding more frequent meetings in order to minimize delay in authorizing records for disposal. However, it should be appreciated that the success of these and any other measures is ultimately dependent upon the Archives Office having sufficient trained staff to appraise, describe and, if necessary, cull records referred for disposal.

Accessions During 1977

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 14 503.5 metres of shelving.

Some of the more notable accessions during the year were:

- Aborigines Welfare Board: Minute Books, 1938-69; Ward Registers, 1916-28; Tenancy Agreements, 1954-67; and other records of the Board, c. 1897-1969.
- Board of Architects of New South Wales: Minute Books, 1922-59; Register of Architects, c. 1920-40; and Record of New Registrations, 1926-62.
- Crown Solicitor's Office: Transcripts, submissions, photographs and other records of the Investigation into the Granville Rail Accident, January-May, 1977.
- Health Commission: Minute Books, c. 1906-74, of the Medical Board, Pharmacy Board, Dental Board, Optometrical Registration Board, and the Physiotherapists Registration Board.
- Labour and Industry: Administrative Division—"B" Files, 1933-73; Apprenticeship Directorate—Applications for variations to an Apprenticeship Award, 1960-72; Explosives Branch—Special files, 1896-1975; and other records.
- Lands: Miscellaneous bound volumes of correspondence, registers and indexes, c. 1832-1951, from the Department's Strong Room, relating to administrative matters and to the occupation of Crown Lands.
- Maritime Services Board: Correspondence, minute books, log books, and other records of N.S.W. ports, 1844-1973.
- National Parks and Wildlife Service—Royal National Park, Audley: Minute books of the National Park Trust, 1879-1964; and Letter books, photographs, maps, newscuttings and other records relating to the Park.
- Police: Administrative Branch correspondence files, 1934-62; and special bundles, 1914-62.
- Premier's Department: Files, maps, photographs, films and recordings relating to Royal visits and various anniversaries, 1938-70.
- Premier's Department: Papers relating to the N.S.W. Government's Commercial Commissioner in the East, 1903-22.
- Youth and Community Services: Records of Minda Remand Centre, 1966-76.

Processing

Several major processing jobs were undertaken during the year. They included 187 metres of Department of Labour and Industry records relating to industrial and trade union matters, 1918-76; 490 metres of Lands Department records relating to leases, purchases and Crown grants, transferred from the Department's Strong Room; and large quantities of Police Station records and Maritime Services Board records relating to N.S.W. ports, 1844-1973.

All of these records were new accessions, and while some merited urgent attention, others did not. However, because of lack of space in the State Library building, processing priorities are determined more by the need to keep the limited loading dock and sorting areas clear for further accessions than by the research value of the records. As a result, little progress has been made on the processing of earlier accessions, although work has continued on the Department of Corrective Services gaol records and on the very important Supreme Court Civil Papers which date from 1824. In the new Rocks building provision has been made for a substantial sorting area and this will enable processing priorities to be allocated on a more satisfactory basis.

During 1977, the Authority dealt with 176 recommendations for the disposal of public records compared with 131 in 1976 and 141 in 1975. More significantly, these recommendations were for 1916 separate series of records. This figure is by itself, easily the largest number considered in any one year by the Authority since its inception in 1961. However, to it must be added a further 278 series considered by the Authority under special arrangements made for the Records Reduction Campaign initiative. The total figure is therefore 469 series, compared with 699 series in 1976 and 624 series in 1975.



Photographs of State wards, c. 1920, accessioned during the year from the Aborigines Welfare Board and A and B

All of these records were now accessioned, and while some material might have been lost, they did not. However, because of lack of space in the State Library building, it was necessary to determine more by the need to keep the limited holding back and so the material was further accessioned than by the research value of the records. As a result, little progress has been made on the processing of earlier accessions, although work has continued on the processing of later services past records and on the very important Supreme Court (and later) records from 1824. In the new Rocks building provision has been made for a substantial amount of space, and this will enable processing priorities to be allocated on a more satisfactory basis.

At Kingswood, sorting space and manpower have been less of a problem and, as noted previously, the Records Reduction Campaign team based in the Repository processed a great many State archives during the year. They included large quantities of Ministry of Transport and Highways correspondence files, 1920-60; Police Department correspondence files and special bundles, 1914-62; Premier's Department correspondence files, 1926-34; Lands Department Roads Branch files, 1861-1945; and Department of Conservation correspondence files, 1948-75.

Reference Services

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 will be 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. This decision has been warmly welcomed by both the Authority and the users of the State archives.

As mentioned earlier, the demand for reading room service and assistance to the public by correspondence continued to increase during 1977.

Admission to the State archives is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. At the end of 1977, 642 readers' tickets had been issued and were still current, compared with 560 in 1976. In addition to holders of readers' tickets, a further 1 670 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1976 was 1 181. This rise in the number of readers seeking access to the State archives is reflected in the following table.

Reference to State Archives

	1971	1972	1973	1974	1975	1976	1977
Number of issues	10 935	12 343	11 275	12 700	15 504	20 949	19 348
Number of issues of maps ..	219	253	417	452	488	821	794
Total number of readers ..	2 528	2 486	2 554	3 595	3 253	4 237	4 737

The decline in the figures for "Number of issues" is partly attributable to the increasing use of microfilm, because one reel of film usually contains the equivalent of two or more volumes of paper records. In addition no record has been kept of reference in the Archives Office by officers of State and Commonwealth Departments to various records. 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.

In 1977 the number of inquiries answered by letter and telephone was 1 662, compared with 1 436 in 1976 and 1 227 in 1975. In terms of the best distribution of scarce professional services, this rise is perhaps more significant than the increased demand for service in the reading room. The range of subject matter dealt with is illustrated by the following examples:

Wreck of the vessel *Friendship*, sunk at Norfolk Island on 17th May, 1835.

History of the Rockhampton district.

Court and prison records of Jimmy and Joe Governor.

History of hotels in the Narromine district.

Criminal convictions of Swedish-Australian journalist and writer, Corfitz Cronquist (1883-95).

Dating of Captain John Brabyn Mills' cottage in Gipps Street, Port Fairy, for the Historic Buildings Preservation Council of the Victorian Ministry for Planning.

Less historical, but of great significance to those concerned, were the numerous queries from the Public Service Board involving personnel history cards, some decades old, for verification of earlier service for eligibility for superannuation and related entitlements.

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 Lands Department plans, both by the Department and by others such as the Public Transport Commission and the Department of Main Roads. Usually this only involves reference to particular documents, but in 166 instances in 1977 the official use of the State archives for the administrative purposes of the State required research by the staff of the Archives Office. The Archives Authority is firmly of the opinion that its first duty lies to the Government in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that this official use may be overshadowed by the use made of them by private research workers.



View taken in the Royal National Park, Audley, c. 1930, accessioned during the year from the National Parks and Wildlife Service

The size and nature of the increase in reference use, which has been very great in recent years, is welcome evidence of the value of the Archives Office's holdings and services. Nevertheless it is causing the Authority some concern as to appropriate priorities. Most archives institutions are aware of a basic problem that the better the reference services, particularly in preparing written research reports in reply to requests for information from people far from Sydney, the higher becomes the demand. This, in turn, means less work on processing of archives and preparing finding aids which will help more people to help themselves in using a wider range of materials. The problem is under review and some aspects of it can be alleviated. However, the eventual alternatives seem to be either additional staff or curtailment of services.

Permission to publish extracts from State archives was granted by the Authority on 21 occasions during 1977.

Publication of Finding Aids

During 1977, the Authority published a *Guide to Shipping and Free Passenger Records*, a *Guide to Records Relating to the Occupation of Crown Lands* (both prepared by Mrs Dawn Troy), and a seventh volume of the *Supplement to the Concise Guide to the State Archives of New South Wales* (compiled by various staff members). Work has also been done on inventories of the records of the Government Architect, the Vice Admiralty Court of New South Wales, and the Governor's Court, and on an *Index to Assisted Immigrants Arriving in Sydney, 1880-96*. It is hoped to publish all of these in 1978. However, work on a number of inventories, some well advanced, of major record groups has had to be postponed again and there appears to be little prospect of renewing it in the near future.

The following is a list of the publications already issued by the Archives Authority:

1. Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1959. 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.)
3. Commissariat, 1788-1870. (1963.)
4. Auditor-General, 1824-84. (1964.)
5. Council of Education, 1866-80. (1964.)
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.)
8. Executive Council, 1825-1935. (1966.)
9. Court of Civil Jurisdiction, 1788-1814. (1967.)
10. District Councils, 1843-50. (1967.)
11. The Governor, 1787-1935. (1969.)
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.
15. Colonial Secretary: Part II, Correspondence. (1972.)
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.)

Repair and Preservation of Records

There has been progress in the repair and rebinding of some of the more valuable State archives, together with the binding and brochuring of office guides. A total of 445 volumes was bound during the year, 233 of them being hand sewn and cased, 66 plastic bound, and 146 brochured. Although the total number of volumes bound is about equal to that of last year, the number sewn and cased has declined. There are two reasons for this. First, most volumes which need re-sewing also need repair, and as the services of the State Library's manuscript restorers are available to the Archives Office for only 1 week in 6, only the most urgent restoration jobs can be done and the amount of work in arrears has continued to grow. Since the end of 1975 there has been no major accession of records requiring attention, but it was estimated then that over 3 700 volumes and many bundles of loose papers, some dating from 1788, were in need of attention. In addition to these, about 1 000 maps and plans are in need of mounting and minor repair. There is no prospect of a marked improvement in repair output until a full-time Conservator is appointed to the conservation workshop planned for the new city archives building. The second reason for the decrease in the number of items sewn is the need to preserve some early volumes in their original cases, as examples of early colonial bindings. It is intended that such volumes will be placed in slip boxes, instead of being re-sewn.

To the extent permitted by available staff and funds, the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives, in order to preserve the original documents. This copying is additional to an extensive project for the copying of records needed mainly for genealogical research, but is of necessity on a fairly small scale. Material copied in 1977 included the very important Surveyor General's *Fieldbooks*, 1794-1830.

During the year the Genealogical Society of the Church of Jesus Christ of Latter Day Saints continued its project for microfilming records prior to 1900 which are useful for genealogical research. Under this project, which was commenced in 1973, the Society supplies the Archives Office with free copies of the films, and these are a most valuable supplement to the Authority's own copying programme.

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1977. The attendances were as follows:

Mr J. W. Davies, B.Ec. (Chairman) (Excused for his absence from one meeting)	5
Mr B. R. Davies, LL.B. (Deputy Chairman) (Excused for his absence from one meeting)	5
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G.	6
Mr A. R. Horton, B.A., F.L.A.A.	6
Mr N. B. Nairn, M.A. (On leave of absence between February and August, 1977)	2
Mr K. R. Rozzoli, M.L.A. (Excused for his absence from four meetings) ..	2
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A.	6
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (Absent from two meetings pending re-appointment)	4

STAFF

At the end of 1977 the total staff establishment of the Archives Office, exclusive of the Records Management Office which does not come under the direction of the Archives Authority, was twenty-three. This includes three additional positions, two for archivists and one for a clerical assistant, which were approved during the year.

During the latter part of the year the Principal Archivist, Mr I. Maclean, received an offer from U.N.E.S.C.O of a five-month Consultancy in Kenya, for the purpose of drafting public records legislation and regulations and planning and conducting staff training in records management. Mr Maclean accepted the Consultancy, with the Authority's support, and will return in late April, 1978.

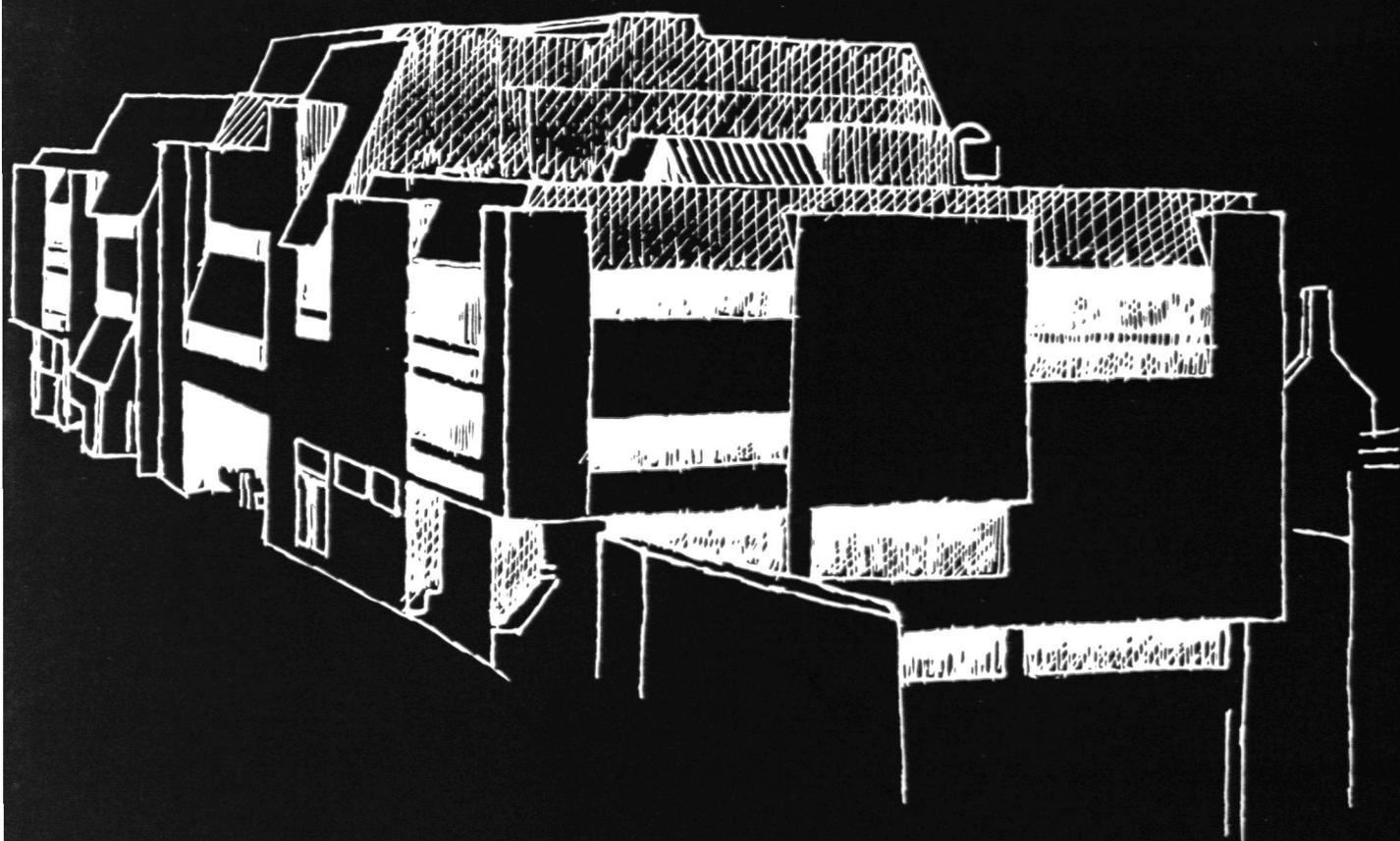
MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

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,
Acting Principal Archivist.

J. W. DAVIES,
Chairman.

ARCHIVES AUTHORITY
of New South Wales



1978

ANNUAL REPORT

1978-79

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES

FOR 1978

Ordered to be printed, 19 April, 1979

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1979

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1978

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 eighteenth annual report, covering the year ended 31st December 1978.

GENERAL

Accommodation

The year 1978 has been a notable one for the Archives Authority in respect of accommodation.

The State Archives—Despite some unavoidable delays, the new archives building at the Rocks, which will be officially known as “The State Archives”, was sufficiently advanced for the Archives Office to complete the removal of its city-held Archives and staff from the State Library and the C.A.G.A. Centre by 22nd December, ready for the re-opening of the search room to the public on 15th January 1979. This was a major move and although it necessitated closure to the public from 23rd October, it progressed without a hitch: indeed a complete stock-take was an extremely valuable by-product.

The Authority wishes to express its gratitude—

- to the State Library for its hospitality since 1961 and its cooperation during the removal period;
- to the Sydney Cove Redevelopment Authority and the Public Service Board which recognized from the outset how appropriate the building would be on the actual site of Australia's first settlement and also, in the case of the former, administered the design and construction;
- to the Building Services Section of the Department of Public Works which equipped the building and organized the movement to it; and
- to the staff who worked so hard before, during and after the move to ensure its success.

The Authority would be remiss if it did not pay a special tribute to three members of the staff who made a major contribution to the development and occupation of the new building—

Mr John Cross, the Senior Archivist and Mrs Dawn Troy, Assistant Senior Archivist, who took part in the planning of the building at all stages; and

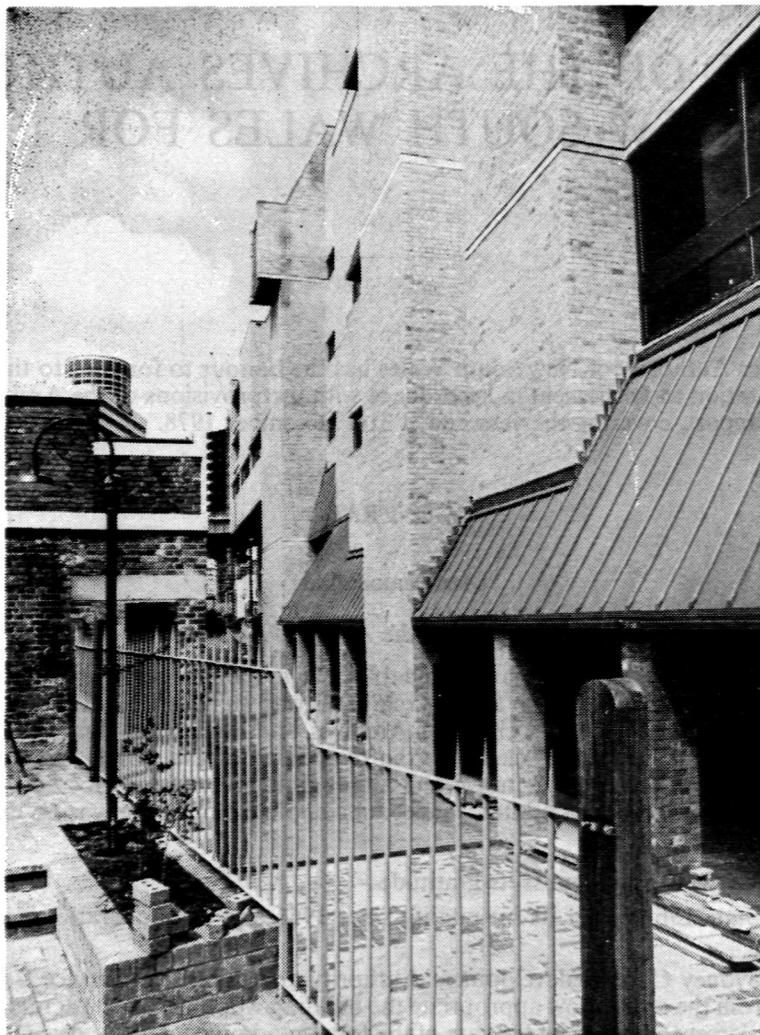
Mrs Chris Shergold who was responsible for the detailed planning of the move itself.

The Kingswood State Archives and Government Records Repository—In the last report, the Authority reported that work had begun on a more economical type of building for the housing of records with limited retention periods. While sub-contractors' industrial troubles caused some delay, the first stage of this project has been completed and is in use. Allowing for the additional space provided in this building and the substantial space regained as a result of the re-boxing, processing etc. carried out under the Records Reduction Campaign, the overall capacity of the Kingswood Repository is now 67 000 metres of shelving.

Organization and Staffing

Organization—In last year's report the Authority referred to the Public Service Board's decision to place Kingswood, Yagoona and Shea's Creek Repositories under the control of the Records Management Office. However as time passed, it became apparent that, given the increasing amount of professional archival work required in the repositories, it would be administratively more workable and more economical for the Archives Office to control the repositories. The Public Service Board decided to review the situation and in the course of the review, its attention was drawn to the Authority's statutory responsibility in relation to the Archives repository at Kingswood. In the event, after careful consultation between the Board and the Authority, the Board sought the agreement of the Archives Authority to undertake the management of the Government's semi-current records repositories and, as well, the supervision of the Records Management Office. The Authority agreed to accept these responsibilities. Both the Archives Office and the Records Management Office now operate individually under the control of the Archives Authority.

Staffing—With the move to the new building, the Authority sought 24 additional staff for the Archives and Records Management Offices. However, because of the State's difficult financial position, 10 only were approved.



The new State Archives building, The Rocks, from the Nurses Walk.

Including these new positions, the total permanent establishment of the two Offices is 55, 45 being attached to the Archives Office and 10 to the Records Management Office.

In addition to the increase in permanent staff, the staff at the Kingswood Repository has been supplemented by 7 temporary clerical assistants (as a support for the final stages of the Records Reduction Campaign) and by Special Youth Employment Training Programme personnel varying in number from 20 early in the year to 7 more recently.

The Authority must emphasize that, unless a further substantial increase in staff is forthcoming next financial year, the gains that have been made in recent years in the areas of repository control, records reduction, processing and space utilization will be lost.

Appointment of a Consultant in Conservation

The Authority has consistently reported on its inability to proceed further with conservation than the limited resources of the Mitchell Library would permit. However the Authority is pleased to report that with the move to the new building and with the approval of the Premier, one of the two or three top conservators in at least the English speaking world has accepted a one-year consultancy with the Archives Office. He is Mr John Davies, ex-conservator and superintendent of repositories in the Archives of Malaysia and a highly valued and much used UNESCO consultant, who has published very valuable material on both conservation and reprography. Mr Davies is to begin his consultancy in February, 1979.

RECORDS REDUCTION CAMPAIGN

This campaign has now reached its concluding stage and it is quite clear that it has been an outstanding success. Not only has it resulted in savings in storage space at least \$½ million in excess of the cost of the campaign but it has also given the Repositories a breathing space which has enabled them to meet storage needs pending the completion of the new Repository at Kingswood.

THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

This section on programmes is presented under three sub-sections—Records Management, (Non-City) Repository Management, and finally the State Archives.

Records Management

Staff

The staff involved in this work is:

- 1 Records Administration Officer;
- 2 Senior Records Management Officers;
- 6 Records Management Officers;
- 1 Typist.

Operations

The Records Management Office was established by the New South Wales Public Service Board in March, 1976, to investigate and analyse record procedures throughout the Service, and specifically to advise the Board and Departments on ways of achieving sound records retention and disposal policies, the economical use of storage facilities and the improvement of the record systems.

The main broad areas in which the Records Management Office is presently involved are:

- Development of the Keyword Method of Classification and the implementation of a pilot project in the Department of Youth and Community Services.
- Implementation of the recommendations resulting from the Records Reduction Campaign (Stocktake of Records to be Destroyed in Departments) including the issue of the General Records Disposal Schedule, the Records Disposal Education Programme, and the progressive closure of departmental repositories.
- Providing assistance to Government Departments on the improvement of record systems. This programme has undergone a significant change in approach by maximizing departmental involvement in record system reviews in order to achieve the most effective use of this Office's resources of staff and time.
- Training. This Office presently offers three training courses in records management. They are: Records Management Course (5 days), Records Operation Workshop (1 day), Records Scheduling and Disposal Workshop (2 days). Training in the Keyword Method of Classification is being conducted on-site in the Department of Youth and Community Services, and this approach is likely to continue when other departments adopt this system of classification. Records Management Courses and Records Operations Workshops have been held in Bathurst, Wagga Wagga and Wollongong as part of a regional training programme.
- Publications. These are produced to assist record system survey work, and to disseminate as widely as possible, information on records management. There are six publications available in the series "Publications on Records Management", and another series "Training Courses in Records Management", which documents the training sessions, is presently being compiled.

Because of the volume and complexity of work being carried out by the Records Management Office, the Authority has decided to incorporate only a broad outline of its activities in this report. Arrangements have been made, however, for the Office to produce a more detailed report on its activities to the Authority each year and this will be circulated to those on the current mailing list for the Authority's report and will also be made available to any other organization requesting it.

Non-city Repositories

Staff

The staff involved in this area of work is:

- 1 Senior Archivist;
- 1 Assistant Senior Archivist;
- 1 Archivist;
- 4 Senior Records Assistants (2 Kingswood, 1 Yagoona, and 1 at Shea's Creek);
- 7 Permanent Records Assistants (5 Kingswood, 1 Yagoona and 1 at Shea's Creek);
- 11 Temporary Records Assistants (10 Kingswood, 1 Yagoona);
- 1 Permanent Typist and 1 Temporary Typist (Kingswood);
- +7 to 20 Special Youth Employment Training Programme personnel at different times.

Capacity

Of the 67 000 shelf (linear) metres of record space now available, 19 000 metres are vacant. A small accrual will be made from time to time as processing and re-boxing continues but the rate of "salvage" will slacken as the materials become more complex (the easier ones having naturally taken precedence in the early campaign phase in order to maximize space for records being transferred from the stock-take to the Kingswood building). Of the vacant shelf meterage, approximately 7 000 metres have been allotted to and will be filled by transfers from the Yagoona Repository, the lease of which will expire on the 31st March 1979. This will save over \$30,000 per year in lease rental. The permanent positions at the Yagoona Repository will be transferred to Kingswood, while the temporary position will be transferred to the city.

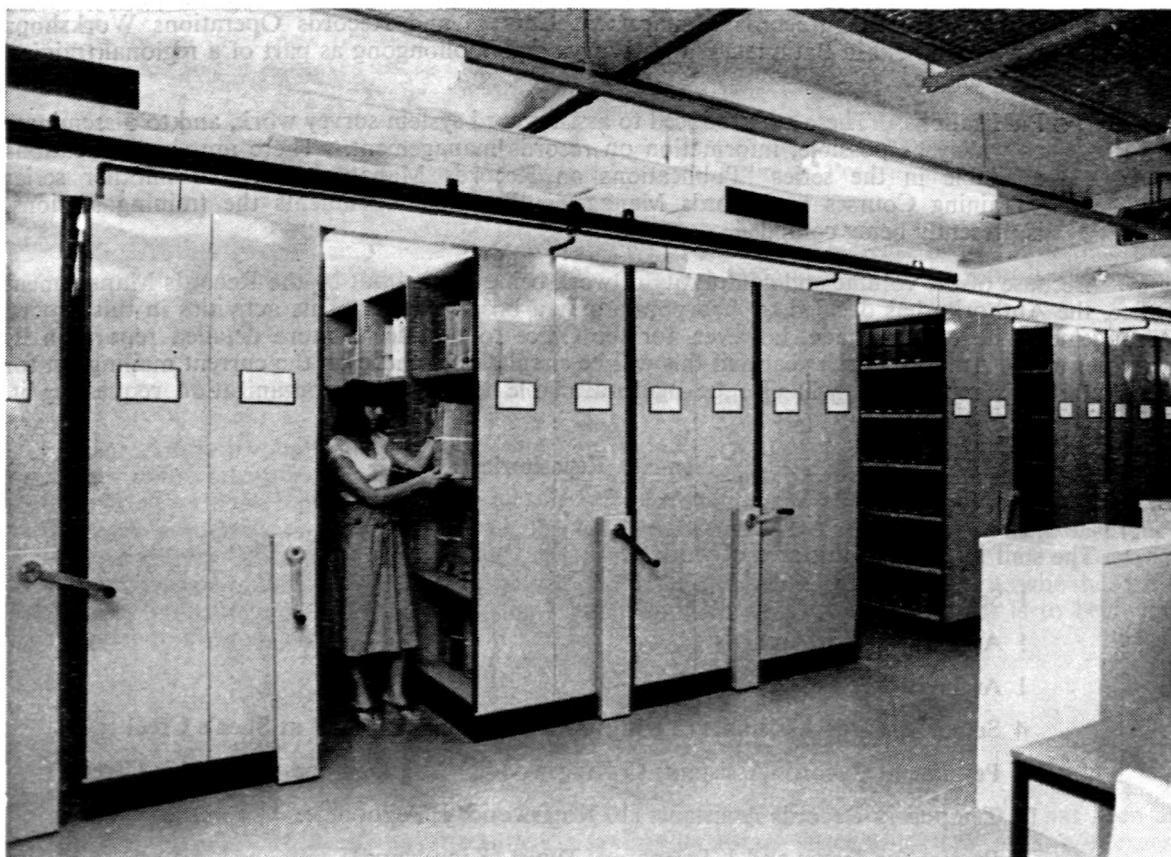
Statistics of Operations

The amount of 'regular' work done in the repositories increased during the year. The number of individual reference enquiries amounted to 71 603 in 1978 compared with 65 810 in 1977, representing a monthly average of 5 967 jobs compared with 5 484 last year.

Since June, 1978, separate figures have been kept for usage of State archives as opposed to semi-current records. It appears that the State archives component of the above figure for 1978 is about one-fifth. Although most State archives are no longer regularly required for official purposes it is important to record that a significant proportion of file reference requests by public officers related to State archives.

The quantity of semi-current records accessioned into the repository in 1978 was 4 665 metres compared with 3 474 metres in 1977. This figure is the largest in any one year since the Archives Office originally became responsible for management of the Repository in 1961.

As part of the Accommodation Salvage Programme the reduction of retention periods was made a high priority and the figures for 1978 indicate the continuing effect. The quantity of semi-current records destroyed in 1978 was 3 632 metres. Since 1961, this figure is second only to the 9 214 metres destroyed in 1977. It is planned to conduct an intensive destruction-oriented survey of records held in the Shea's Creek Repository in 1979, as part of the overall plan to discontinue use of this Repository by 1981, so that it should be possible then again to destroy a large quantity of records which are of no permanent value.



Compactus storage, new State Archives building.

The following table shows the statistics of the File Reference Service conducted for Departments from the Record Repository.

	1971	1972	1973	1974	1975	1976	1977	1978
Number of files requested	39 565	37 893	39 116	36 647	36 492	37 566	37 105	41 820
Number of files issued	32 185	30 977	33 324	30 944	29 801	31 621	31 682	36 025
Number of files returned	20 083	23 145	26 351	22 287	23 588	24 216	22 632	26 241
Number of files added to existing boxes	1 718	2 300	2 489	1 803	3 038	3 172	3 086	1 456
Number of loose papers to be attached to files or number of files retained in department	3 364	3 430	2 384	3 107	4 393	4 524	2 987	2 086
Total File Reference Operations performed	64 730	66 768	70 340	63 844	67 511	69 478	65 810	71 603

The percentage of files issued to files requested during 1978 was eighty-six, which is comparatively high in relation to previous years. This is almost certainly the result of the greater control of contents of the repositories following the Accommodation Salvage segment of the Records Reduction Campaign as well as the improvement of standards of listing, etc., for new accessions.

State Archives

Staff

The staff involved in this area are—

- 1 Principal Archivist;
- 1 Chief Archivist;
- 1 Senior Archivist;
- 4 Assistant Senior Archivists;
- 9 Archivists;
- 1 Senior Clerical Assistant (Admin.);
- 1 Stenographer;
- 1 Senior Records Assistant;
- 1 Typist;
- 3 Record Assistants;
- 1 Clerical Assistant (Admin.).

Operations

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. As a result there has been a large increase in the quantity of public records appraised by the Archives Office and considered by the Authority for disposal.

During 1978, the Authority dealt with 380 recommendations for the disposal of public records compared with 176 in 1977 and 131 in 1976. This is by far the greatest number of disposal recommendations considered by the Authority in any one year since its inception in 1961 and is more than



Processing area, new State Archives building.



General work area, including Processing, old building

double the previous record of 189 recommendations in 1974. The recommendations covered 2 184 separate series of records, which is only slightly fewer than the record of 2 194 series dealt with in 1977 and is greatly in excess of the 669 series dealt with in 1976.

In total, 1 172.9 metres of records covering 1 017 series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1977 were 1 487.8 metres and 1 257 series. Authorization for the destruction of 1 515 series was given in 1978, but no attempt has been made to estimate the total quantity of records involved as statistics were not always supplied.

As noted in its last report, the Authority welcomes the increase in the quantity of records referred to it for disposal as a sign of improved efficiency in records management. In 1977 it revised its procedures so as to ensure that it has adequate appraisal information on individual series, and since February 1978 it has met at monthly, instead of two-monthly, intervals in order to handle the greatly increased volume of business and minimize delay in authorizing records for disposal.

During the year a question arose concerning the destruction of files of the Special Branch, following the report of the Privacy Committee, but without reference to the Archives Authority. After correspondence between the Authority and the Premier's Department, the Premier agreed to a formal approach being made by the Commissioner of Police seeking the authorization of the Authority, pursuant to the provisions of Section 15 of the Archives Act 1960, to the destruction from time to time of such Special Branch records as the Commissioner may determine as being no longer in current use.

Accessions during 1978

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 15 676.4 metres of shelving.

Some of the more notable accessions during the year were—

- Attorney-General and Justice: Special bundles, 1897-1977; Correspondence Registers, c. 1925-59.
- Corrective Services: Report and other records of the Royal Commission into New South Wales Prisons, 1978.
- Health Commission: Letterbook, 1843-6; Admission Register, 1822-48; Record book 1839-46; and Case history books, 1839-49, of the Tarban Creek Mental Asylum.
- Lands—Roads Branch: Plan catalogue books, 1826-1903; Index to road plans; File record register, 1928-45; Registers of road compensation correspondence, 1905-34; Registers of public gates, 1875-1940; Quarter Sessions Roads book, 1837-1907; and Main roads, secondary roads and developmental roads index, 1934-59.
- Maritime Services Board: Sydney Harbour Trust correspondence, 1901-19; Navigation files, 1900-35.
- New South Wales Dairy Products Board: Minute Books, 1934-71; Correspondence files, 1934-78; Special bundles, 1974-6; Official Seal, and other records, 1934-78.
- Premier's Department: Correspondence between the Premier of N.S.W., W.A. Holman, and others concerning extensions to the University of Sydney, 1919.
- Public Works: Sydney Opera House, final account, 1977.
- Stamp Duties Office: Indexes and Registers relating to the administration of intestate estates, 1880-99; Registers of Deceased estates, 1880-1900; Indexes to registers of deceased estates (probate), 1880-98; Indexes to registers of deceased estates (Public Trustee), 1914-22; and Indexes to registers of deceased estates, 1898-1923.
- State Cabinet: Index to Cabinet decisions, 1931-47; Cabinet documents, 1922-62; Cabinet meetings, 1935-41; and other Cabinet records, 1921-c. 1934.
- Supreme Court—Protective Division: Lists of patients admitted to hospitals for the insane, c. 1846-1909.
- Youth and Community Services—Maintenance Branch: Affiliation files, c. 1963-74; Interstate maintenance files, 1947-75; Ward maintenance files, 1942-7; and Overseas maintenance files, 1970-5.

Processing

As noted in previous reports, the lack of space in the State Library building imposed severe constraints on processing work. In addition, during 1978, a large amount of staff time was devoted to carrying out a complete stocktake of processed State archives, preparatory to the move to the new building.

However, in spite of constraints and diversions, considerable progress was made and well over 550 metres of records were processed during the year. They included several major new accessions, such as Department of Youth and Community Services files relating to State wards and foster parents, c. 1950-77; Maritime Services Board Sydney Harbour Trust correspondence, 1901-19, and Navigation files, 1900-35; Stamp Duties Office Indexes and Registers of deceased estates, c. 1880-1958; and large quantities of Police Station records, c. 1900-76. Some progress was also made on the processing of earlier accessions, including the Supreme Court Civil Papers and Clerk of the Peace depositions.



Search Room, new State Archives building, showing sound-proof cubicles and microfilm carrels.

A great deal of progress was also made at Kingswood, which has been less affected by problems of space, manpower and the need to prepare for the move. More than 1 783 metres of records were processed, including Stamp Duties Office deceased estate files, 1887-1957; Valuer General's Department correspondence files, c. 1880-1940; Lands Department Tenure Branch occupation licence files, 1886-1938; and Registrar-General's Grant Registers, 1863-1974.

Reference Services

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.

The demand for reading room service and assistance to the public by correspondence continued to rise during 1978, to the extent that, although the Archives Office was closed to the public from 23rd October 1978 pending the move to the new building and the figures for the level of usage of the archives are therefore based on a ten-month rather than the usual twelve-month period, the figures for 1978 are in most instances substantially higher than the equivalent ones for 1977.

Admission to the State archives is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. At the end of 1978, 684 readers' tickets had been issued and were still current, compared with 642 in 1977. In addition to holders of readers' tickets, a further 2 188 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1977 was 1 670. This rise in the number of readers seeking access to the State archives is reflected in the following table.

Reference to State Archives

	1972	1973	1974	1975	1976	1977	1978
Number of issues	12 343	11 275	12 700	15 504	20 949	19 348	20 840
Number of issues of maps ..	253	417	452	488	821	794	840
Total number of readers ..	2 486	2 554	3 595	3 253	4 237	4 737	5 035

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.

In 1978 the number of inquiries answered by letter and telephone was 1 627, compared with 1 662 in 1977 and 1 436 in 1976. The decline relative to 1977 reflects the closure of the Office and cessation of services in the latter part of the year. The range of subject matter dealt with is illustrated by the following examples:

- Attempted assassination of HRH the Duke of Edinburgh in 1867.
- Career of Leslie MacArthur, son of James MacArthur.
- Employment of V. Gordon Childe in Australia during the early 1920s.
- Early history of Port Macquarie.
- Trial records of Peter Bowling, on conspiracy and illegal strike charges.
- Callan Park records of J. F. Archibald, Editor of the *Bulletin*.
- Information on the New South Wales Ensign and the Governor's Oath of Office.

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 Lands Department plans, both by the Department and by others such as the Public Transport Commission and the Department of Main Roads, and of the correspondence files of the Department of Youth and Community Services. Such usage is increasing and 2 580 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 195 instances in 1978 the official use of the State archives for the 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.

Permission to publish extracts from State archives was granted by the Authority on 42 occasions in 1978.

Publication of Finding Aids

During 1978, the Authority published an eighth volume of the *Supplement to the Concise Guide to the State Archives of New South Wales* (compiled by various staff members). The impending move delayed other projects but it is hoped to publish the inventories of the records of the Government Architect, the Vice Admiralty Court of New South Wales, and the Governor's Court, together with an *Index to Assisted Immigrants Arriving in Sydney, 1880-96*, during 1979.

Work on a number of other inventories of major record groups has had to be postponed again and there appears to be little prospect of renewing it in the near future.

In addition, several heavily-used guides are in need of revision and reprinting. In particular, the *Concise Guide* will be due for reprinting in 1980 and work on the preparation of the material for production by word processor will commence in 1979.

The following is a list of the publications already issued by the Archives Authority:

1. Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1959. 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.)
3. Commissariat, 1788-1870. (1963.)
4. Auditor-General, 1824-84. (1964.)
5. Council of Education, 1866-80. (1964.)
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.)
8. Executive Council, 1825-1935. (1966.)
9. Court of Civil Jurisdiction, 1788-1814. (1967.)

10. District Councils, 1843-50. (1967.)
11. The Governor, 1787-1935. (1969.)
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.
15. Colonial Secretary: Part II, Correspondence. (1972.)
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.)

The Authority has also published a series of brief subject guides under the title Information Leaflets. The following is a list of leaflets already issued:

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. Government Printing Office: Glass Negatives
10. Department of Education: Schools Files, 1876-1939

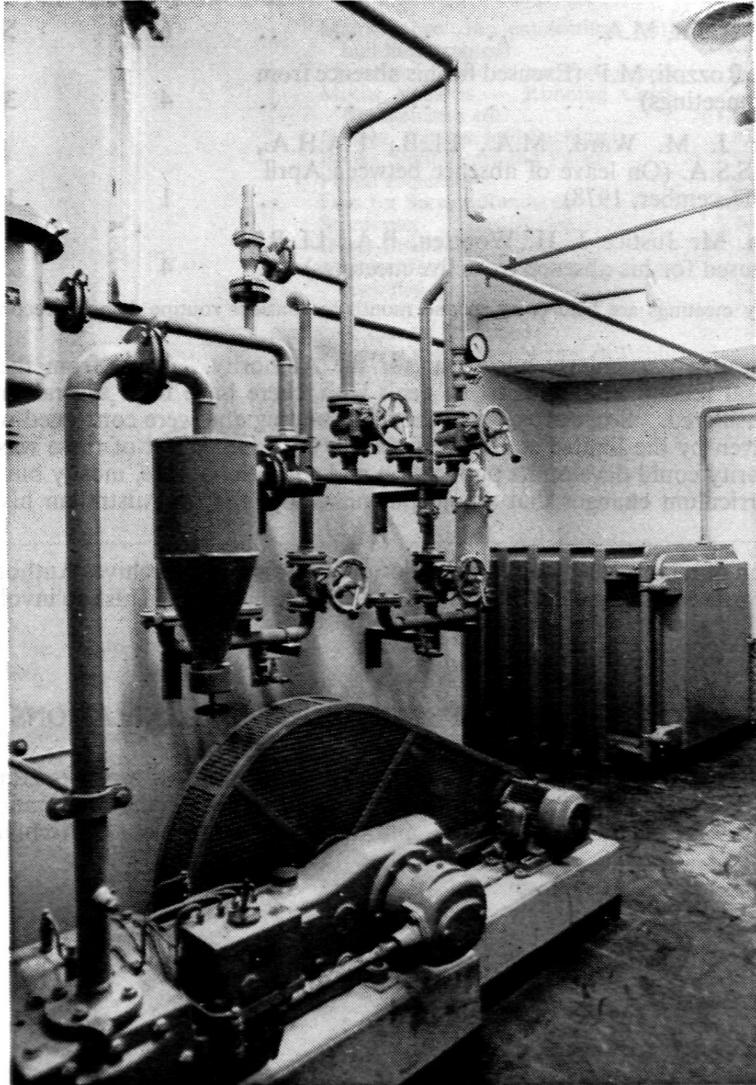
Repair and Preservation of Records

While waiting the approval of the Authority's proposal for an expert overseas consultant, there has been reasonable progress in the repair and rebinding of some of the more valuable State archives, together with the binding and brochuring of office guides. A total of 629 volumes passed through the State Library's bindery during the year, 128 being sewn and cased, 54 plastic bound, and 73 brochured. The remainder comprised the lettering of reference books for the office library at The Rocks, and slip boxes for original colonial bindings. The number sewn and cased has declined for three reasons. First, most volumes which need re-sewing also need repair, and as the services of the State Library's manuscript restorers have been available to the Archives Office for 1 week in every 6 weeks, only the most urgent restoration jobs could be done and the amount of work in arrears has continued to grow. Secondly, there is the need to preserve some early volumes in their original cases, as examples of early colonial bindings. These will be placed in slip boxes instead of being re-sewn. Thirdly, the comprehensive stocktake which preceded the move to The Rocks as well as the move itself necessitated the return of all records to their shelves by early October. Consequently the binding of archives and office guides ceased in September, and there is no prospect of any work being done in this regard until a position of binder is created on the Authority's establishment or that of the Government Printing Office.

To the extent permitted by available staff and funds, the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives, in order to preserve the original documents. Material copied in 1978 included the Surveyor General's *Indexes and Registers of Letters Received, 1856-66*, the Colonial Secretary's *Copies of Government and General Orders and Notices, 1810-18*, *Registers of Land Grants and Leases c. 1831-1924* and *Copies of Deeds to Land Grants and Leases, 1823-61*. In addition to this the Registrar General's Department has undertaken to microfilm maps and plans on a continuing basis as time permits, and to supply aperture cards which can be reproduced on reader printers in the new Search Room. To date about 800 maps and plans have been copied in this way.

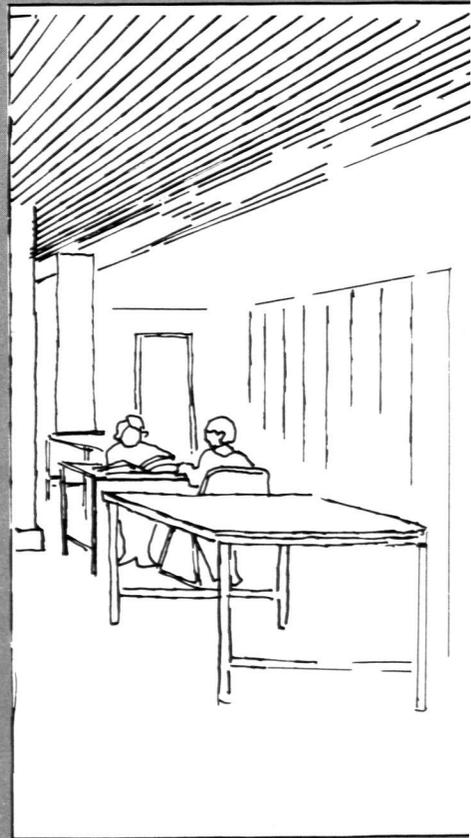
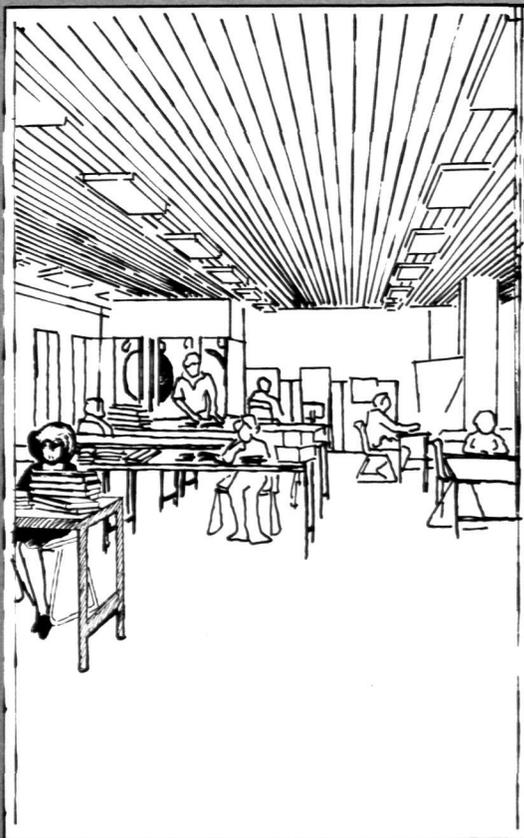
Another project has been the copying by the Metropolitan Water, Sewerage and Drainage Board of plans of the 1865 Trigonometrical Survey of Sydney. The Board has supplied the Archives Office with colour and black/white aperture cards.

Progress is also being made with the reproduction of prints from the Government Printing Office glass negatives which were transferred several years ago. By the end of the year 1 600 same size prints had been copied onto modern safety film and 35-mm contact prints had been produced for viewing in the Search Room.



Vacuum fumigation chamber, new State Archives building

ARCHIVES AUTHORITY NEW SOUTH WALES



ANNUAL REPORT

FOR THE YEAR 1979

1979-80

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1979

Ordered to be printed, 2 April, 1980

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1980

ISSN 0545-3593

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1979

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 nineteenth annual report, covering the year ended 31st December, 1979.

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 while awaiting disposal. 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.

In 1978, the Authority reported a notable year in respect of accommodation. The year 1979 has also been notable, but for markedly different reasons.

On the one hand the State Archives building at the Rocks has proved most successful in almost every respect and its use by the public has grown even faster than was anticipated. This growth, details of which will be given later, is a matter of great satisfaction to the Authority; but it presents a real problem because of the reduction in staff establishment detailed below.

On the other hand, although some very welcome facilities were provided at Kingswood during the year, the Government has not found it possible to include construction of the second and third phases of the State Archives and Government Records Repository at Kingswood in the Public Works Building Programme in either 1978-79 or 1979-80. As a result, with the exception of a small amount of space reserved for housing new accessions of State archives, storage space in the repository was all but exhausted by the end of 1979. This storage problem has come at a time when the disposal programmes initiated in public offices by the Records Management Office, with the backing of the Treasury and the Public Service Board, were showing significant results. A submission regarding the possibility of purchasing or leasing suitable accommodation was made to your Department in August 1979, but to date no decision has been made.

Organization and Staffing

There has been no change in the organizational arrangements described in the 1978 report. In that report the Authority reported that 10 new positions (of 24 requested) had been granted. Of those 10 positions, 5 technical or general positions have been filled. The other 5 positions were promotional positions affecting three levels and, given that these and their duties had to be negotiated seriatim and the appointments made in less than 6 months, most of the positions concerned were not filled by 30th June, 1979. Despite the fact that a further 24 positions (including those not approved in 1978-79) had been requested for 1979-80 the actual decision handed down in October, 1979, was to reduce the establishment from 68 (55 permanent, 11 temporary and 2 seconded) to 51, with the maximum number of positions which may be filled set at 48.

The Authority wrote requesting reconsideration in the half-year review that had been promised when the October, 1979, allocations were made. Approval was given immediately to extend the employment of the temporary staff and this, combined with unfilled vacancies, has ensured that none of the existing staff have had to be dismissed. In addition, the staff numbers determination is being reconsidered. The Authority awaits the final decision on this with more than a little concern.

In the circumstances the staff allocations in the various sections are not specified in this year's report.

The promotional positions granted and the officers chosen to fill them, were—

A Chief Archivist—Mr D. J. Cross;

A second Senior Archivist, resulting in the promotion of Mrs D. Troy and Mr J. Burke;

Three additional Assistant Senior Archivists, resulting in the promotion of Mrs C. Shergold, Mrs C. Yeats, Miss J. Stapleton, Mr M. Allen and Mr R. Gore.

The Government has agreed with Mr John Davies that his period as Conservation Consultant should continue until 31st December, 1980.

Again during the year 1979, the regular staff was supplemented very usefully by varying numbers of Special Youth Employment Training Programme personnel.

Obvious though it may be, the Authority must emphasize yet again that not only does it need a substantial staff increase but also that any inability to provide records and archives services to public offices can only lead to inefficiency throughout the Public Service.

Publication Programme

The Authority is pleased to report that, despite the difficulties of the past year, it has developed one major additional service. Both to assist teachers of history in senior secondary classes and to contribute to the enjoyment of visitors to the Rocks, the Authority has begun a programme of publishing facsimiles of State archives. It has produced two kits of facsimile documents—"The Changing Face of the Rocks : Glimpses of a Part of Early Sydney and its Inhabitants" and "From Cato Street to Botany Bay : Convict Case Studies"—as well as sets of postcards. All of these are selling well and the Authority wishes to thank Mrs Dawn Troy, Mrs Jenny Kerr and Mrs Laurel Catchpool of the staff, and most particularly Mr Alan Sutherland, the artist who kindly designed the delightful covers for the kits. Finally, the Authority acknowledges with gratitude the financial contribution of the Rural Bank which made possible the production of the postcards. Production resources permitting, the Authority envisages that this programme will be a valuable means of disseminating information held in the archives, while at the same time producing a useful source of revenue.

THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

This section is presented in divisions indicative of the organizational structure that is being developed 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.

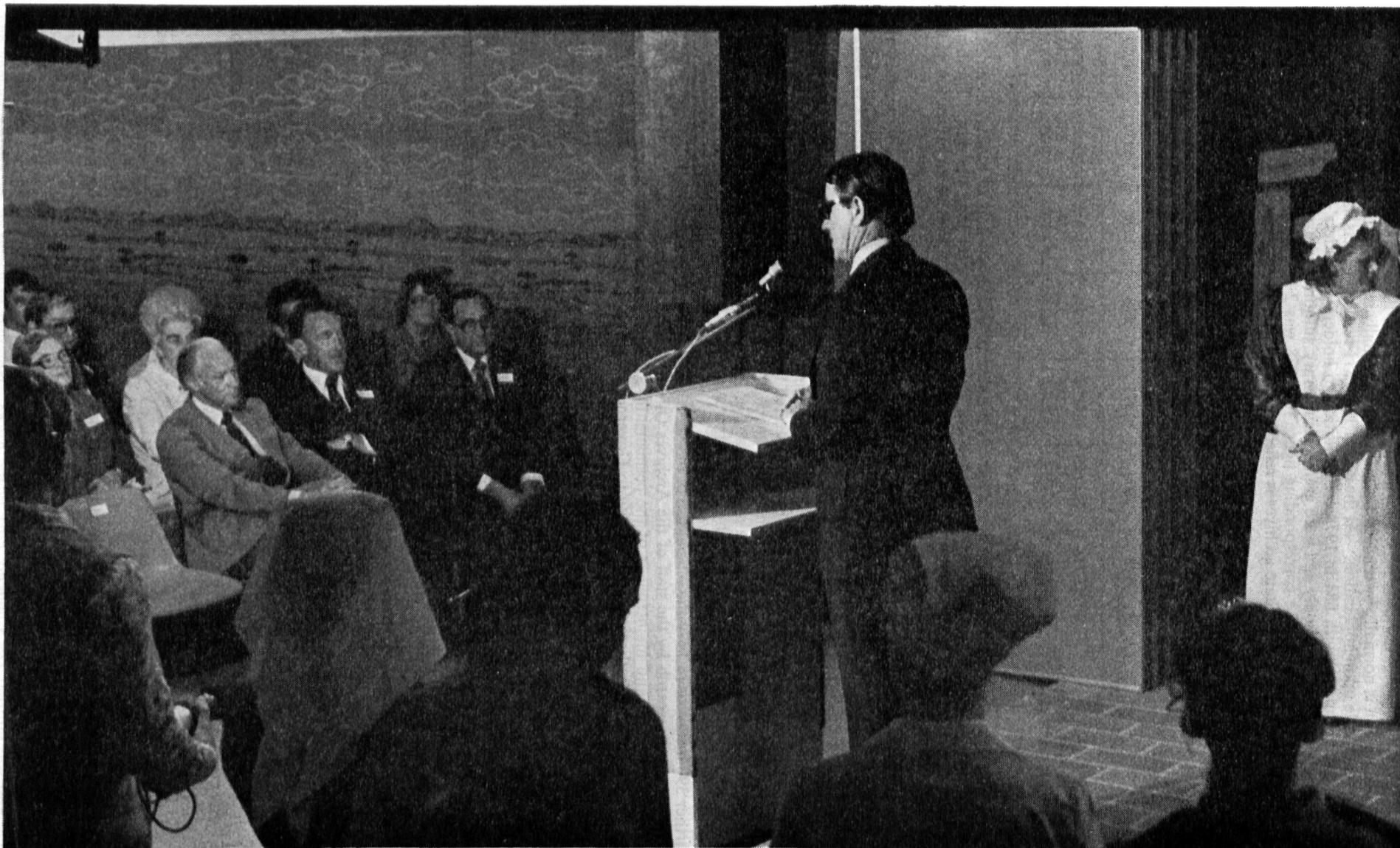
However, in November, 1977, the Government announced its decision that all non-current and permanently valuable records, including the records of State Cabinet, which are more than 30 years old, would be transferred as State archives and made available for public access and use. The only exceptions are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

Public demand for services increased enormously during 1979, apparently in response to the improved facilities in the new State Archives building and to the wide publicity given to the building at the time of its opening. Although the statistical details of this increased level of public usage are given later in this report, their effects have been so marked that they warrant special comment. The rise can best be expressed in terms of percentage increases over 1978. During 1979—

- the number of readers' tickets issued increased by 18.6 per cent;
- the number of issues of temporary authorities to use the State archives increased by 162.1 per cent;
- the number of State archives, exclusive of maps and plans, issued in the Search Room increased by 70.2 per cent;
- the number of maps and plans issued in the Search Room increased by 190 per cent;
- the number of readers in the Search Room increased by 82 per cent; and
- the number of inquiries answered by letter and telephone increased by 154.4 per cent.

The Authority naturally expected that the new building would lead to increased demand and its request for staff took account of this. However, the increased demand has been far greater than anticipated, to the extent that staff allocated to other essential areas, such as disposal of public records and processing, have had to be diverted to reference services. By the end of the year the majority of the professional and ancillary staff in the City office were wholly or partly committed to maintaining services to the public. The other areas of the Authority's operations have suffered accordingly.

The Authority sought additional staff for 1979-80, but none could be provided. This situation is under review at present, but unless additional staff can be obtained in the near future the Authority will have to consider, among various options, a severe reduction in the level of its services to the public. This would almost certainly include a reduction in the hours of opening of the Search Room.



The Premier of New South Wales, The Honourable Neville Wran, Q.C., M.P., at the Official Opening of the new State Archives building, 27th April, 1979.

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 1979, 811 readers' tickets had been issued and were still current, compared with 684 in 1978. In addition to holders of readers' tickets, a further 5 734 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1978 was 2 188. This rise in the number of readers seeking access to the State archives is reflected in the following table.

Reference to State Archives

	1973	1974	1975	1976	1977	1978	1979
Number of issues	11 275	12 700	15 504	20 949	19 348	20 840	35 465
Number of issues of maps	417	452	488	821	794	840	2 434
Total number of readers	2 554	3 595	3 253	4 237	4 737	5 035	9 162

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.

It should be noted that the demand for Search Room services at the Kingswood Repository also increased. In 1979 there were 78 visits by readers compared with 25 in 1978, and the number of issues of State archives was 948 compared with 157 in 1978.

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 Lands Department plans, both by the Department and by others such as the Public Transport Commission and the Department of Main Roads, and of the correspondence files of the Department of Youth and Community Services. Such usage is increasing and 2 548 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 390 instances in 1979 the official use of the State archives for the 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.

Inquiry Service

In 1979 the number of inquiries answered by letter and telephone was 4 139, compared with 1 627 in 1978 and 1 662 in 1977. The range of subject matter dealt with is illustrated by the following examples:

Land designated as "Houlaghan's Creek Run".

Establishment of postal services in New Zealand.

Surveying equipment used by Sir Thomas Mitchell on his 1836 expedition.

Early history of camels in Australia.

Employment of the Irish artist, James Glen Wilson (1827-1863), as a Surveyor with the New South Wales Department of Lands.

Permission to publish extracts from State archives was granted by the Authority on 34 occasions in 1979.

Exhibitions

The move to the new State Archives building has provided the Authority, for the first time, with a spacious exhibition area.

An exhibition was mounted for the official opening of the building in April, 1979. It was composed of a selection of manuscripts, photographs and maps outlining the history of The Rocks area, and was entitled *The Changing Face of the Rocks : Glimpses of a part of an Earlier Sydney and its People*.

A new exhibition was mounted in December, 1979, on the theme *The Great Age of Sail*. This exhibition features photographs from the Cyril Hume Collection as well as material from the State archives. It will be augmented early in 1980 by the addition of Mr Hume's fine model of the famous clipper ship *Thermopylae* which will be on loan to the Authority for a period of twelve months.

Some eight thousand people visited the exhibition during the year.

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 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 processing of film and the production of photographic prints is currently carried out by the Photographic Section of the Department of Public Works. The State Archives building has provision for a darkroom but this has not yet been fitted out.

A Photographer has been appointed to take charge of the service.

A total of 13 265 Xerox copies, 2 988 reader printer copies and 15 aperture card negatives were produced for the public during the year.

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. As a result there has been a large increase in the quantity of public records appraised by the Archives Office and considered by the Authority for disposal.

During 1979, the Authority dealt with 95 recommendations for the disposal of public records, compared with 380 in 1978 and 176 in 1977. The recommendations covered 610 series of records. This is a considerable reduction on the number of series dealt with in 1978, but 46 of the series dealt with in 1979 involved culling. Culling of series can greatly reduce the quantity of records to be retained permanently, with consequent savings in storage space, but it is very time-consuming work and if done on a large scale would be completely beyond the capacity of the Archives Office staff.

In total, 1 825.6 metres of records covering 809 series and 46 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1978 were 1 172.9 metres and 1017 series.

Authorization for the destruction of 162 series and 46 part series was given in 1979. No attempt has been made to estimate the total quantity of records involved as statistics of destructions were not always supplied. However, 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 1979 the Authority continued to meet at monthly, instead of two monthly intervals in order to minimise delay in authorising records for disposal.

A new exhibition was mounted in December 1929, on the theme 'The Great War 1914-1918'. Exhibition features photographs from the Cyril Home Collection as well as material from the State Archives. It will be augmented early in 1980 by the addition of Mr. Home's last years of the exhibition which will be on loan to the Authority for a period of twelve months.

This Indenture made the nineteenth day of December

in the year of our Lord one thousand nine hundred and six Between **THE AUSTRALIAN AGRICULTURAL COMPANY** of the one part and Margaret Hewson wife of Sidney Hewson of Highes Hill in the State of New South Wales hereinafter styled 'the said Purchaser' of the other part

Witnesseth that in consideration of the price or sum of eight hundred and fifty six pounds (£856) paid by the said Purchaser to the said AUSTRALIAN AGRICULTURAL COMPANY for the purchase of the premises hereinafter mentioned the said AUSTRALIAN AGRICULTURAL COMPANY do hereby grant and convey unto the said Purchaser and his heirs

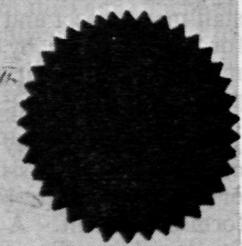
the lands delineated in the Plan hereunto annexed and therein colored Red and described as lot 244 near Highes Hill and situated on the land of the Australian Agricultural Company in the Parish of Newcastle County of Northumberland in the State of New South Wales commencing at the intersection of the south east boundary line of the Waratah Coal Company's Railway with the south west side line of the Maitland Road and bounded thence by that side of that road bearing south forty six degrees east (325°) three chains thirty five links (3.25) to the north western side line of an unnamed street thence by the north western side line of that street bearing south forty four degrees west (322°) one chain sixty links (1.60) to the northern side of Throsby's creek thence by the northern side of Throsby's creek bearing south westerly, westerly, and northerly to the south east boundary line of the Waratah Coal Company's Railway and thence by the south east boundary line of the Waratah Coal Company's Railway bearing north fifty seven degrees east eight minutes east eight chains fifty three links (5.75) to the point of commencement and containing four acres one rood and twenty perches (4⁰ 1⁰ 20⁰) more or less

Save and except nevertheless out of the grant and Conveyance hereinbefore made unto the said AUSTRALIAN AGRICULTURAL COMPANY their successors and assigns All mines and minerals lying and being in and under the land hereby conveyed or intended so to be To hold unto and to the use of the said Purchaser his

heirs and assigns for ever In witness whereof the said AUSTRALIAN AGRICULTURAL COMPANY have to one part of these presents caused their Common Seal to be affixed and to a duplicate thereof the said Purchaser his set her hand and seal the day and year first above written.

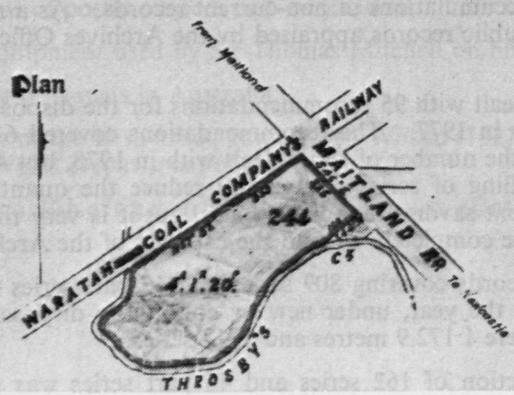
The Seal of the AUSTRALIAN AGRICULTURAL COMPANY was hereto affixed by Frederick Livingston Beaumont and John Hutchison Samack the Attorneys of the said Company duly constituted by Deed Poll bearing date the Ninth day of February 1906 in the presence of Laurel Wainwright

John Beaumont Beaumont
John Hutchison Samack



Signed Sealed and Delivered by the said Margaret Hewson in the presence of Laurel Wainwright

Margaret Hewson



Conveyance, Australian Agricultural Company to Margaret Hewson, 19th December, 1906, relating to the Newcastle Technical College site. Accessed during the year from the Crown Solicitor's Office.

Accessions during 1979

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 17 502 metres of shelving.

Some of the more notable accessions during the year were—

Attorney-General and Justice: Commissions as Justices of the Peace, 1975–6.

Colonial Secretary: Copies of telegrams sent, March, 1887–June, 1888.

Corrective Services—Division of Physical Resources, Burwood: Photographs and slides of various prison institutions and gaol inmates, c. 1960–77.

Education—Public Relations Branch: Records relating to Education Week in New South Wales Schools, 1954–78.

Governor: Correspondence, 1939–65.

Health Commission—Parramatta Psychiatric Centre: Case books; Admission registers; Letter books; Admission files; case papers and other records, 1848–1950.

Health Commission: Maps and plans of Lidcombe Hospital; Glass negatives of Parramatta Lunatic Asylum, c. 1900; Health Education films, 1935–65.

Industrial Commission: Transcripts of Proceedings, 1940–59.

Lands Department: Map of the Parish of St Phillip, 1830's; Parks and Reserves Branch, Administrative files, 1952–9.

Premier's Department: Electoral maps, 1973; Records of the Royal Commission into New South Wales Prisons, 1978 (exhibits, correspondence files, transcripts of proceedings, final report and other records.)

Public Transport Commission: Plans of trial railway surveys; Journals and ledgers, 1859–c. 1900; Files re annual reports and purchase of diesel engines.

State Prices Commission: Correspondence files; Transcripts of Inquiry into pricing of book publishing and selling, April–August, 1979.

Youth and Community Services: Case files—discontinued State supplementary childrens' allowances granted (other than de jure widows), 1946–69; Registers of case files, c. 1942–6; Minute book of the British Settlers Welfare Council, 1936–42.

Processing

Some 619 metres of records were processed in the City during the year. Records processed include the following: Aborigines Welfare Board correspondence files, 1949–69; Attorney-General and Justice special bundles, 1897–1977, and correspondence registers, c. 1925–59; Corrective Services records from Berrima, Cootamundra, Goulburn, Hay and Young Gaols; Court of Petty Sessions, Glen Innes, Bench books, 1860–66, 1871–87; Forestry Commission aerial photographs of State forests, c. 1930–58; Land Board Office, Tamworth, registers of letters received, 1885–1911; Department of Public Works Legal Branch deed packets, c. 1899–1965; and Registrar General newspaper affidavits and recognizances, 1924–49.

Staff curtailments in this area have resulted in very little detailed processing being carried out. Valuable early records, particularly those of the various colonial courts in a number of jurisdictions (Civil, Criminal, Probate, Lunacy, Insolvency and Equity), dating from 1800 still remain to be adequately sorted and described.

The Processing Section at the Kingswood Repository processed a further 2 424 metres of records during the year. Records processed include the following: Lands Department, various correspondence series, 1867–1951; Education subject files, 1880–1940; Randwick Tramway Workshop records, 1930–58; Treasury correspondence, 1886–1900; Prices Branch subject files 1947–55; and, Supreme Court civil case papers, 1860–1937.

Map processing was the area most severely affected by the staff situation. Only 500 maps were processed out of an estimated backlog of 300 000. The maps processed were chiefly from the series, Local Government: Plans received from Councils relating to public works, 1943–62.

The Archives Office received, for the first time, two major accessions of films—Department of Agriculture: Information and training films c. 1940–65, and Health Commission: Health education films, 1935–65. 406 of these have been processed. The processing of films can be particularly time-consuming as it is frequently necessary to view the films to note the title and other particulars, and to inspect the film stock to ensure that it is not nitrate. Nitrate film is a fire hazard and requires special storage.

Publications

During 1979, the Authority published the ninth volume of the *Supplement to the Concise Guide to the State Archives of New South Wales* (compiled by Mrs Christine Shergold and Ms Amanda Barber) and an inventory of the records of the *Governor's Court, 1814–24* (prepared by Mr John

Burke). Delays in appointing staff affected other projects, but it is hoped to publish inventories of the records of the Government Architect and of the Vice Admiralty Court of New South Wales, together with an *Index to Assisted Immigrants Arriving in Sydney, 1880-96*, during 1980.

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

Work on a number of other inventories of major record groups has had to be postponed again and there appears to be little prospect of renewing it in the near future. This is a matter of extreme concern to the Authority. While the preservation of the records is important the nature of archives is such that access to them is precluded and their value diminished unless the necessary finding aids are produced.

In addition, several heavily-used Guides are in need of revision and reprinting. In particular, the *Concise Guide* is due for reprinting in 1980 and work on the preparation of the material for production by word processor has commenced. Access to suitable equipment has also been arranged. However the new edition is unlikely to appear before 1981.

The following is a list of the publications already issued by the Archives Authority:

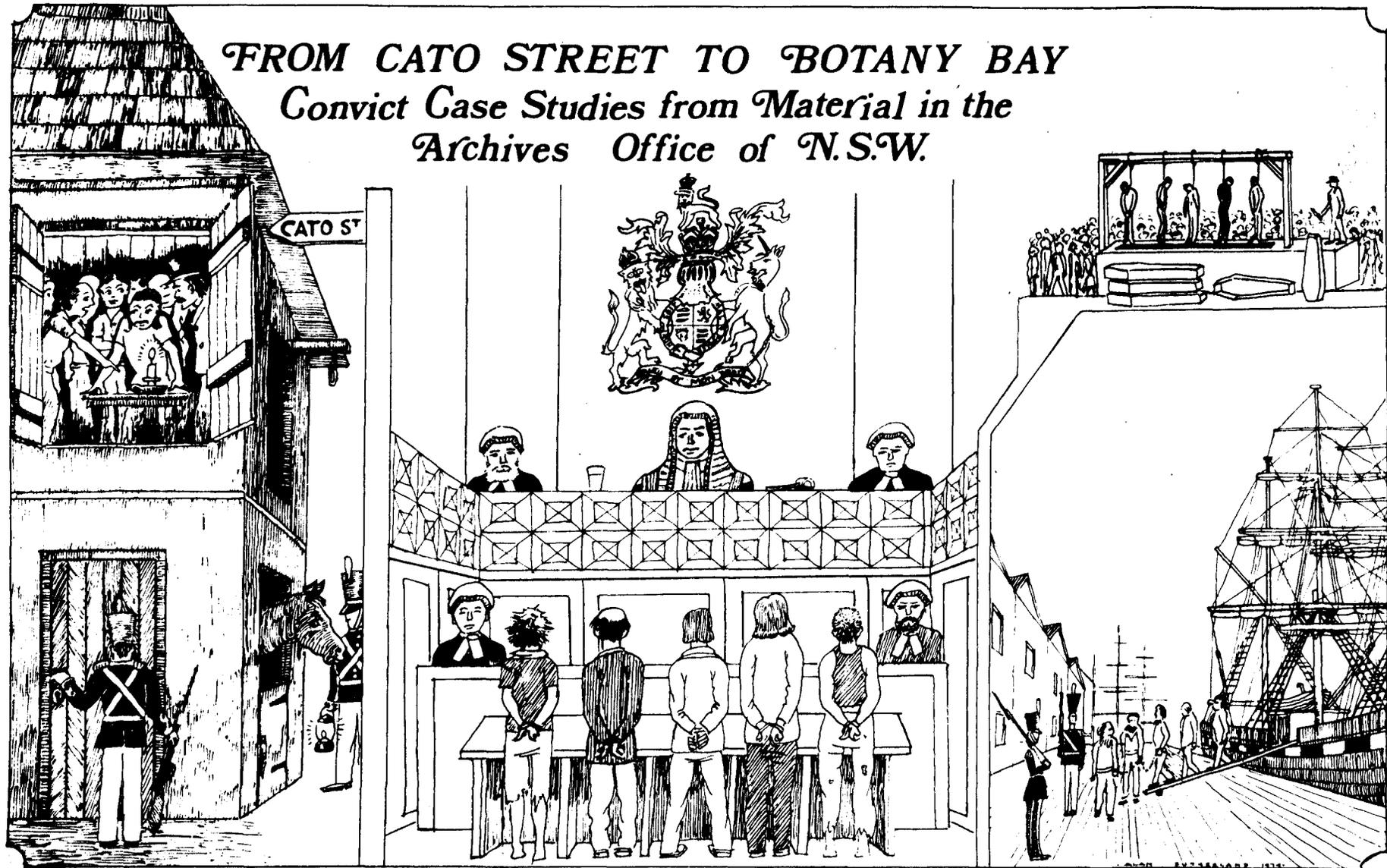
(a) Inventories and Guides

- (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. (Out of print.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.)
- (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.)
- (20) Governor's Court, 1814-24. (1979.)

(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) Government Printing Office: Glass Negatives.
- (10) Department of Education: Schools Files, 1876-1939.

FROM CATO STREET TO BOTANY BAY
Convict Case Studies from Material in the
Archives Office of N.S.W.



Cover design, by the artist Mr Alan Sutherland, for a document kit published by the Archives Authority during the year.

- (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.

(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).*
- (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.

Repair and Preservation of Records

Major advances were made in this area during 1979. The Authority now has its own Conservation Laboratory and approval was given in 1978 to appoint an expert overseas consultant for one year to advise on the selection of appropriate equipment and to establish procedures. Mr John Davies, previously Conservator of the National Archives of Malaysia and an expert consultant used frequently by UNESCO arrived on 18th February, 1979.

For the first six months Mr Davies devoted most of his time to the organization of the Laboratory: equipping and providing the necessary supplies for repair and preservation of the materials in need of treatment. The Laboratory can now undertake all forms of manuscript repair and certain types of book binding work including preventive treatments against fungi and insect infestation. Thus the following facilities have now been made available:

- Deacidification, both aqueous and non-aqueous methods.
- Testing for acidity.
- Traditional repair of manuscripts, maps, plans and drawings.
- Lamination—solvent process.
- Repair of documents with tissue papers and gossamer nylon.
- Sizing of manuscripts, maps, plans and drawings.
- Encapsulation .
- Binding and rebinding, including repairs to binding.

One Manuscript Restorer has been appointed to assist the Conservator and since then there has been progress in repair of some of the most valuable manuscripts, maps, plans and drawings including bindings. A total of 531 items were attended to during the period, 233 manuscripts being repaired, 242 cleaned, 34 maps repaired and encapsulated, 5 volumes bound, and torn covers of 7 bound volumes were repaired. Valuable items treated include Colonial Secretary: Papers re the capture of the Kelly Gang, 1879–80; Register of Land Grants and Conditional Pardons No. 1, 1792–95; and Letters of the bushranger "Captain Moonlight" (Scott) written while awaiting execution in Darlinghurst Gaol, 1880.



The Conservator, Mr John Davies, and the Manuscript Restorer, Ms Louise Johnston, at work in the Conservation Laboratory.

Binding however is a major problem. The Archives Office does not yet have a book binder on its establishment and although certain types of binding can be done in the Conservation Laboratory it means diverting the Manuscript Restorer from essential repairs. Only five volumes were bound and seven bindings repaired during the year. Approval is being sought from the Treasury to employ staff of the Registrar General's bindery to bind material for the Archives Office (on an overtime basis one night a week). This would certainly be of great assistance.

The microfilming programme has also been affected by staff problems and is continuing slowly. Material filmed in 1979 includes Colonial Secretary: Copies of Letters sent, 1814-33; Court of Criminal Jurisdiction: Minutes of Proceedings, 1798-1809; and Lands Department: Registers of Volunteer Force land order selections, 1870-89.

The Registrar General's Department has continued to microfilm maps and plans for the Archives Office as time permits, and to supply aperture cards which can be reproduced on reader printers in the Search Room. Some 650 maps and plans, including the most valuable stored in the Strongroom, were copied.

A little progress was made with the reproduction of prints from the Government Printing Office glass negatives. 169 negatives were copied on to modern safety film and 35 mm contact prints were produced for viewing in the Search Room.

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

On 31st March, 1979, the Yagoona Repository was closed with the records and staff being transferred to the Kingswood Repository. This represented a saving of over \$30,000 per year.

While only essential routine maintenance has been undertaken at the Shea's Creek Repository, various projects have been completed or initiated at the Kingswood Repository. These include: modifications to the air-conditioning including a new chilling system; renovation of office areas and the creation of a search room; installation of a public address system; switchboard modifications; additional loading bay; and the construction of a water storage tank and booster pump for the Stage II sprinkler system. The lighting system in the Stage II, Phase I building, completed in December, 1978, was awarded a Certificate of Commendation in the 1979 Meritorious Lighting Award Competition, which was conducted by the Illuminating Engineering Society of Australia.

The Authority was informed on 10th August, 1979, that funds would not be available for Phases II and III of Stage II of the Kingswood Repository. As a result of this, the Authority wrote to the Premier on 14th August, 1979, seeking to lease premises at Smithfield, in order to provide alternative accommodation for the Government Records Repository.

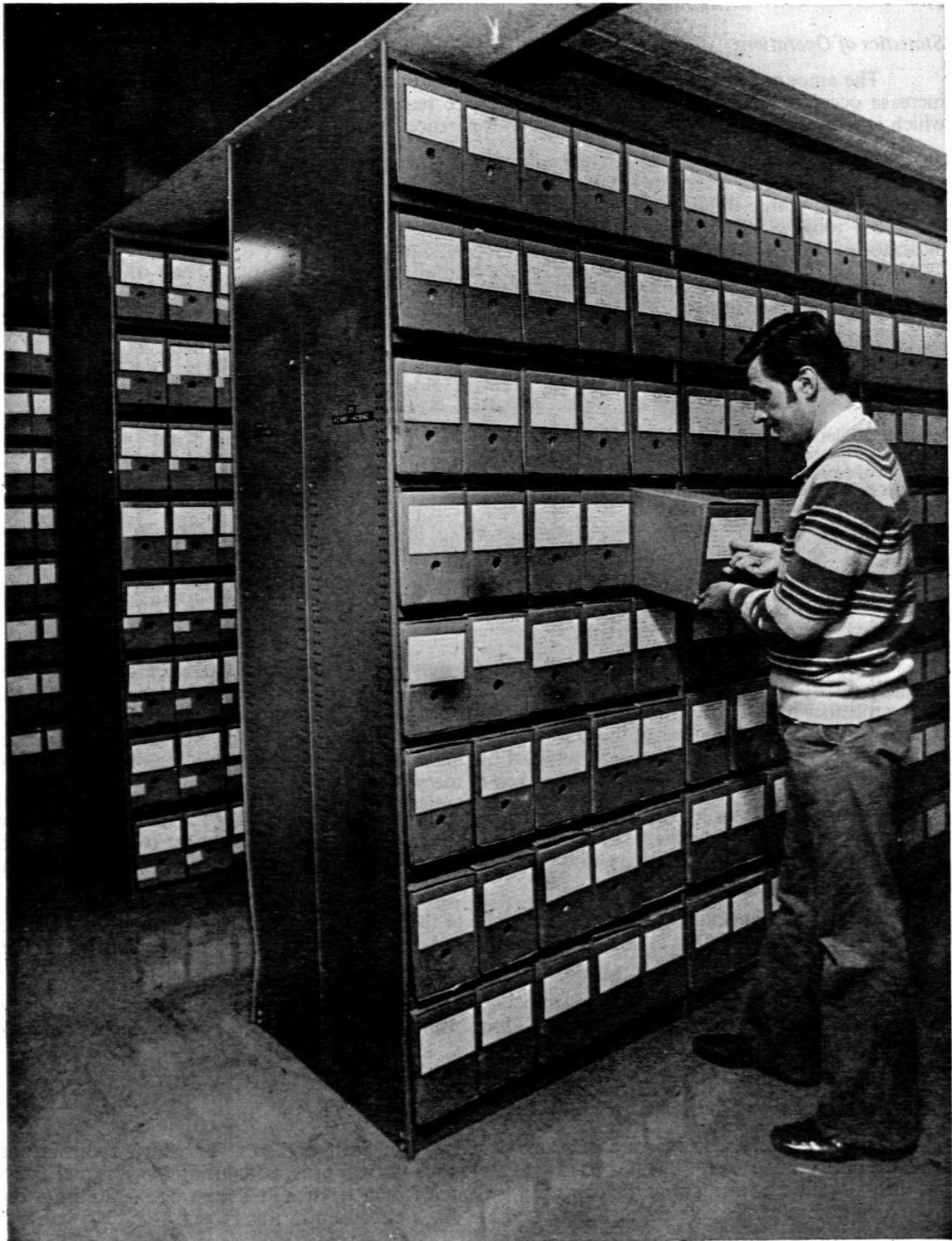
The Authority pointed out that although the premises at Smithfield had been privately constructed for factory purposes, they were built to very high standards and are particularly well suited for the storage of records. It was stated that the premises compared favourably in quality and on a dollar per linear metre basis with the proposed Kingswood extensions. The Authority recognizes that acquiring these premises would involve the Government in considerable expense, but it also believes that it offers advantages so great that they cannot be overlooked.

Capacity

The Government Records Repository is currently holding about 83 000 linear metres of semi-active records and State archives. The Kingswood Repository is almost full and has 62 000 linear metres of records while a further 21 000 linear metres is still held at Shea's Creek. The Authority has previously stressed the need to close the Shea's Creek Repository and transfer the records remaining there to more suitable accommodation. However, this can only be achieved when additional space is made available elsewhere.

As indicated earlier the Authority is concerned at the shortage of space currently facing the Government Records Repository. The Accommodation Salvage Programme which was conducted at the Kingswood Repository between 1977 and mid-1979 increased the capacity of that Repository by about one-third and this, in conjunction with the completion of the Stage II, Phase I extension, provided the Repository with space to meet its existing commitments. The Authority estimates that it will need to house an additional 50 000 linear metres of semi-active records by 1984, in addition to providing space to enable the closure of Shea's Creek to proceed. At the end of 1979 the Kingswood Repository had less than 1 000 linear metres remaining for semi-active records.

The Archives Authority uses the Government Records Repository to store, efficiently and economically, semi-active records on behalf of most public offices of the New South Wales Government.



Modern, efficient storage at the State Archives and Government Records Repository, Kingswood.

Since the Repository has very little space remaining it will have to close to new accessions in early 1980 and cannot reopen until such time as further accommodation is provided. The Authority, in seeking the acquisition of suitable premises at Smithfield, foresaw an estimated capacity in excess of 120 000 linear metres which would meet both its short-term and longer term storage commitments. It is estimated that the Government Records Repository would be required to have a capacity of 180 000 linear metres of records by 1990 and the acquisition of the Smithfield premises, operated in conjunction with the Kingswood Repository, would enable this to be done without the need to seek further accommodation throughout the next decade.

Statistics of Operations

The amount of regular work done in the Repositories increased during the year. The largest increase occurred in the areas associated with space requests and the receiving of new accessions, which is indicative that demands upon the File Reference Service will grow.

The number of individual reference inquiries handled by the File Reference Service amounted to 75 411 in 1979 compared with 71 603 in 1978, representing a monthly average of 6 284 jobs compared with 5 967 last year. Reference to State archives (as distinguished from semi-active records) accounted for 11 227 jobs, which is 15 per cent of the whole. The file reference statistics are a quite accurate indicator of overall rises and falls of all types of Government Repository operations.

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

	1971	1972	1973	1974	1975	1976	1977	1978	1979
Number of files requested	39 565	37 893	39 116	36 647	36 492	37 566	37 105	41 820	43 826
Number of files issued	32 185	30 977	33 324	30 944	29 801	31 621	31 682	36 025	36 892
Number of files returned	20 083	23 145	26 351	22 287	23 588	24 216	22 632	26 241	25 081
Number of files added to existing boxes	1 718	2 300	2 489	1 803	3 038	3 172	3 086	1 456	3 473
Number of loose papers to be attached to files or number of files retained in Department	3 364	3 430	2 384	3 107	4 393	4 524	2 987	2 086	3 031
Total File Reference Operations performed	64 730	66 768	70 340	63 844	67 511	69 478	65 810	71 603	75 411

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, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by public offices; each time any one of these actions is performed reference has to be made to one box of records.

The percentage of files issued to files requested during 1979 was eighty-four, which compares favourably with previous years. 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 1 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 thirteen page manual, entitled "Procedures for Using the Government Records Repository", was produced in 1979.

Archives Processing and Reference work

The Repository also stores a substantial quantity of State archives, for which room is not available in the City office. A large quantity of State archives was processed during the year and there was also a significant increase in the demand for Search Room services at Kingswood. Statistics on processing and reference services at Kingswood are given elsewhere in this report.

RECORDS MANAGEMENT OFFICE

Operations

The Records Management Office was established by the New South Wales Public Service Board in March, 1976, to investigate and analyse record procedures throughout the Service, and specifically to advise the Board and Departments on ways of achieving sound records retention and disposal policies, the economical use of storage facilities and the improvement of the record systems.

The main broad areas in which the Records Management Office is presently involved are—

Keyword Method of Classification

The Progressive implementation of the Keyword Method of Classification in Government departments where the Keyword classification system has been identified as being suitable. Implementation has been completed in the Department of Youth and Community Services (a pilot project) and the Crown Lands Office.

This programme is now in progress in several other registries.

Records Scheduling and Disposal

The Records Disposal Education Programme is a Service wide programme, which involves the training of officers from Government departments in the compilation of functional records disposal schedules. This Programme's objective is to encourage departments to identify those records which can be destroyed or transferred to the Government Records Repository or the State Archives, and to set retention periods for all record series.

A programme to progressively close departmental repositories commenced in 1979 as part of the policy to centralize all secondary storage areas to the Government Records Repository. Obviously progress in this area is adversely affected by the lack of space in the Kingswood Repository.

Record System Reviews

This Office provides assistance to Government departments on the improvement of record systems. Departmental involvement in the decision-making process is encouraged, and this facilitates the implementation of changes.

Training

This Office presently offers three training courses in records management.

These are—

Records Management Course (5 days),

Records Operations Workshop (1 day),

Records Scheduling and Disposal Workshop (2 days).

Training in the Keyword Method of Classification is also given to records officers in those departments which are implementing Keyword.

Records Management Courses and Records Operations Workshops have been held in Newcastle and Grafton, and a Records Operations Workshop was held in Batlow, as part of a regional training programme.

Publications

These are produced to assist record system survey work, and to disseminate as widely as possible, information on records management. There are six publications available in the series "Publications on Records Management".

Another series entitled "Training Courses in Records Management" documents the training sessions.

Because of the volume and complexity of work being carried out by the Records Management Office, the Authority has decided to incorporate only a broad outline of its activities in this report. Arrangements have been made, however, for the Office to produce a more detailed report on its activities to the Authority each year and this will be circulated to those on the current mailing list for the Authority's report and will also be made available to any other organization requesting it.

THE ARCHIVES AUTHORITY

During 1979, the Archives Authority continued the practice, begun in 1978, of meeting more frequently in order to handle the increased level of business. There were twelve meetings during the year, consisting of eight business meetings, three supplementary meetings to consider routine disposal recommendations, and one special meeting which was held to consider the staffing question. The attendances were as follows:

	<i>Main</i>	<i>Supplementary</i>	<i>Special</i>
Mr J. W. Davies, B.Ec. (Chairman) (Resigned as Chairman and member, effective from 28th September, 1979)	5	3	0
Mr B. R. Davies, LL.B. (Deputy Chairman).. ..	8	3	1
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. (Excused for his absence from one meeting) ..	8	2	1
Mr A. R. Horton, B.A., F.L.A.A. (Excused for his absence from one meeting)	8	2	1
Mr B. H. McGowan, B.A., M.P. (Appointed 1st June, 1979. Excused for his absence from four meetings)	4	0	0
Mr N. B. Nairn, M.A.	8	3	1
Mr K. R. Rozzoli, M.P. (Excused for his absence from two meetings. Term expired 31st May, 1979).. .. .	2	0	0
Professor J. M. Ward, M.A., LL.B., F.A.H.A., F.A.S.S.A. (Appointed Chairman 28th November, 1979. Excused for his absence from two meetings)	7	2	1
Mr E. G. Warrell, M.C.E. (Appointed 21st November, 1979).. .. .	1	0	0
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (Excused for his absence from four meetings) ..	6	1	1

The Chairman, Mr J. W. Davies, resigned from the Authority on 28th September, 1979. He had been a member and Chairman of the Authority since 1973.

At its meeting on 14th September, 1979, the Authority unanimously resolved to place on record its gratitude and very warm appreciation of Mr Davies' services as Chairman of the Authority, and to extend to him its best wishes upon his retirement as a member.

Mr Davies was succeeded, as the member nominated by the Public Service Board under section 4 (2) (e) of the Archives Act, by Mr E. G. Warrell, M.C.E.

Professor J. M. Ward was appointed Chairman of the Authority, under section 6 of the Archives Act, on 28th November, 1979, in succession to Mr Davies.

Mr K. R. Rozzoli retired as a member of the Authority upon expiry of his term of office on 31st May, 1979.

At its meeting on 8th June, 1979, the Authority resolved to extend its warm appreciation to Mr Rozzoli and its best wishes on his retirement as a member.

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

Staff

The Authority is conscious that the quality of the services given by the Archives and Records Management Offices flows directly from the quality and professional dedication of the staff. Credit has been given in passing in this report to the work of some staff members. The Authority believes it is appropriate to commend them and to state its conviction that without the leadership of senior staff the opportunity of other staff to work so effectively would have been seriously reduced. The Authority is extremely fortunate to have officers of the quality of Mr I. Maclean, Mr D. J. Cross and Ms D. Patenall available to it.

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.

I. MACLEAN,
Principal Archivist.

J. M. WARD,
Chairman.

FILE REFERENCE SERVICE

Public Office	Requested	Issued	Returned	Miscellaneous*	Total No. of Jobs	Per cent of Total
Stamp Duties Office	6 375	5 087	3 351	1 105	10 831	14.36
Water Resources Commission	4 138	3 655	3 396	101	7 635	10.12
Archives Office (Search Room)	3 188	3 087	2 951	..	6 139	8.14
Mineral Resources and Development	2 625	2 116	1 641	340	4 606	6.12
Health Commission	1 414	1 281	1 057	1 840	4 311	5.72
Main Roads	2 868	2 708	1 020	407	4 295	5.70
Public Works	2 515	2 126	1 485	173	4 173	5.53
Attorney General and Justice (including Magistrates Courts Admin.)	2 697	2 207	1 373	52	4 122	5.47
Youth and Community Services	2 590	1 739	1 016	127	3 733	4.95
Education Department	1 991	1 546	845	399	3 235	4.29
Lands Department	1 592	1 307	771	287	2 650	3.51
Corrective Services	1 439	1 269	577	265	2 281	3.02
Industrial Relations and Technology	810	683	252	304	1 366	1.81
State Library	719	648	449	..	1 168	1.55
Supreme Court	576	412	426	38	1 040	1.38
Public Trust Office	593	500	363	10	966	1.28
Registrar General	475	380	388	13	876	1.16
Corporate Affairs	434	370	396	41	871	1.16
Government Insurance Office	641	477	107	80	828	1.10
Public Service Board	436	351	271	119	826	1.10
Crown Solicitor	473	338	243	23	739	0.98
Housing Commission	339	258	378	7	724	0.96
Agriculture Department	344	303	249	110	703	0.93
Technical and Further Education	369	326	267	21	657	0.87
Valuer General	383	366	171	24	578	0.77
Rent Control Office	308	293	259	1	568	0.75
Workers' Compensation Commission	513	450	19	11	543	0.72
Maritime Services Board	261	226	176	81	518	0.69
Superannuation Board	326	258	116	55	497	0.66
Clerk of the Peace	199	160	150	143	492	0.65
Treasury	163	143	117	133	423	0.56
Builders Licensing Board	286	267	73	5	364	0.48
Government Stores	177	157	127	11	315	0.42
Premier's Department	146	125	94	75	315	0.42
Local Government	260	247	24	4	288	0.38
M.W.S. & D. Board	140	133	116	..	256	0.34
Services Department	236	194	10	11	257	0.34
Land Tax Office	129	112	95	..	224	0.30
State Fisheries	112	92	52	28	192	0.25
Planning and Environment	98	98	98	0.13
Public Solicitor	78	66	18	1	97	0.13
Sport and Recreation	76	66	20	1	97	0.13
State Emergency Services	55	52	30	11	96	0.13
Public Transport Commission	57	48	9	2	68	0.09
Western Lands Commission	44	44	17	..	61	0.08
Energy Authority	29	29	25	1	55	0.07
Decentralization	28	23	11	10	49	0.06
Legislative Assembly	11	11	22	6	39	0.05
Co-operative Societies	6	6	19	4	29	0.04
Tourism	2	2	13	13	28	0.04
Police	19	12	7	..	26	0.03
Forestry Commission	20	15	5	..	25	0.03
Soil Conservation	15	15	7	1	23	0.03
Rural Assistance Board	1	1	7	..	8	0.01
Consumer Affairs	3	3	3	} 0.01
National Parks and Wildlife	3	3	3	
Board of Fire Commissioners	1	1	1	
Totals	43 826	36 892	25 081	6 504	75 411	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.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

(NOTE: For this financial year the expenses of the Records Management Office were reincorporated with those of the Archives Office of New South Wales.)

Statement of Receipts and Payments for the Year Ended 30th June, 1979

Receipts		Payments	
	\$		\$
Provided from Consolidated Revenue	741,853.82	Salaries, wages, penalties, allowances (A items)	594,453.49
Miscellaneous Receipts	3,361.28	<i>Maintenance and Working Expenses</i> (B items)—	
		Meal Allowances	230.91
		Expenses in Connection with Buildings (rented)	15,400.00
		Maintenance in Connection with Buildings (rented)
		Travelling, Removal and Sub- sistence	5,808.05
		Motor Vehicles—Running Costs, Maintenance, etc.	5,146.29
		Freight, Cartage and Packing	572.05
		Books, Periodicals and Papers	1,775.91
		Postal and Telephone Expenses	1,170.14
		Fees for Services Rendered	288.24
		Stores, etc.	96,377.75
		Other Insurance	88.34
		Publications	15,699.00
		Minor expenses not elsewhere included	356.10
		<i>Special Expenses (C items)</i>	
		Purchase and reproduction of Public Archives	4,487.55
		Miscellaneous receipts paid to Consolidated Revenue	3,361.28
	<u>\$745,215.10</u>		<u>\$745,215.10</u>

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 of the Archives and Records Management Offices for the year ended 30th June, 1979, is a correct record of transactions as shown by such accounts.

I. MACLEAN, Principal Archivist.

W. E. HENRY,
Auditor-General of New South Wales.

Sydney,
28th September, 1979.

ARCHIVES
AUTHORITY
NEW SOUTH WALES

ANNUAL
REPORT

FOR THE YEAR 1980

1980-81

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES
FOR 1980

Ordered to be printed, 30 April, 1981

BY AUTHORITY
D. WEST, GOVERNMENT PRINTER, NEW SOUTH WALES—1981

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1980

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 twentieth annual report, covering the year ended 31st December, 1980.

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

GENERAL

Accommodation

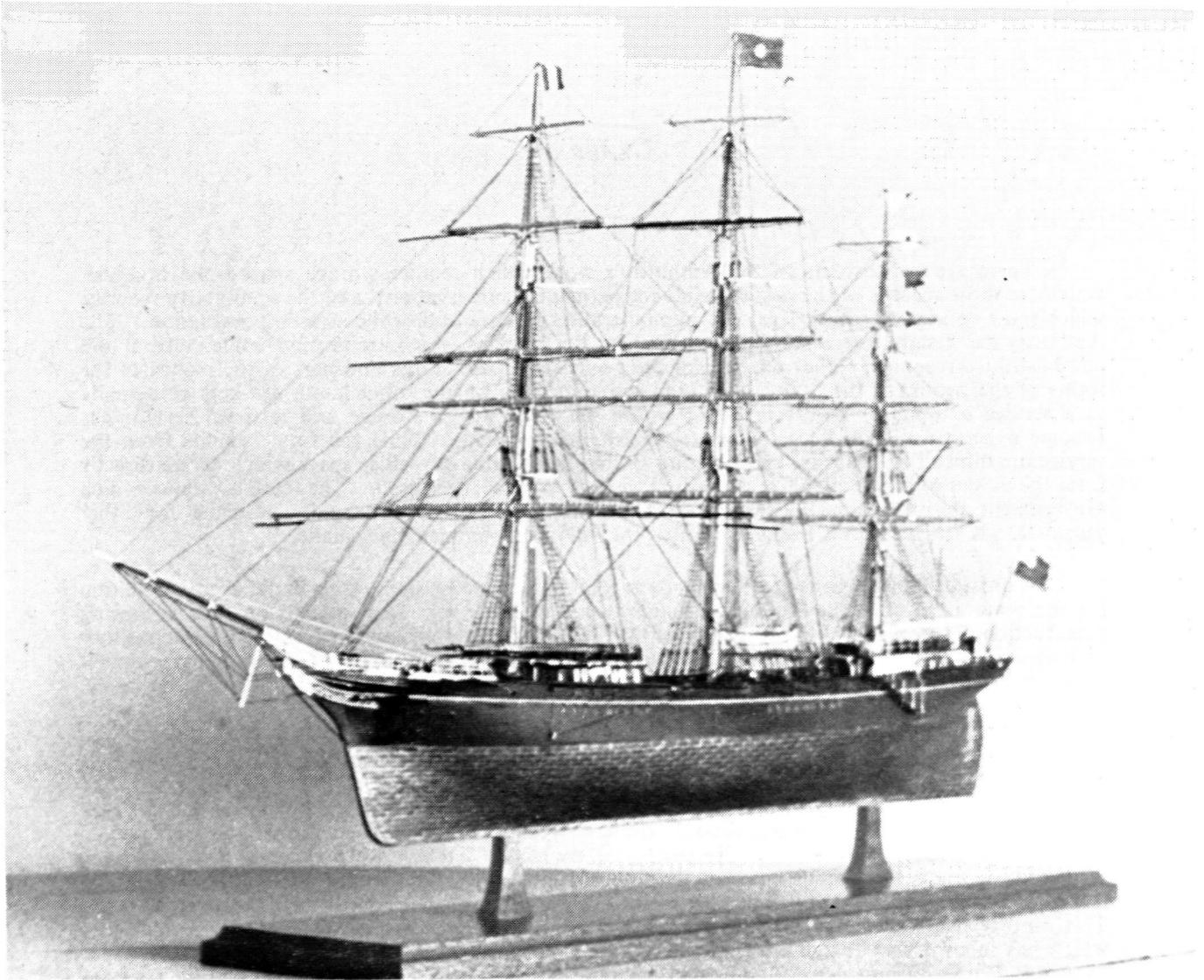
There are two aspects of the Authority's work which require storage space: the archives, which are those records of the past set aside for permanent preservation; and the semi-active records, which must be kept to satisfy legal and administrative requirements while awaiting evaluation. The Authority 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.

A great deal of progress has been made in recent years towards providing better accommodation for the State archives. The Authority is able to report, with very real satisfaction, 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.

Unfortunately this is not 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. For example, the largest quantity of State archives ever accessioned in any one year was the 1 825 linear metres received in 1979. By comparison, in the same year public offices were despatching semi-active records to the Government Records Repository at the rate of 6 000 linear metres per year and were submitting requests for storage space at the rate of 12 000 linear metres per year. 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 lead 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, funds could not be made available in 1979-80 to complete construction of Stage II of the Kingswood Repository and the Authority therefore submitted a proposal to purchase or lease accommodation elsewhere. This accommodation could not be acquired and as storage space was virtually exhausted by March, 1980, the Authority was reluctantly obliged to temporarily close the Repository to further accessions of semi-active records pending other arrangements being made. This step has inevitably led to large quantities of records accumulating in public offices.

However, in August, 1980, the Authority was informed that provision had been made in the Public Buildings Programme for 1980-1 for work to commence on the next stage of the Kingswood Repository, and it is expected that this will be completed by mid-1982.



Model of the clipper ship *Thermopylae* by Mr Cyril Hume, on exhibition in the State Archives building. (On loan from the Museum of Applied Arts and Sciences.)

Organization and Staffing

In 1979 the Authority reported that the maximum number of staffing positions in the Archives and Records Management Offices which could be filled had been reduced from 55 to 48. Although this did not entail the dismissal of staff it halted the progressive up-grading of services needed to operate the new State Archives building. This staff numbers determination was reviewed early in 1980 but the positions were not restored and in March a decision was taken to maintain the Archives Office's services to the public at the expense of the Records Management Office's services to public offices. The Records Management Office's staff was therefore halved, with five of its ten positions being transferred to the Archives Office. Two temporary assistants were allocated to the Archives Office for four months in order to ensure that services to the public were maintained pending these organizational changes.

While this solution ensured the preservation of existing Archives Office services it did not permit expansion to meet rising public demand, and it resulted in a marked curtailment of Records Management Office activities.

In August, 1980, the maximum staff number was increased from 48 to 50, providing welcome relief in the administrative area. However, at the end of the year the Records Management Office was still operating at half of its June, 1979, level.

The Authority strongly endorses the policy of maintaining services to the public and it is conscious of the need to curtail public expenditure and limit the growth of the public service. At the same time it believes that the Records Management Office makes a vital contribution to the efficient and effective management of the State's records, and it is naturally anxious to ensure that the Office be restored to its full strength. In recent years the Authority has accepted commitments to operate a centralized semi-active records repository on behalf of the Government and to supervise the activities of the Records Management Office, in addition to its statutory responsibility to preserve and maintain the State's archives. Staff have been reallocated to meet these responsibilities and steps are being taken to improve the overall staffing position.

In December, 1980, an additional position was created on the Authority's establishment, to permit the appointment of an archivist to care for the records of the New South Wales Parliament. This measure will ensure the preservation of the oldest, and perhaps the most historically significant, legislative records in Australia.

THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

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

ARCHIVES OFFICE AND GOVERNMENT RECORDS REPOSITORY

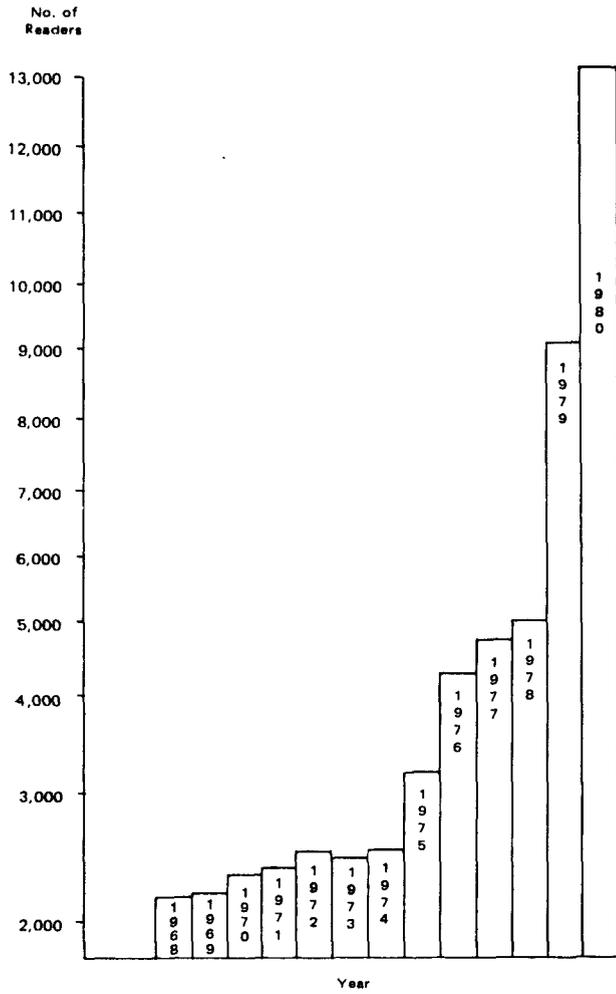
Reference Services Division

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.

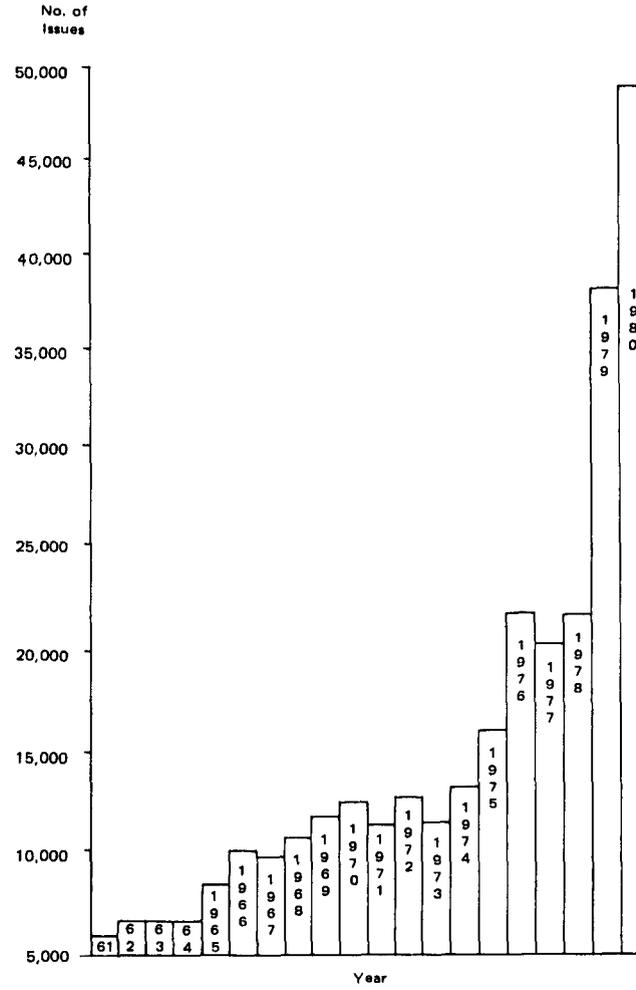
However, in November, 1977, the Government announced its decision that all non-current and permanently valuable records, including the records of State Cabinet, which are more than 30 years old, would be transferred as State archives and made available for public access and use. The only exceptions are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

GROWTH IN PUBLIC USE OF THE STATE ARCHIVES

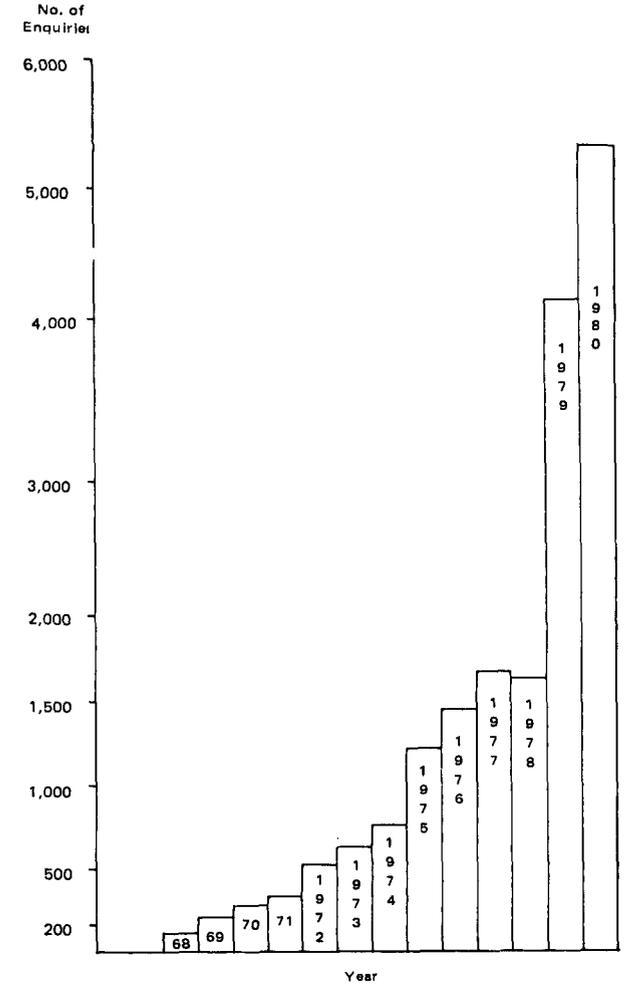
-1-
Reader Visits to Search Room



-2-
Issues of State Archives in Search Room



-3-
Written and Telephone Enquiries



In 1979 the Authority reported an enormous increase in public demand for services, following the opening of the new State Archives building. This trend continued in 1980, and although the rate of growth did not equal the 1979 increase it has been sufficiently great to warrant special comment. The rise can best be expressed in terms of percentage increases over 1979. During 1980—

- The number of readers' tickets issued increased by 20.2 per cent;
- the number of temporary authorities to use the State archives increased by 64.8 per cent;
- the number of State archives, exclusive of maps and plans, issued in the Search Room increased by 26.4 per cent;
- the number of maps and plans issued in the Search Room increased by 20.1 per cent;
- the number of readers in the Search Room increased by 42.9 per cent; and
- the number of inquiries answered by letter and telephone increased by 27.1 per cent.

The increase is traceable to two main causes. The first is the move to the State Archives building and particularly the better facilities which it provided, the freer access conditions announced when it was opened, and the attendant wide publicity.

The second and far more significant cause is the great popularity of family history research. Interest in family history is worldwide and has been growing for at least two decades. In 1976 it received tremendous stimulus in North America from the United States' Bicentenary Celebrations and the publication of Alex Haley's book *Roots*, and the boom generated by these events has since spread to Australia. Genealogists presently constitute about 80 per cent of users of the State archives and there is every indication that their numbers will continue to expand, and that enthusiasm for this type of research will be quickened by the coming 1988 Australian Bicentenary.

On the one hand, the Authority welcomes 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, a point has been reached where a very substantial proportion of the Authority's professional and ancillary staff are committed to providing reference services and the Authority is concerned at the detrimental effect that this is having on its fundamental role in records retention, storage and disposal.

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 1980, 975 readers' tickets had been issued and were still current, compared with 811 in 1979. In addition to holders of readers' tickets, a further 9 454 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1979 was 5 734. This rise in the number of readers seeking access to the State archives is reflected in the following table.

Reference to State Archives

	1974	1975	1976	1977	1978	1979	1980
Number of issues	12 700	15 504	20 949	19 348	20 840	35 465	44 856
Number of issues of maps ..	452	488	821	794	840	2 434	2 924
Total number of readers ..	3 595	3 253	4 237	4 737	5 035	9 162	13 096

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 declined during the year. In 1980 there were 73 visits by readers compared with 78 in 1979, and the number of issues of State archives was 523 compared with 948 in 1979.

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 Lands Department plans, both by the Department and by others such as the Public Transport Commission and the Department of Main Roads, and of the correspondence files of the Department of Youth and Community Services. Such usage is increasing and 3 327 State archives were issued to Government departments during the year. This figure refers only to issues of documents; in a further 315 instances in 1980 the official use of the State archives for the 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.

Inquiry Service

In 1980 the number of inquiries answered by letter and telephone was 5 263, compared with 4 139 in 1979 and 1 627 in 1978. The range of subject matter dealt with is illustrated by the following examples:

Silverton Tramway Company.

Outbreak of Japanese prisoners of war, Cowra, August, 1944.

Script for the film *The Sentimental Bloke*.

Letters written by the bushranger A. G. Scott ("Captain Moonlight") while he was in Darlinghurst Gaol awaiting execution, 1879-80.

Colonial history of six machine breakers who were transported to New South Wales on the *Eleanor*, 1831.

Permission to publish extracts from State archives was granted by the Authority on 52 occasions in 1980.

Exhibitions

A new exhibition was mounted in December, 1979, on the theme *The Great Age of Sail*. The exhibition features photographs from the Cyril Hume Collection as well as material from the State archives, and in January, 1980, it was augmented by the addition of Mr Hume's fine model of the famous clipper ship *Thermopylae*. This model has since been purchased by the Museum of Applied Arts and Sciences, but is on loan to the Authority pending completion of the new Museum.

The exhibition has proven very popular and more than twelve thousand people visited it during the year.

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 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.

A total of 10 580 Xerox copies, 6 498 reader/prINTER copies, 2 417 aperture card negatives, 511 photographic prints, and 17 microfilm reels were produced for the public in 1980.

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 1980, the Authority dealt with 116 recommendations for the disposal of public records, compared with 95 in 1979 and 380 in 1978. The recommendations covered 923 series of records.

In total, 283.7 metres of records covering 676 series and 106 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1979 were 1 825.6 metres and 855 series and part series.

Authorization for the destruction of 397 series and 107 part series was given in 1980. 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 1980 covered the immediate destruction of at least 4 522 metres of files and about 6 800 maps, 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 1980 the Authority continued to meet at monthly, instead of two monthly intervals in order to minimize delay in authorizing records for disposal.

Accessions during 1980

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 17 786 metres of shelving.

Some of the more notable accessions during the year were—

Attorney-General and Justice: Card Index to Inquests, 1942–63; Applications for admission as Justices of the Peace, 1977; Oaths of Allegiance and judicial oaths of Justices of the Peace, 1973–77.

Bench of Magistrates, Parramatta: Proceedings, 19–28th October, 1820, 28th April–5th May, 1821.

Board of National Education: Plan of the Model School, Sydney, c. 1849–50.

Colonial Secretary: Richmond School Roll book, July, 1822–February, 1824.

Court of Petty Sessions, Yass: Letter book, 25th June, 1847–25th December, 1855.

Government Architect: Plans of public buildings, 1834–99; Specification of Government House, Sydney, 1834.

Main Roads: Glass negatives and lantern slides relating to the construction of Sydney Harbour Bridge, 1921–33; Bradfield lantern slides.

Maritime Services Board: Rent ledgers, c. 1900–1950's.

Metropolitan Water Sewerage and Drainage Board—Photographic Section: Movie films; Card index to films; Registers of films; Alphabetical index to films, c. 1947–68.

Premier's Department: Records of the Royal Commission into Drug Trafficking, 1977–80 (exhibits, correspondence, transcripts of proceedings, report, summonses to witnesses, newspaper clippings and other records).

Public Works—Walsh Island Dockyard: Linen tracings and plans relating to vessels built at Walsh Island; Negatives of plans; Card index to plans; Photographs and glass negatives. C. 1915–30.

State Rail Authority: First day covers, 1980.

Sydney Observatory: Correspondence and reports relating to Parramatta and Sydney Observatories, 1827–66.

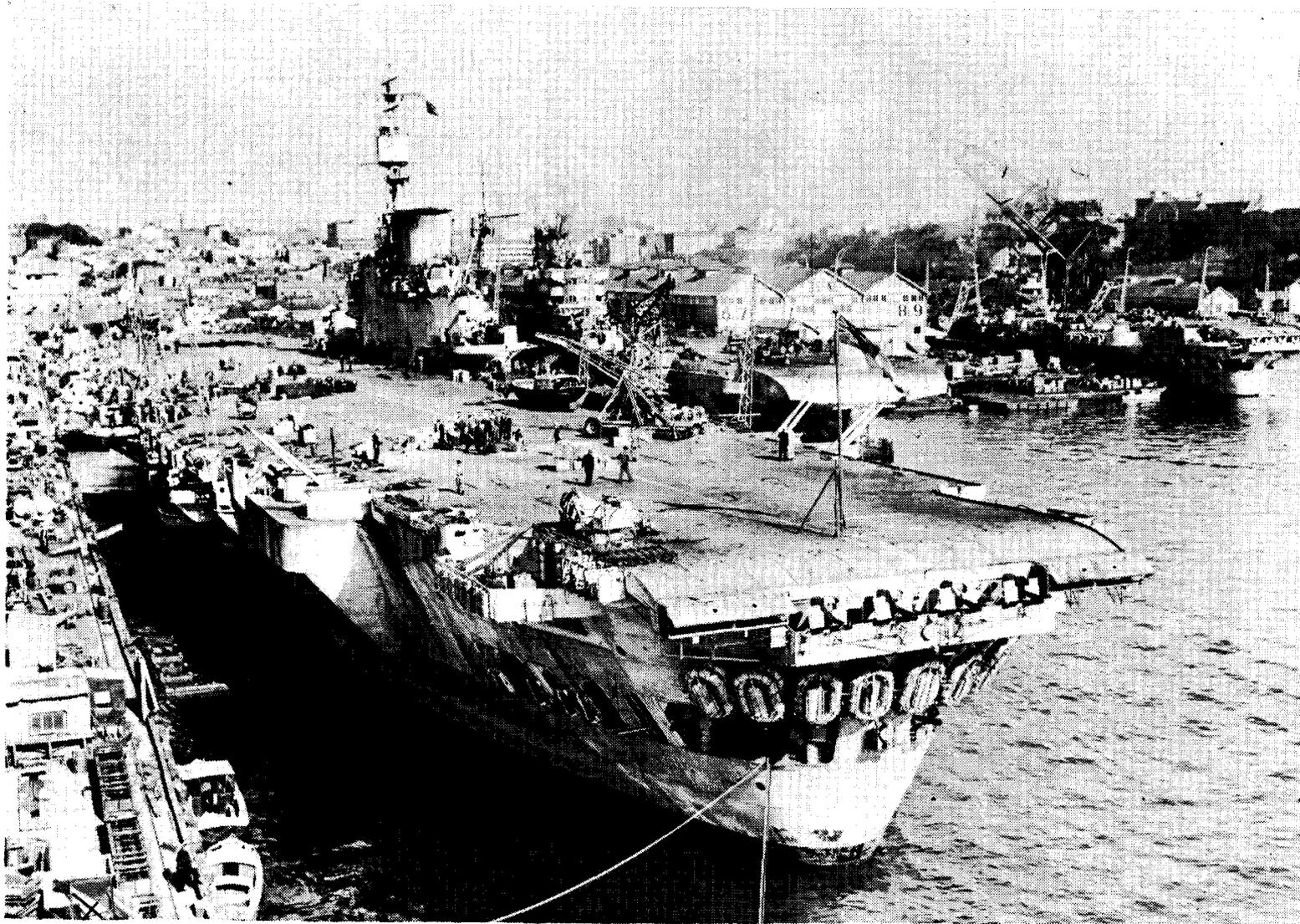
Water Conservation and Irrigation Commission: Papers re the employment of Henry Lawson, 1915–16.

Processing

Only 219 metres of records were processed in the City office during the year, compared with 619 metres processed in 1979. Records processed included the following: Agriculture, Division of Marketing and Economics, Daily reports on prices of farm produce traded in New South Wales, 1928–71; Attorney-General and Justice, Special bundles, c. 1904–76, and Papers of W. A. Robey, Assistant Under Secretary for Justice, c. 1954–73; Corrective Services, Probation and Parole Service, Special bundles, 1953–72, Correspondence, 1968–72, and other records; Education, Papers of the Directors General of Education, 1969–77; The Governor, General correspondence files, 1958–64, Despatches to the Secretary of State, 1926–62, and Despatches from the Secretary of State, 1936–39; Ministry of Transport and Highways, Card index to correspondence and file movement registers, 1961–71; various records from the National Parks and Wildlife Service, 1919–75; and State Superannuation Board, Indexes and registers of proofs of age, c. 1900–39.

Additional processing time was expended on the arrangement and description of glass negatives and films. The processing of these types of records is particularly time consuming as, for the most part, each item must be carefully examined before identification is possible. In total, some 120 films, mainly from the Department of Agriculture, and c. 275 boxes of glass negatives were processed. However, the total number of glass negatives which were identified is in the vicinity of 5 000 discrete items.

A considerable amount of time was also expended on other tasks which are related to the processing function. They included extracting the cards indexing the Colonial Secretary's correspondence from the Mitchell Library's Manuscript Catalogue; re-boxing the Colonial Secretary's correspondence; wrapping the Department of Education School files; listing and indexing the Sydney Bench of Magistrates' proceedings, 1788–1820; and listing the early criminal papers of the Supreme Court. However, while these miscellaneous tasks all reduced the amount of time which could be devoted to normal processing work, the fundamental reason for the low processing output in 1980 was the lack of staff available to work in this area.



The aircraft carrier *H.M.S. Indefatigable* at Garden Island, 1945. From the collection of glass negatives accessioned from the Maritime Services Board.

As in 1979, map processing was severely affected by the staffing situation. Only 1 483 maps were processed during the year out of an estimated backlog of 300 000. Maps processed included the following: Colonial Architect, Plan of Government House, Sydney, 1834, and plan of Sydney Hospital, 1854; Metropolitan Water Sewerage and Drainage Board, plans of Sydney Harbour Bridge approaches and the City Railway, 1902-34; and State Dockyard, Newcastle, plans of vessels and other undertakings built at the State Dockyard, 1935-70.

The Processing Section at the Kingswood Repository processed a further 1 290 metres of records during the year, compared with 2 424 in 1979. Records processed included the following: Attorney General and Justice, Special bundle concerning the appointment of King's Counsels, 1898-1941; Auditor General, Correspondence and inspector's reports, 1907-30; Department of Public Works, various records, transferred from the Department of Main Roads, concerning the construction of roads, 1876-1935; Registry of Co-operative and Friendly Societies, Defunct building and co-operative societies files, 1848-1940; State Contracts Control Board, Minutes of meetings, 1923-74; and Technical and Further Education, Examination result registers, 1915-54.

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 efficiently advise 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 1980, the Authority published three issues of the tenth volume of the *Supplement to the Concise Guide to the State Archives Of New South Wales* (compiled by Mrs Christine Shergold); a *Supplement to the inventory of the Colonial Secretary: Correspondence records* (prepared by Mrs Christine Shergold); and descriptive inventories of the records of the *Government (Colonial) Architect, 1837-c. 1970* (prepared by Ms Dianne Patenall and Mrs Jennifer Kerr), and of the *Vice Admiralty Court of New South Wales, 1787-1911* (prepared by Mrs Christine Shergold).

Five 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. In addition, several heavily-used guides are in need of revision and reprinting. The *Guide to Convict Records in the Archives Office of New South Wales* has been revised and a new edition should be available in mid-1981. Work on the preparation of the *Concise Guide* for production by word processor is continuing and it is hoped that the new edition will be available by the end of 1981.

A second batch of six postcards was received from the Government Printer during the year; and limited editions of ten maps and two sketches were reproduced by the Lands Department from original documents held in the Archives Office. All of these items have been selling well and this programme is being expanded.

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

Repair and Preservation of Records

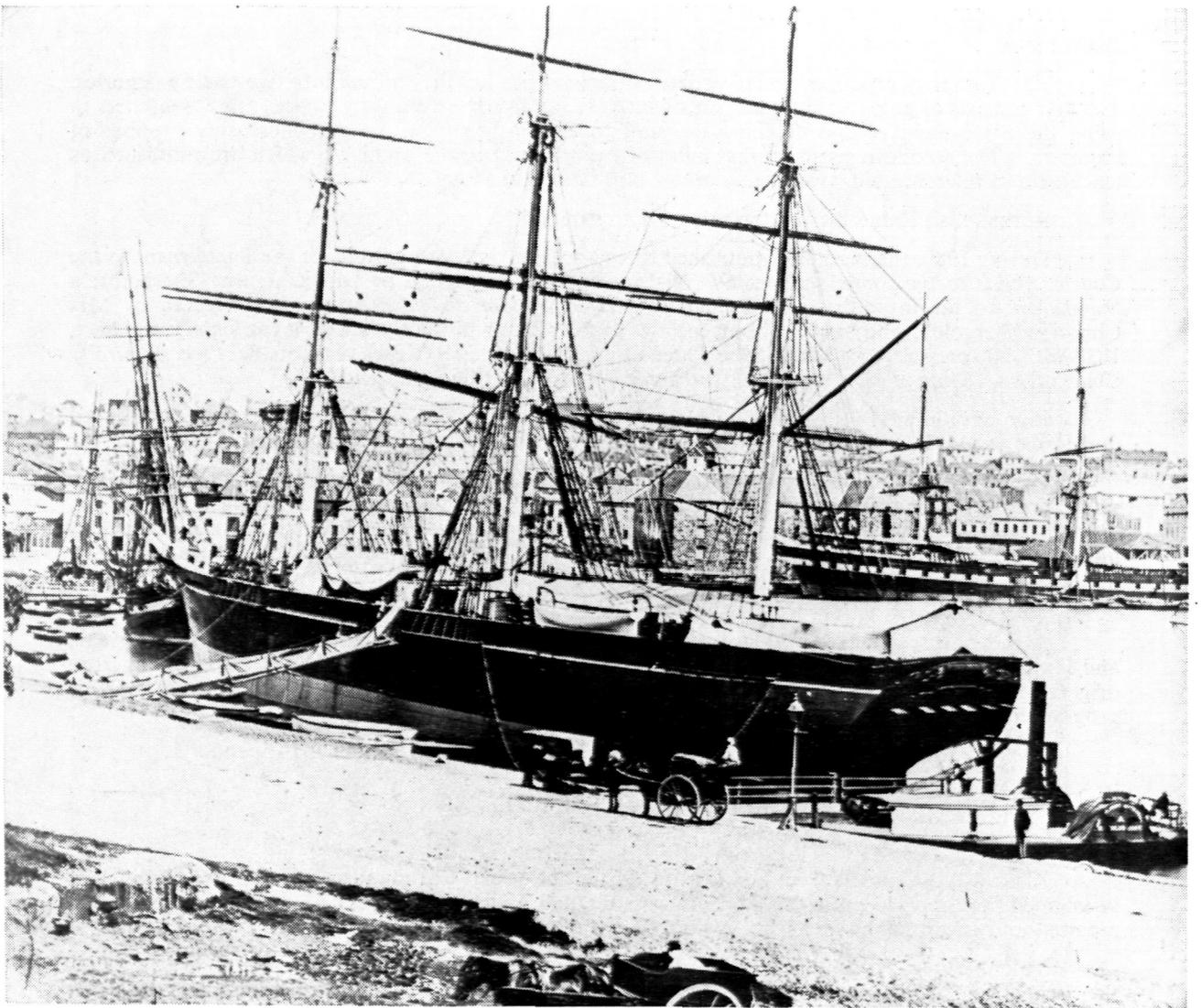
A total of 869 items were attended to during the year: 646 manuscripts and the bindings of 9 volumes were repaired, 176 manuscripts were cleaned and flattened, and 47 maps and plans were repaired and encapsulated in Mylar.

Valuable items treated included Phillip's Map of the Settlement in New South Wales, 1792; the Bench of Magistrates, Sydney: Minutes of Proceedings, 1788-92; the Colonial Secretary: Richmond School Roll Book, 1822-24; Plans of the New Orphan School, Parramatta, 1843; and the Water Conservation and Irrigation Commission: Papers relating to the employment of Henry Lawson, 1915-16.

While the Archives Office still lacks a book binder on its establishment, the binding situation did improve during the latter part of the year. Arrangements have been made with the Crown Lands Office, the Government Printing Office, and the Registrar-General's Office, for work to be done for the Authority on a part-time or overtime basis.

Further progress has been made with the microfilming programme. 55 reels of microfilm copies of volumes and documents, and 809 aperture card copies of maps and plans were produced. Material filmed included Colonial Secretary: Certificates of Naturalization, 1849-60; Colonial Secretary: Convict Indents, 1791-1801; Lands Department: Copies of Deeds for Land Grants and Leases, 1823-61; and Clerk of the Peace: Index to Quarter Sessions Criminal Cases, 1839-1913.

In addition, 1 120 glass negatives were copied on to modern safety film and 35 mm contact prints were produced for viewing in the Search Room. Series copied included: Glass negatives and Lantern slides of the Construction of Sydney Harbour Bridge; and Lantern slides of Walsh Island and State Dockyards at Newcastle.



View of Circular Quay, Sydney, January 1877, accessioned from the Maritime Services Board.

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

As mentioned earlier, approval was given during the year for the commencement of Stage II Phase II of the State Archives and Government Records Repository at Kingswood. This extension to the existing Stage II building is for the storage of semi-active records. Preliminary sketch plans for the building were approved by the Archives Authority on 10th October, 1980. Construction is expected to commence in March, 1981, with a completion date of June, 1982. As part of this project a land management plan has been produced. It designates proposed future building sites and thereby facilitates the permanent landscaping of the entire Kingswood Repository site.

The table below shows the comparative efficiency in terms of storage space, of the Kingswood Repository buildings. It can be seen that the proposed Stage II Phase II building will be the most economical and efficient, in that it will achieve a very high ratio of shelf space to floor space.

Comparative Efficiency of Storage Space at Kingswood Repository

	Stage I	Stage II Phase I	Stage II Phase II
Type of storage	Archival records and staff areas.	Semi-active records	Semi-active records
Square measure (floor)	9 103 sq m	1 718 sq m	4 459 sq m
Shelf space capacity	44 196 m	17 069 m	62 179 m
Ratio of shelf space to floor space	1.5: 1	3.0: 1	4.2: 1

The general unsuitability and vulnerability to fire of the Shea's Creek premises has been raised by the Authority on previous occasions. On 26th February, 1980, an explosion occurred in the Morganite Australia Pty Ltd factory, which is probably the closest structure to the Shea's Creek sheds. Prompt attention by the Fire Brigade resulted in damage being confined to the Morganite premises. The Authority has often stressed the need to close the Shea's Creek Repository and transfer the records remaining there to more suitable accommodation. This should be achieved when Stage II of the Kingswood building is completed.

Capacity

The Government Records Repository is currently storing about 83 000 linear metres of semi-active records and State archives. The Kingswood Repository holds 62 000 linear metres of these records while a further 21 000 linear metres are still held at Shea's Creek.

In March, 1980, the Government Records Repository closed to further accessions of semi-active records, because all space for this purpose was exhausted. A small reserve of space remains for the continued acceptance of material being transferred as State archives.

The Authority has estimated that it will be called upon to house a further 50 000 linear metres of semi-active records by 1984, in addition to providing space to enable the closure of Shea's Creek to proceed. In effect, therefore, space in the new Stage II Phase II building is likely to be exhausted within four to five years.

The Government Records Repository is required to economically and efficiently store and service 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.

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 fifty per cent as a result of the successful Accommodation Salvage Programme in 1977-9, 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 five 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 four 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

Although the Kingswood Repository closed to further accessions of semi-active records in March, 1980, the amount of work handled by the File Reference Service continued to increase. This is a reflection of the great quantity of semi-active records accessioned into the Repository in 1978 and 1979.

The number of individual reference inquiries handled by the File Reference Service amounted to 87 005 in 1980, compared with 75 411 in 1979. This represents a monthly average of 7 250 jobs compared with 6 284 last year. Reference to State archives (as distinguished from semi-active records) accounted for 10 582 jobs, which is 12 per cent of the whole.

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

	1974	1975	1976	1977	1978	1979	1980
Number of files requested	36 647	36 492	37 566	37 105	41 820	43 826	48 887
Number of files issued	30 944	29 801	31 621	31 682	36 025	36 892	41 581
Number of files returned	22 287	23 588	24 216	22 632	26 241	25 081	32 454
Number of files added to existing boxes ..	1 803	3 038	3 172	3 086	1 456	3 473	2 327
Number of loose papers to be attached to files or number of files retained in Department ..	3 107	4 393	4 524	2 987	2 086	3 031	3 337
Total File Reference Operations performed ..	63 844	67 511	69 478	65 810	71 603	75 411	87 005

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, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by public offices; 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 1980 the percentage of files issued to files requested was eighty-five, which compares favourably with previous years. 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: Department of Main Roads (95 per cent); Department of Corrective Services (94 per cent); Department of Technical and Further Education (93 per cent); State Library (90 per cent); and Builders' Licensing Board (90 per cent). These rates reflect very favourably on the efficiency of their file retrieval systems. Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. Amongst the Repository's major users in this category are: Youth and Community Services (70 per cent); Education Department (74 per cent); and Mineral Resources (79 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.

The quantity of semi-active records accessioned into the Repository in 1980 was 2 120 linear metres, compared with 6 929 linear metres in 1979. The reason for this considerably lower figure is that vacant storage space in the Repository was virtually exhausted at the end of 1979, and very few accessions were accepted in the first quarter of 1980, after which the Repository closed to further accessions of semi-active records. It is estimated that if the Repository had been able to remain open throughout 1980 the quantity of records accessioned would have exceeded 10 000 linear metres.

The quantity of semi-active records destroyed in 1980 was 1 537 linear metres, compared with 1 011 linear metres in 1979. With the Repository continuing to be closed to further accessions of semi-active records in 1981 it is expected that resources will be directed towards the destruction programme, especially at Shea's Creek.

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

This Office was established in 1976 and serves as a consultant to all public offices on matters related to records management procedures and practices. Its aim is to provide expert advice on records classification, retention, storage, usage and disposal; and to improve records systems by the application of modern concepts in the processing of information.

The major areas of involvement are:

Keyword Method of Classification

In the past year the Office has been actively engaged in developing this classification system for several interested departments. Additionally, progress has also been made in further refining this system, which has been well received by the Public Service.

Records Scheduling and Disposal

The second year of the Records Scheduling and Disposal Programme has resulted in the almost total involvement by public offices in the preparation of functional disposal schedules.

The high degree of participation which is essential to the success of this programme has resulted in public offices acquiring a better understanding of the need for accurately specifying retention periods for all information, regardless of its format.

Records Systems Surveys

Assistance in the form of consultations and advisings is provided to public offices as a means of improving current records systems. In the performance of this work clients are actively encouraged to participate in all decision-making processes.

Training

There are three training courses which are currently available to members of the Public Service, these are—

- Records Management Course, 5 days
- Records Operations Workshop, 1 day
- Records Scheduling and Disposal Workshop, 1½ days

Practical training sessions are also given to officers responsible for implementing Keyword Classification Systems.

Publications

A series of publications are freely available as references on various aspects of records management. In addition, a comprehensive series of notes have been prepared for each of the training courses previously mentioned.

New publications produced in 1980 were—

- (1) How to compile a Procedure Manual.
- (2) A Glossary of Records Management Terms.
- (3) Records Scheduling and Disposal Workshop Notes.

This is only a broad outline of the Records Management Office's operations. The Office submits a detailed annual report on its activities to the Archives Authority and this is circulated to those on the mailing list for the Authority's report.

THE ARCHIVES AUTHORITY

There were eleven meetings of the Archives Authority during 1980. The attendances were as follows:

Mr B. R. Davies, LL.B. (Deputy Chairman) (Term expired 31st May, 1980) ..	4
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. (Excused for his absence from six meetings)	5
Mr G. P. Hill (Deputy Chairman) (Appointed from 1st June, 1980. Excused for his absence from one meeting)	6
Mr A. R. Horton, B.A., F.L.A.A.	11
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 one meeting)	10
Mr E. G. Warrell, M.C.E. (Excused for his absence from three meetings) ..	8
The Hon. Mr Justice J. H. Wootten, B.A., LL.B. (Excused for his absence from five meetings)	6

The Deputy Chairman, Mr B. R. Davies, retired as a member of the Authority upon expiry of his term of office on 31st May, 1980. Mr Davies had been a member and Deputy Chairman of the Authority since 1966.

At its meeting on 13th June, 1980, the Authority unanimously resolved to extend its thanks to Mr Davies and its very warm appreciation of his long and distinguished service.

Mr Davies was succeeded as the member appointed under section 4 (2) (f) of the Archives Act, and as Deputy Chairman of the Authority, by Mr G. P. Hill, President of the State Superannuation Board.

Staff

The Principal Archivist, Mr I. Maclean, B.A., retired on 3rd July, 1980. Mr Maclean was one of the founders of modern archives practice in Australia and had a distinguished career which commenced in 1944 when he was the first Archives Officer appointed by the Commonwealth Government. He had been Acting Director of the Australian Archives and Deputy Keeper of the Public Record Office of Victoria before becoming Principal Archivist of the Archives Office of New South Wales in March, 1976.

At its meeting on 13th June, 1980, the Authority expressed its regret at Mr Maclean's retirement and extended to him its thanks and best wishes for the future.

Mr D. J. Cross, B.A., Dip.Lib., who was formerly Chief Archivist in the Archives Office was appointed Principal Archivist, in succession to Mr Maclean, on 2nd October, 1980.

Ms D. L. Patenall, B.A., Dip.Lib., Records Administration Officer, Records Management Office, left to take up a position with the Public Service Board on 14th January, 1980. Ms Patenall had been Records Administration Officer since 1976 and had previously worked in the Archives Office.

Ms R. M. Morris was appointed Records Administration Officer, in succession to Ms Patenall, on 8th May, 1980. Ms Morris left the Records Management Office to take up a position with the Department of Public Works on 5th August, 1980.

Mr D. F. Comber, Dip.Lib.Rel. and Law, was appointed Records Administration Officer, in succession to Ms Morris, on 22nd September, 1980.

Mr B. R. Topfer, O.B.E., B.A.(Lib.Sc.), A.F.A.I.M., was appointed Senior Records Management Officer, Records Management Office, on 8th December, 1980.

Miss G. Forrester, B.A., Dip.Arch.Admin., was appointed Assistant Senior Archivist, Archives Office, on 15th December, 1980.

In 1980 the Authority was given approval to retain the services of the Consultant Conservator, Mr John Davies, for a further year. Mr Davies, who was previously Conservator of the National Archives of Malaysia, was originally appointed on a one year consultancy in 1979 to advise on selection of equipment for the new Conservation Laboratory, to train its staff, and establish procedures. His assistance has been invaluable.

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.

The Principal Archivist, Mr D. J. Cross, was invited to attend and present papers at a World Conference on Records organized by the Church of Jesus Christ of Latter Day Saints in Salt Lake City, Utah, in August, 1980. He spent a further brief period on duty visiting the United States National Archives and Records Service and the Public Archives of Canada, to observe and discuss developments in publication programmes and records appraisal and disposition.

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. (Out of print).
- (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).
- (22) Vice Admiralty Court of New South Wales, 1787–1911. (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.

(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).
- (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 N.S.W. 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.

(e) *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.

(f) *J. G. Wilson sketches*

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

FILE REFERENCE SERVICE

Public Office	Requested	Issued	Returned	Miscellaneous*	Total No. of Jobs	Percentage of Total
Stamp Duties Office	6 707	5 348	3 854	1 833	12 394	14.25
Water Resources Commission	5 315	4 602	4 168	..	9 483	10.90
Main Roads	3 655	3 453	1 527	54	5 236	6.02
Archives Office (Search Room)	2 553	2 374	2 548	..	5 101	5.86
Youth and Community Services	3 125	2 209	1 772	99	4 996	5.74
Public Works	2 655	2 274	1 718	296	4 669	5.37
Education Department	2 059	1 529	1 225	709	3 993	4.59
Corrective Services	2 026	1 908	1 205	150	3 381	3.89
Crown Lands Office	1 728	1 453	936	422	3 086	3.55
Magistrates Courts Administration	1 436	1 233	1 333	56	2 825	3.25
Government Insurance Office	1 649	1 316	828	133	2 610	3.00
Mineral Resources and Development	1 292	1 024	805	389	2 486	2.86
Supreme Court	1 119	983	1 299	33	2 451	2.82
Health Commission	920	833	993	47	1 960	2.25
Public Service Board	1 052	844	605	259	1 916	2.20
Industrial Relations and Technology	852	734	589	352	1 793	2.06
State Library	966	872	742	3	1 711	1.96
Technical and Further Education	793	741	700	54	1 547	1.77
Builder's Licensing Board	781	705	568	22	1 371	1.58
Attorney General and Justice	740	593	473	17	1 230	1.41
Clerk of the Peace	363	308	371	96	830	0.95
Corporate Affairs	441	387	315	69	825	0.95
Superannuation Board	429	390	170	123	722	0.83
Nurses Registration Board	385	331	325	4	714	0.82
Public Trust	350	315	340	8	698	0.80
Registrar General	367	306	288	13	668	0.77
Crown Solicitor	376	263	216	41	633	0.73
Rent Control Office	252	238	311	7	570	0.66
Agriculture Department	354	319	145	58	557	0.64
Premier's Department	277	255	208	46	531	0.61
Maritime Services Board	288	268	228	13	529	0.61
Services Department	151	122	356	2	509	0.59
Education, Ministry of	283	239	198	6	487	0.56
Local Government	241	212	233	3	477	0.55
Workers' Compensation Commission	454	369	21	..	475	0.55
Land Tax Office	275	260	179	..	454	0.52
Valuer General's Department	231	211	119	54	404	0.46
Planning and Environment	307	307	307	0.35
Treasury	103	92	96	107	306	0.35
Housing Commission	250	194	6	2	258	0.30
Court Reporting Branch	81	77	103	14	198	0.23
Retirement Board	177	174	177	0.20
Co-operative Societies	167	167	1	..	168	0.19
Emergency Services	78	73	61	14	153	0.18
Consumer Affairs	96	85	29	5	130	0.15
Public Solicitor's Office	72	48	39	18	129	0.15
Water Board	126	125	126	0.14
Government Stores	56	51	50	4	110	0.13
Fisheries	75	64	7	7	89	0.10
Public Transport	47	38	35	3	85	0.10
Decentralization	50	46	11	14	75	0.09
Protective Office	69	56	4	..	73	0.08
National Parks and Wildlife	43	41	23	5	71	0.08
Sport and Recreation	15	12	38	..	53	0.06
Western Lands Commission	21	21	22	..	43	0.05
Cancer Council	39	38	39	0.04
Police Department	14	4	5	..	19	0.02
Pollution Control Commission	17	16	1	..	18	0.02
Forestry Commission	7	7	7	..	14	0.02
Legislative Assembly	13	6	1	..	14	0.02
Energy Authority	8	8	4	..	12	0.01
Transport, Ministry of	10	4	10	0.01
Rural Assistance	3	3	3	..
Soil Conservation	3	3	3	..
Totals	48 887	41 581	32 454	5 664	87 005	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.

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

Statement of Receipts and Payments for the Year Ended 30th June, 1980

Receipts	Payments
	\$ \$
Provided from Consolidated Revenue \$ 825,843.37	Salaries, Wages, Penalties, Allowances (A items) 703,994.93
Miscellaneous Receipts 15,594.97	<i>Maintenance and Working Expenses (B items)—</i>
	Meal Allowances 171.40
	Expenses in Connection with Buildings (rented) 1,324.34
	Maintenance in Connection with Buildings (rented)
	Travelling, Removal and Subsistence .. 7,648.89
	Motor Vehicles—Running Costs, Maintenance, etc. 5,450.03
	Freight, Cartage and Packing 692.25
	Books, Periodicals and Papers 1,965.83
	Postal and Telephone Expenses 1,416.81
	Stores, etc. 97,568.59
	Other Insurance 359.28
	Printing 70.00
	Minor expenses not elsewhere included 43.55
	116,710.97
	<i>Special Expenses (C items)—</i>
	Purchase and Reproduction of Public Archives 4,986.87
	Theft of money 150.60
	Miscellaneous receipts paid to Consolidated Revenue 15,594.97
<u>\$841,438.34</u>	<u>\$841,438.34</u>

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 sets out a true and fair view of the transactions for the year ended 30th June, 1980, including those relating to the Records Management Office. No funds were held at the close of the year.

D. J. CROSS, Principal Archivist.

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

Sydney,
30th September, 1980.