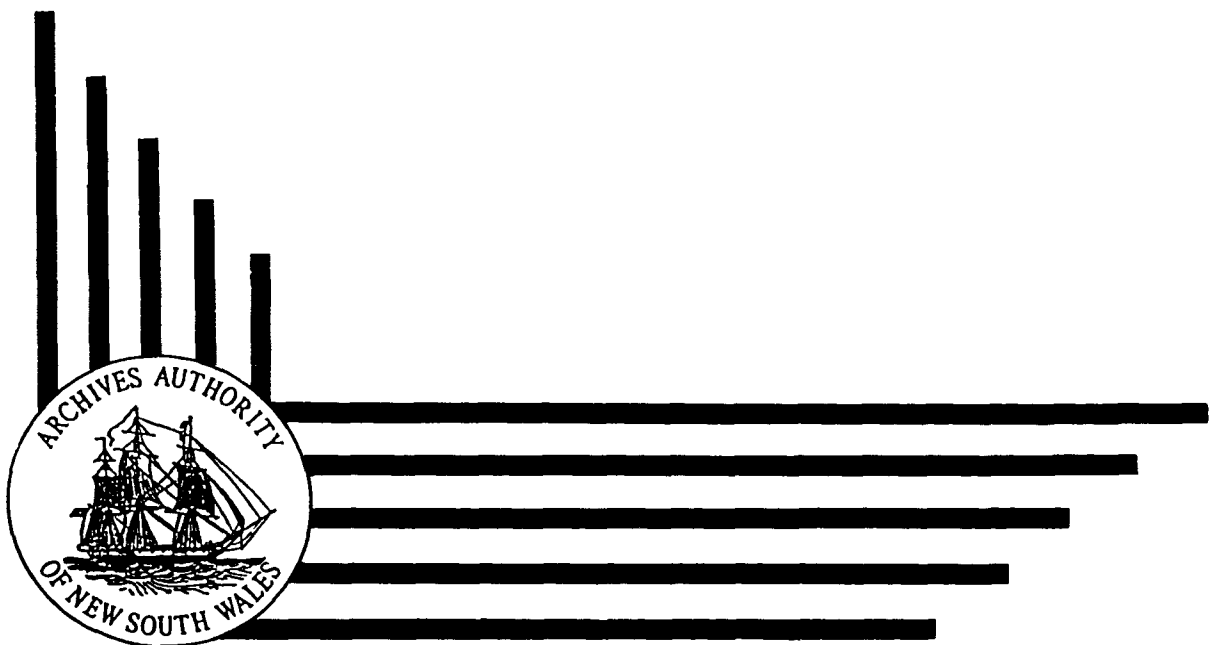


# Archives Authority

NEW SOUTH WALES

## ANNUAL REPORT 1987/88



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

October, 1988

Dear Mr. Collins,

The Archives Authority of New South Wales takes pleasure in forwarding, for presentation to Parliament in accordance with the provisions of the Annual Reports (Statutory Bodies) Act, 1984 and of the Archives Act, 1960, its twenty-eighth Annual Report and Statements of Account, covering the year ended 30th June 1988.

The Authority also wishes to express its pleasure at coming within your administration.

On behalf of the Authority,

Yours sincerely,

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

D.J. Cross  
Principal Archivist  
and Chief Executive Officer to  
the Authority

**REPORT**  
**of the**  
**ARCHIVES AUTHORITY OF NEW SOUTH WALES**  
**for the**  
**Year Ended 30th June 1988**

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## THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

### CHARTER

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

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

### OBJECTIVES

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

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

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

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

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

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

### SUMMARY OF OPERATIONS IN 1987-88

#### Accommodation

The Archives Authority is accommodated in two buildings: "The State Archives" building in Globe Street, Sydney which was constructed in 1978, and the State Archives and Government Records Repository at Kingswood, which is 55 kilometres west of Sydney. The Kingswood building has been constructed in stages since 1973 and the latest extension, a new Services Building, was completed in May 1987 and officially opened on 18th December by the Hon. Bob Carr, M.P., then Minister for Planning and Environment and Minister for Heritage.

The Archives Authority is the first of the State's cultural institutions to have a major presence in Western Sydney, with about three quarters of the State archives being stored in its Kingswood Repository. The completion of the Services Building, which incorporates a public Search Room, Conference Room and exhibition facilities, has opened these records for access by genealogists, local historians and academics in the region. This was eagerly awaited by local residents and by 30th June, 1988 the Search Room had attracted 2 782 visitors. The planned construction of Sydney's new western university on a nearby site will add greatly to this number.

Construction of the Services Building marks the completion of the Authority's current building programme, which began in 1973. The Authority is profoundly pleased to be able to report, for the first time since it was established in 1961, that it now has adequate accommodation for its clientele, staff and records. In these respects it is better placed than most other archives in Australia. This would not have been possible without the continuing support of governments over nearly two decades, and the Authority wishes to record its gratitude for that support.

### The Genealogical Boom

For many years the Authority's reports have highlighted the tremendous enthusiasm among Australians for genealogical research, and the effects which this is having upon its operations.

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

The phenomenon quickly spread to Australasia where by 1981 there were 17 genealogical societies with a combined membership of 15 695 persons. The oldest of the Australian societies is the Sydney-based Society of Australian Genealogists, which has 8 500 members and is one of the largest genealogical societies in the world. The Society estimates that there are now (July 1988) approximately 120 genealogical societies in Australasia, 60 of them based in New South Wales, and that their combined membership could exceed 40 000 persons.

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

Since the Archives Office Search Room in Globe Street, The Rocks, opened in 1979 the level of public usage of the archives has increased enormously. During 1987-88, 20 516 readers visited the Search Rooms in Globe Street and at Kingswood and were issued with 137 026 individual items from the archives. These figures represent, respectively, a 307.5 per cent and a 532.1 per cent increase on the 1978 figures of 5 035 readers and 21 680 issues.

The 1987-88 figures are very high and in the case of issues reached a new peak, the previous one being in 1984-85 when 123 809 items were issued. However, they are almost entirely attributable to the opening of the new Search Room at Kingswood, which serves a huge new area and regularly attracts readers from Gosford, Lithgow, Bathurst, Goulburn, Canberra and even beyond. By comparison, statistics on use of the Globe Street Search Room reveal an overall decline of about 13 per cent. This cannot be accounted for by readers transferring from the City to Kingswood, because as yet few readers have made the change.

The Authority therefore attributes the marked decline in use of its City Search Room to the influence of its Genealogical Research Kit. In 1983-84 the Authority took measures to meet its difficulties by spreading the genealogical and other resources of the State archives more widely throughout the community, thereby reducing dependence on Archives Office facilities. These measures included the publication, in microform, of the very large Genealogical Research Kit which contains copies of the most sought-after records. The Kit has appeared in four Stages between 1984 and 1988 and now totals 523 reels of microfilm and 416 microfiche.

In the year ended 30th June, 1988, 363 orders for the Kit or parts of it had been received from individuals, libraries and other institutions throughout Australia and beyond. Revenue from these orders was \$111 542.

Purchasers of the Kit report very heavy public usage and this, coupled with reports from the State Archives of Victoria and Tasmania of increases in their readership during 1987-88 of 2.5 per cent and 8.2 per cent respectively, has led the Authority to conclude that the Kit has been successful in reducing pressure on its resources, at least temporarily.

#### The Authority's Bicentennial Programme

The Archives Office has undertaken three projects which have received Bicentennial funding.

The first of these is the Genealogical Research Kit, mentioned above. Its fourth and final Stage, comprising 81 rolls of microfilm and 14 microfiche, appeared in February, 1988.

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

- . Publication in printed format of a comprehensive index to all the papers.
- . Publication of all the papers (c.316 volumes and 63 bundles) in microform format, comprising 72 rolls of film and 312 microfiche.

The third project is a Bicentennial Exhibition. Entitled "Punishment, Pardon and Promise: Government and the People, 1788-1988", it draws upon the wealth of documents, maps, plans and photographs held in the State archives to show how the decisions and actions of government officials have affected the daily lives of both the original inhabitants and the European settlers in New South Wales. It is accompanied by a published catalogue.

The Exhibition was officially opened by the Hon. Bob Carr, M.P., on 11th February 1988, at a function which also marked completion of the Genealogical Research Kit. The remaining project, the Colonial Secretary's Papers, will be launched late in 1988.

The N.S.W. Government Bicentennial Secretariat provided a special grant of \$292 000 to assist with the development of these projects, and the Authority again wishes to record its thanks for this support. Of this amount, \$282 000 is for the first two projects which are expected to recover much of their costs through sales. The funds have been used to employ temporary staff, produce microforms, and prepare items for display.

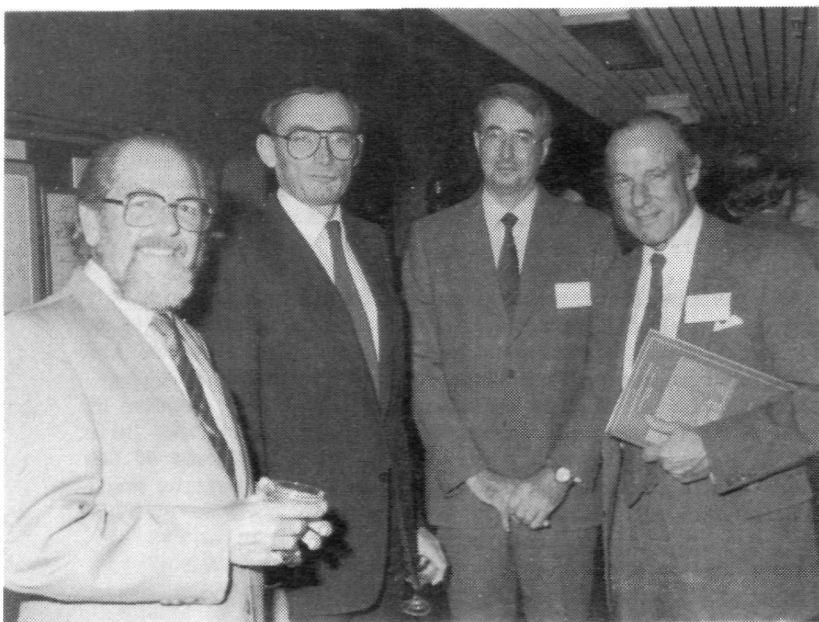


THE OPENING OF THE BICENTENNIAL  
EXHIBITION, "PUNISHMENT, PARDON  
AND PROMISE : GOVERNMENT AND  
THE PEOPLE, 1788-1988," 11th  
FEBRUARY 1988  
(left to right)

1. Ms. A. Crook, State Librarian;  
Ms J. Lindsay, Ministry for the  
Arts; and Mr G. Kenny, Ministry  
for the Arts.

2. Dr K. Knight, Chairman of the  
Authority; the Hon. Bob Carr,  
M.P.; Mr D.J. Cross, Principal  
Archivist; and the Hon. Sir  
Laurence Street, Chief Justice of  
NSW.

3. Ms C. Yeats, Reference Services  
Division; Mr T. Craft, Public  
Service Board; Mr J. Burke,  
Repository Services Division; and  
Ms J. Stapleton, Repository Services  
Division.



### N.S.W. Bicentennial Archives Program

In addition to the Bicentennial projects being undertaken by the Archives Office, the Archives Authority in August, 1986 entered into a deed of agreement with the Australian Bicentennial Authority to administer the "N.S.W. Bicentennial Archives Program".

This Program is part of the State Government's history and education contribution to the Bicentennial celebrations in 1988. The Program was announced by the Premier on 24th June, 1986 and comprises three distinct archival projects: Archives of the Labour Movement; Archives of St Marys Cathedral; and Archives of Local Government. Broadly speaking, the projects are designed to promote the use of these archival resources by the identification and/or processing of the records and the publication of guides. Six publications are planned: General Records Disposal Schedule for Local Government; Guide to Records Relating to Local Government in the Archives Office; Guide to Labor Records; Introduction to St Marys Cathedral Archives; Guide to Therry Papers and Index to Catholics in N.S.W. 1788-1820.

The Program is funded by a grant of \$300 000 from the N.S.W. Bicentennial Council, to be divided equally among the three projects over two years. The grant provides for the temporary employment of professional archivists and ancillary staff. Funds are also being allocated for conservation of the records, microfilming and publication of guides as required. The Senior Archivist, Repository Services, Mr John Burke, is co-ordinating the Program.

The projects are running to schedule and within budget, but they are consuming a much higher proportion of the Authority's administrative and other resources than anticipated and the Authority's own operations, especially Repository Services, are suffering accordingly.

### The Archives

A total of 724 metres of records were accessioned as State archives during 1987-88, far fewer than in previous years when accessions have sometimes exceeded 3 000 metres per annum, but still a substantial addition to the already large arrears of unprocessed records. These arrears have been accumulating for many years as staff are diverted away from processing to other areas, especially reference services, and they are now a major problem.

### Staff Establishment

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

Early in 1987 the Authority's staff establishment was reviewed by the Public Service Board, which approved an increase of 15 positions, including 7 urgently needed to staff the new Search Room at Kingswood. During the year the Authority received specific approval and funding to fill the 7 Kingswood positions, but not the remaining 8, which remain unfilled.

The Authority is very grateful for provision of the Kingswood staff, but feels obliged to point out that the decision to fund only these reference positions continues a long-standing policy of maintaining services to the public at the expense of almost everything else, and that this is making trouble for the future. The immediate problem is that there are now insufficient staff available to appraise, much less process, records referred to the Authority under Section 14 of the Archives Act. Inability to carry out its statutory duties naturally concerns the Authority, but it is the long term implication which really matters and which can be stated simply: if

the Authority is unable either to obtain additional staff or to reduce its commitment to existing clientele, a time must come when the majority of its holdings are unprocessed and hence inaccessible to anyone.

The Authority has therefore felt compelled, notwithstanding the difficult economic situation, to seek funding in 1988-89 for the remaining positions. It understands that this request is receiving favourable consideration.

### The Repository Guidelines

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

These Guidelines have been an unqualified success, such that in the period November 1983-June 1988 the Repository's holdings of semi-active records increased by a total of only 9 601 linear metres. By comparison, in 1979 holdings were growing at the rate of 6 000 linear metres per year.

### Keyword Classification

Some years ago the Records Management Office developed a Keyword Classification System, based upon a thesaurus which provides its users with an effective means of titling and retrieving files. This system has been adopted by several New South Wales public offices and there has also been considerable interest from interstate agencies, many of which have been willing to pay for the rights to use the system. To date, sales have been made to one Federal agency and to several State government agencies in Queensland, Western Australia and Tasmania. Revenue from these sales in 1987-88 was \$22 500. Total revenue since 1985 exceeds \$97 500, which has more than recouped the cost to New South Wales of developing the system. During the year the Records Management Office completed negotiations with two Tasmanian agencies, the Hydro-Electric Commission and Glenorchy City Council, for the joint production and marketing of merged thesauri which could be suitable for use by other electricity and local government authorities throughout Australia.

The Archives Authority looks upon these sales as a convincing demonstration of the worth of the Keyword Classification System and a pleasing testimony to the effort which went into developing it. The Authority again wishes to thank the Crown Solicitor's Office for its continuing and invaluable assistance in negotiating and preparing deeds of agreement for the sales.

### Financial Operations

The Authority is funded from the Consolidated Fund, but receives revenue from an active publications programme, which includes the Genealogical Research Kit, and from charges for services. The Authority is now levelling charges in fourteen separate areas and the revenue, virtually all of which is repaid into the Consolidated Fund, has increased substantially in recent years, from \$87 158 in 1983-84 to \$259 754 in 1984-85, \$375 894 in 1985-86, \$366 756 in 1986-87, and \$481 390 in 1987-88. The 1987-88 figure represents nearly 23 per cent of the Authority's allocation for the year.

The Authority is alive to the Government's interest in encouraging public authorities to develop sources of income and is looking to increase further its revenue. In April, 1987 it submitted to the Minister for consideration a "package" of nine possible revenue sources, some of which were explored and introduced during the year. In October the Authority was approached by a computer software firm, which wants to establish a joint venture with the Authority's Records Management Office for

the purpose of researching and developing records management software and marketing it in Australia and overseas. These and other initiatives were discussed with Treasury in February, 1988 and in April the Authority obtained the services on secondment of two Department of Planning staff, Mr Paul Jeckeln and Mr Scott Webb, to prepare a Financial Management Plan covering the whole of the Authority's operations. This was completed early in July 1988.

In 1987-88 the Authority paid an audit fee of \$4 500 in respect of its accounts.

#### Program Performance Evaluation

In accordance with the five year plan for Program Performance Evaluation, the Repository Guidelines on storage of semi-active records were evaluated in 1987-88 and a summary of the findings was sent to the Ministry for the Arts.

The Repository Guidelines were selected for this initial program evaluation because they represented a major change in direction for the Authority when introduced four years ago. Briefly, program performance evaluation should provide information about a program at three levels: appropriateness, effectiveness and efficiency. It also provides performance indicators.

It was generally found that the Repository system, now based on the Guidelines, was appropriate to Government needs and priorities at the present time, in that there is a need for a bulk, low-cost, secure, off-site facility for records storage offering efficiency at minimum cost. It is very complementary to the relocation of public offices from the central business district. The system created by the Guidelines also conforms with the objectives of the Archives Authority in that a positive, financial, inducement is given to encourage the systematic disposal scheduling of records and the lodgement of permanently valuable records. From the viewpoint of user organizations, 'appropriateness' largely relates to the degree to which a centralised off-site records storage facility meets their major needs at minimum cost.

Effectiveness measures the extent to which program outcomes achieve stated objectives, which in this case were to conserve Repository storage space; raise revenue; decrease the quantity of unscheduled records and, more generally, to heighten records management consciousness amongst public offices. The low net increase in holdings, the reduction in the percentage of unscheduled records held and the significantly increased revenue are all performance indicators highlighting the effectiveness and efficiency of the Guidelines. Furthermore, the Repository has actually increased its number of clients. These figures are detailed under the Repository Services Division.

As part of the program performance evaluation process, the study undertaken by Mr Paul Jeckeln, referred to above, investigated the commercial viability of the Repository system, based upon continuing implementation of the Guidelines. This study found that the Repository's "main key factors of success are that firstly, it is the low cost producer in the market and secondly, by storing the State archives, it has a customer perception of security and reliability". Following-on from this evaluation, the Authority will consider the commercial viability of the Repository's operations.

In November 1987, in accordance with the Premier's directive of 27th May 1986, the Authority submitted to the Premier's Department the second of its series of rolling Five Year Plans for Program Performance Evaluation.

Eleven programs have been chosen for evaluation over the next five years and they are listed below. They cover most of the Authority's major objectives and relate closely to its strategic planning. During the first two years emphasis has been placed upon programs (Nos. 1 and 3) which represented significant changes in direction for the Authority when introduced in 1983-84, which are pioneering ones in archival/records management terms, and which are major consumers of funds and producers of revenue. The outcome of these evaluations could have an important effect

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upon the Authority's policies and resource allocations, and specifically on programs 2 and 4 which are interrelated. Year three will be devoted principally to a comprehensive review of the Authority's archival finding aids (program No. 5) including their descriptive basis (record group or series), format, and degree of standardisation and integration with Archives in other States. Year four includes one recent initiative (No. 7) for which there is growing demand, plus two long-established programs, which are related to each other and which may require revamping because of rising costs. There is less certainty about the programs to be evaluated in year five: No. 10 is still in the planning stage while No. 11 is not high priority at this time.

YEAR 1 (1988-89)	YEAR 2 (1989-90)	YEAR 3 (1990-91)	YEAR 4 (1991-92)	YEAR 5 (1992-93)
1. Records System Implementation Program (incl. Keyword Classification)	3. Genealogical Research Kit	5. Archival Finding Aids	7. Secondment of Archivists to other agencies	10. Machine Readable records agencies
2. Records Management Training Program	4. Search Room Services to the Public	6. Archives Office Correspondence System	8. Research Services to the Public	11. Stock Control
			9. Photographic Service	

### THE ARCHIVES AUTHORITY

#### Membership

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

The Archives Act provides that of these members:

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

- one shall be nominated by the Public Service Board: presently Dr. Kevin Sheridan, formerly a Member of the Public Service Board and now Director General of the Department of Agriculture;
- one shall be nominated by the Premier to represent those public offices which are not within the scope of the Public Service Act: until expiry of his term of office on 31st May 1988, the appointee was Mr Robert Wilson, Managing Director of the Water Board (Deputy Chairperson of the Archives Authority); and
- one shall be an officer of the Department of Culture, Sport and Recreation or its successor: presently Mrs Gabrielle Kibble, Director of the Department of Planning.

#### Attendances at Meetings

There were six meetings of the Archives Authority during 1987-88. The attendances were as follows:

Dr K.W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairperson)	
(Excused for his absence from one meeting) .. .. .	5
Dr A.J. Davies, B.Ec., M.Sc.(Econ.)(Lond), Ph.D., Dip.Ed. .. ..	6
Professor B.H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S.	
(Excused for his absence from one meeting) .. .. .	5
Mrs G. Kibble, B.A., Dip. T.C.P.	
(Excused for her absence from one meeting) .. .. .	5
Associate Professor B. Kingston, B.A., Ph.D. .. .. .	6
Mr E.T. Page, B.E., B.Comm., M.P.	
(Excused for his absence from one meeting) .. .. .	5
Dr K.P. Sheridan, B.Sc. Agr., M.S., Ph.D.	
(Absent from one meeting pending re-appointment) .. .. .	5
The Hon. Mr Justice T.W. Waddell, Q.C.	
(Excused for his absence from one meeting; absent from a second meeting pending re-appointment) .. .. .	4
Mr R.E. Wilson, F.A.S.A.(Senr.), M.A.C.S. (Deputy Chairperson)	
(Excused for his absence from one meeting. Term expired 31st May, 1988) .. .. .	4

On 8th October, 1987 the Authority held a formal dinner and presentation to mark the retirement of two of its longest serving members, Dr L.A.J. Gilbert and Mr A.R. Horton, whose terms of office had expired in May that year. Dr Gilbert had been a member of the Authority since 1975 and Mr Horton since 1967. Speakers at the dinner paid tribute to their dedication to the Authority and their efforts on its behalf.

At its meeting on 18th December, 1987 the Authority noted Professor Fletcher's appointment to the new Bicentennial Chair in Australian History at the University of Sydney; Mrs Kibble's appointment as Director of the Department of Environment and Planning; Dr Sheridan's appointment as Director-General of Agriculture; and Mr Wilson's appointment as Managing Director of the Water Board. The Authority congratulated all four members on their new posts.

### **Committees**

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

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

The Committee consists of three members of the Authority, Dr K. W. Knight, Professor B. H. Fletcher and Associate Professor B. Kingston; one former Authority member, Dr L. A. J. Gilbert; three staff members, Mr D.J. Cross, Mr J. L. Burke, and Mrs C. M. Shergold; and two private solicitors who have worked extensively with the records, Mr M. B. Raymond and Ms M. Hole. The Committee held its first meeting in February 1988 and expects to complete its business by the end of the year.

### **The Authority's Senior Managers**

The Authority's Principal Archivist and Chief Executive Officer is Mr John Cross, B.A., Dip.Lib. The other senior staff are the Assistant Principal Archivist and Secretary to the Authority, Mrs Frances Lemmes, B.A., M.Lib., A.L.A.A.; the Senior Archivist (Repository Services), Mr John Burke, B.A., Dip.Lib., Dip.Arch. Admin.; the Senior Archivist (Technical Services), Mrs Christine Shergold, B.A., Dip.Lib., Dip.Arch. Admin.; and, the Records Administration Officer, Records Management Office, Mr Denis Comber, B.A. (Lib.Sc.) Dip.Lib.Rel. & Law.

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

### **Legislation**

The Authority has taken account, in its operations, of the provisions of the Public Finance and Audit Act, 1983 and the Annual Reports (Statutory Bodies) Act, 1984 and has adopted new standards and procedures to meet their requirements.

During the year Section 6 of the Archives Act was amended by the Miscellaneous Acts (Heritage Authorities) Amendment Act, 1987. This provides for the Chairperson of the Authority to be nominated by the Minister and for the Deputy Chairperson to be nominated by the members of the Authority. Previously both had been appointed by the Governor. The amendment was designed to bring the Act into conformity with legislation governing the other Heritage and Cultural institutions.

### **Membership of Professional Organisations**

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

# THE ARCHIVES AND RECORDS MANAGEMENT OFFICES OF NEW SOUTH WALES

## Head Office

Archives Office of New South Wales

"The State Archives"

2 Globe Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0100 (Switch)

(02) 237 0254 (Reference  
enquiries)

Records Management Office of New South Wales

"The State Archives"

66 Harrington Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0121

## Repository

The State Archives and

Government Records Repository, Kingswood

Lot 1, O'Connell Street

ST MARYS NSW 2760

Telephone (02) 673 1788

## Public Access

### Hours of Opening:

### Search Room and Exhibition, City

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

### Search Room, Kingswood Repository

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

### Public Holidays:

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

Other Public Holidays: Contact Office for details

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

### **STRUCTURE**

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

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

These four areas are supported by a small administrative section.

An Organisation Chart is attached, as Appendix 1.

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

#### **Reference Services Division**

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

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

#### Public Access and Use

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

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

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



	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
Number of readers tickets' issued or renewed	5 791	7 062	7 701
Number of temporary authorities granted	5 622*	522	484

\*Prior to January 1986, when procedures for obtaining readers' tickets were simplified, most users were granted temporary authorities to use the State archives.

Approximately 70 to 80 per cent of enquirers are family historians, with the remaining 20 to 30 per cent chiefly comprising university staff and students and local historians. This pattern is also evident in statistics for the telephone and letter inquiry service.

In 1979 the Authority reported an enormous increase in public demand for services following the opening of the new State Archives building, and this trend continued throughout 1980. The rate of growth was generally slower in 1981-82 but resurged strongly to peak in 1984. Since 1985-86 demand for search room services has levelled off, but demand for extension activities has continued to increase. Overall, demand remains very high and continues to stretch the Authority's resources.

As noted elsewhere, the massive increase in public use of the Archives Office since 1978 is a direct reflection of the popularity of family history research in Australia. The pattern which has been emerging since the 1970s is one of continual growth, and this is still apparent in the statistics of the Archives of other States. In the Archives Office of New South Wales, however, since 1984 City Search Room use has declined noticeably, and this can be attributed with reasonable certainty to the wide availability of the Genealogical Research Kit.

#### Search Room Service

The major change in this aspect of the Office's Reference Services has been the opening of a full-time Search Room Service at the Kingswood Repository in November 1987.

#### Summary - total issues and readers, City and Kingswood

	1984-85	1985-86	1986-87	1987-88
Total numbers of issues	123 809	118 522	115 320	137 026
Total number of readers	21 548	21 443	20 285	20 516

The figure for "Total number of readers" is the sum of the daily totals of readers using State archives, many of whom attended for more than one day and some over long periods. The figure does not therefore represent the number of individual readers but is included as an indication of the use made of the archives. The figure for "Total number of issues" is for individual items from the archives (i.e. volumes, boxes of documents, maps, microfilm reels or microfiche) issued to readers in the Search Room.

The substantial increase in issues (17 per cent) and the slight increase in the number of readers are chiefly a result of the full-time opening of the Kingswood Search Room, as statistics for the City Search Room have shown a substantial drop in

almost all categories, apparently because of the success of the Genealogical Research Kit. More detailed statistics are given below:

Reference to State Archives

	<u>1984-85</u>		<u>1985-86</u>		<u>1986-87</u>		<u>1987-88</u>	
	<u>City</u>	<u>Kingswood</u>	<u>City</u>	<u>Kingswood</u>	<u>City</u>	<u>Kingswood</u>	<u>City</u>	<u>Kingswood</u>
No. of originals issued (volumes/boxes)	20 358*	2049	21 997*	1 903	12 587	1 039	12 005	2 179
No. of maps issued	5 190	136	4 942	232	6 146	200	5 060	1 625
No. of microfilm reels issued	52 721	—	50 378	—	47 375	106	42 207	9 175
No. of microfiche issued	43 343	12	38 939	131	38 555	217	42 836	15 164
No. of CODs issued (xerox copies of original documents)	+		+		9 095	—	6 775	—
Total no. of issues	121 612	2 197	116 256	2 266	113 758	1 562	108 883	28 143
Total no. of readers	21 439	109	21 293	150	20 118	167	17 734	2 782

\* includes CODs      + not recorded separately

City Search Room

The City Search Room is presently open to the public for 50 hours per week, including Saturdays and most public holidays. Despite the drop in demand, usage is still at a high level, and queues develop during peak periods. The Office has, however, been able to ensure that users of State archives experience only minimal delays in having their material issued to them. The time taken to issue microfilm reels, microfiche and photocopies is approximately 60 to 90 seconds, and for original volumes, papers or maps and plans it is about 3 to 4 minutes.

Kingswood Search Room

The new public Search Room at the Kingswood Repository operated on the basis of two mornings per week from 30th June 1987 until 3rd November when, following the appointment of seven reference staff, it commenced full-time service. The hours of the Kingswood Search Room are: Tuesday - Friday 9am - 5pm and Saturday 10am - 4 pm; comprising a total of 38 hours per week. All systems and procedures are essentially the same at The Rocks and Kingswood.

Because of its geographical location and the 'genealogical boom', the Kingswood Search Room is being developed as a genealogical resource centre to serve Western Sydney and surrounding country areas. This commitment is most evident in the Repository's acquisition, as far as financial resources permit, of genealogical material not part of the State archives. It is expected too that the development of "Australian Studies" courses at the adjoining new university will contribute to demand for reference services at the Repository.

The Reference Services Section at Kingswood is working on several significant indexing projects. The main rationale for these is the preservation of original records, which are in very poor condition, but are proving to be of great value to researchers. An index has been completed for the surviving nineteenth century records of Gladesville Mental Hospital. Staff are now compiling an index to prisoners in N.S.W. gaols, c.1870-1920, based on the Photograph Description Books from individual gaols. These records are especially important to family historians because they provide basic information about each prisoner and a photograph. Unfortunately, these volumes are, in terms of physical condition, among the worst in the State archives. It is hoped that the index will, on the one hand, afford improved access to these important records, while on the other hand, obviate random searching and excessive use of them, since they cannot be included in the Authority's microfilming programme for some time. The index will contain an estimated 70 000 entries and should be completed in early 1989. Until then, readers are utilising the index in its incomplete form.

#### Official Use of State archives

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

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
Issue of Documents to Government departments	2 796	2 582	2 264	3 113
Research of State archives on behalf of Government departments	37	19	85	30
Telephone inquiries from Government departments	192	194	298	589

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

#### Extension and Educational Activities

##### Extension Services 1987-1988

Seminars (local history) and conferences	13
Tertiary Students (including family history students and Aboriginal groups)	16
Family History Groups (excluding paying groups)	-
Service Clubs and Associations	11
Libraries	2
Cultural Organisations	-
Visitors (from similar institutions)	1
School Groups	7
Interviews	1
Work Experience Students	14

#### City Office

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

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Family History Groups (excluding paying groups)	-
Service Clubs and Associations	11
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Cultural Organisations	-
Visitors (from similar institutions)	1
School Groups	7
Interviews	1
Work Experience Students	14

#### City Office

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

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

Successful seminars have been held in Sydney on family history (both at the beginners and advanced levels), and at a number of country centres in New South Wales.

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

As its contribution to Senior Citizens Week in March 1988 the Archives Office offered a series of guided tours of the Exhibition to the public. Some 60 persons attended during the week.

### Kingswood

As part of its extension activity the new Reference Services Section at Kingswood commenced publication of a small newsletter, entitled ArchiVista, in February 1988. It is published every two months and serves to inform readers of material becoming available for use. Reference staff also provide talks to societies and undertake other extension activities such as a stall, which was provided at a "Pioneer Family Day" at Windsor on 21st May, 1988.

Although access to the State archives is free, the Authority has approved of the Kingswood Reference Services Section imposing charges to recoup costs for a range of ancillary services, such as tours, orientation courses, seminars and hiring of conference rooms. In particular, orientation courses for members of societies held at the Repository on some Saturdays appear to have been well-received, although the charge is \$25 per person.

### Inquiry Service

In 1987-88 the total number of inquiries by letter and telephone was 7 731, compared with 7 730 in 1986-87.

### Constraints

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

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

### Current Statistics

During 1987-88, statistics for the Inquiry Service (letter inquiries) showed a drop from the record figures of 1986-87, as can be seen from the following table:

## Inquiries Received

	1986-87	1987-88	% change
Number of letter inquiries	3 207	3 028	- 5.6
Number of telephone inquiries (City)	4 523	4 135)	
Number of telephone inquiries (Kingswood)	---	568)	+ 4.0
Total	7 730	7 731	0

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

Scottish convicts

Leichhardt's expedition to Port Essington, 1845

Early History of Maryborough

West Maitland Water Supply, 1880s

Eating of rice by wild ducks, Riverina district, 1930+

Permission to publish extracts from State archives was granted on 116 occasions in 1987-88 compared with 126 in 1986-87.

ExhibitionsExhibition visitors

1986-87	4529
1987-88	3500*

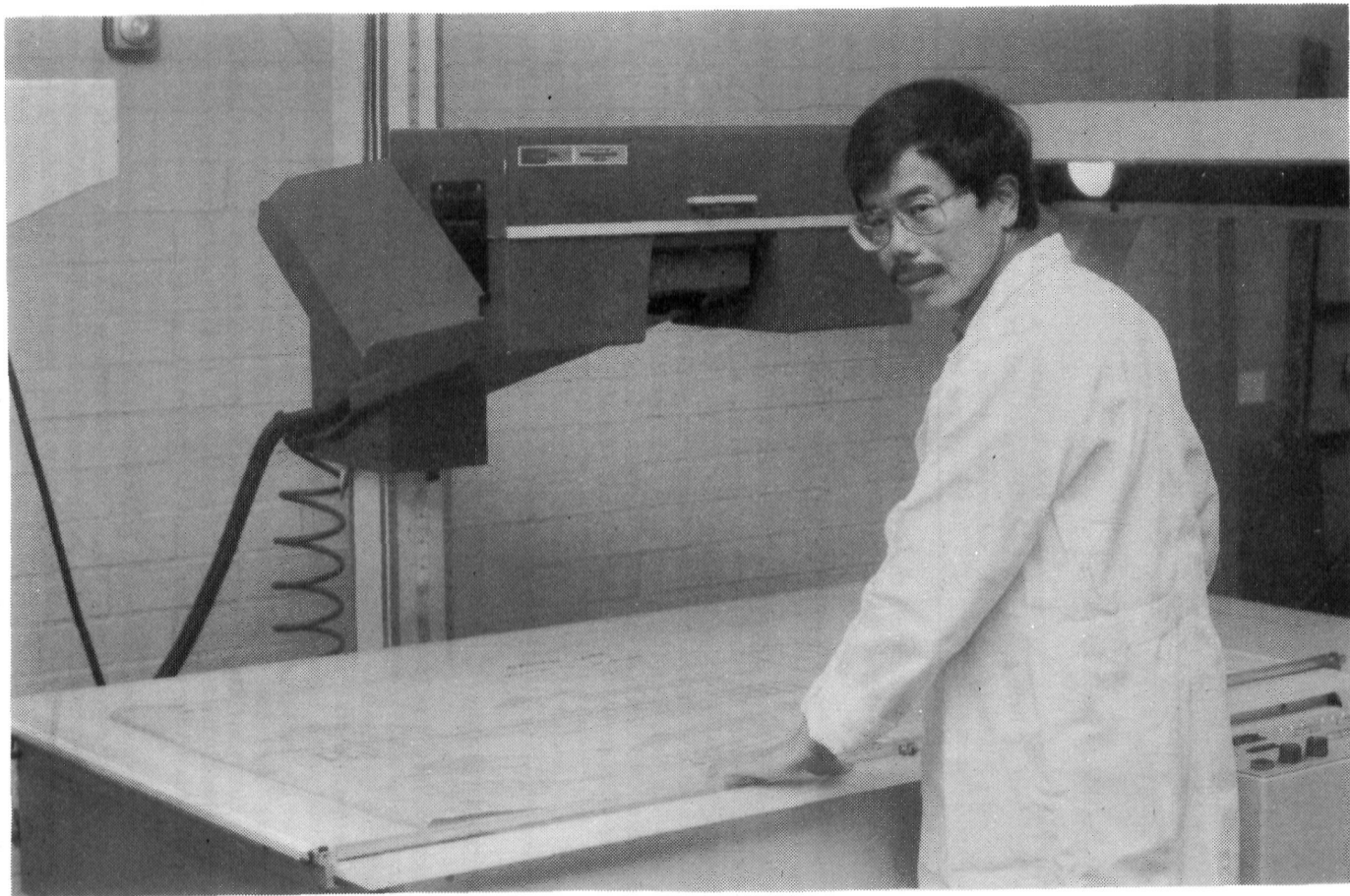
\* Incomplete: figures were not kept for some periods, owing to staff vacancies.

As noted previously, the Archives Authority mounted a major exhibition for the Bicentenary year, entitled "Punishment, Pardon and Promise - Government and the People, 1788-1988". It features letters, maps, plans and photographs which shed light on the convict system, immigration, the administration of justice, treatment of Aborigines, and many other important aspects of life during the first two hundred years of European settlement.

Photographic Service

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

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



Mr Richard Seeto, the Photographer copying a large plan in the Photographic Laboratory.

Photographic Orders

		1986-87	1987-88	
			<u>City</u>	<u>Kingswood</u>
<u>In the Search Room</u>				
Photocopies	21 573		30 464	1 697
Reader/Printer Copies	11 930		10 807	841
Aperture Card Negatives	1 023		774	—
Photographic Prints	782		708	—
Microfilm Rolls	—		—	—
<u>Arising from Written Inquiries:</u>				
Photocopies	2 942		3 004	
Reader/Printer Copies	1 039		1 249	
Aperture Card Negatives	282		197	
Photographic Prints	10		49	

The most notable feature of the 1987-88 figures is the 41 per cent increase in the number of photocopies done in the City Office.

Technical Services Division

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

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

Disposal of Public Records

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

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

During the year the Authority was asked to consider disposal of the records of the Albury-Wodonga (New South Wales) Corporation. This is one of three Corporations established by the Commonwealth, New South Wales and Victorian Governments and charged with responsibility for developing the Albury-Wodonga growth centre. The Corporations act as one fully integrated organisation whose records are maintained as a single records group. Disposal of records held jointly by combined Commonwealth and State bodies is a complex issue and presents problems of ownership and access. The Authority was obliged to seek the assistance of the State Crown Solicitor and the matter was still under consideration at the end of the year. However, the Authority is confident that the problems can be resolved and hopes that the arrangements for the Albury-Wodonga Corporations will serve as a model for similar agencies in the future.

In 1987-88, the Authority dealt with 155 recommendations for the disposal of public records, compared with 122 in 1986-87. The recommendations covered 419 series of records.

As noted earlier, a total of 724 metres of records covering 563 series and 61 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1986-87 were 834 metres and 639 series and part series.

Authorization for the destruction of 108 series and 61 part series was given in 1987-88. 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 1987-88 covered the immediate destruction of at least 665.5 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

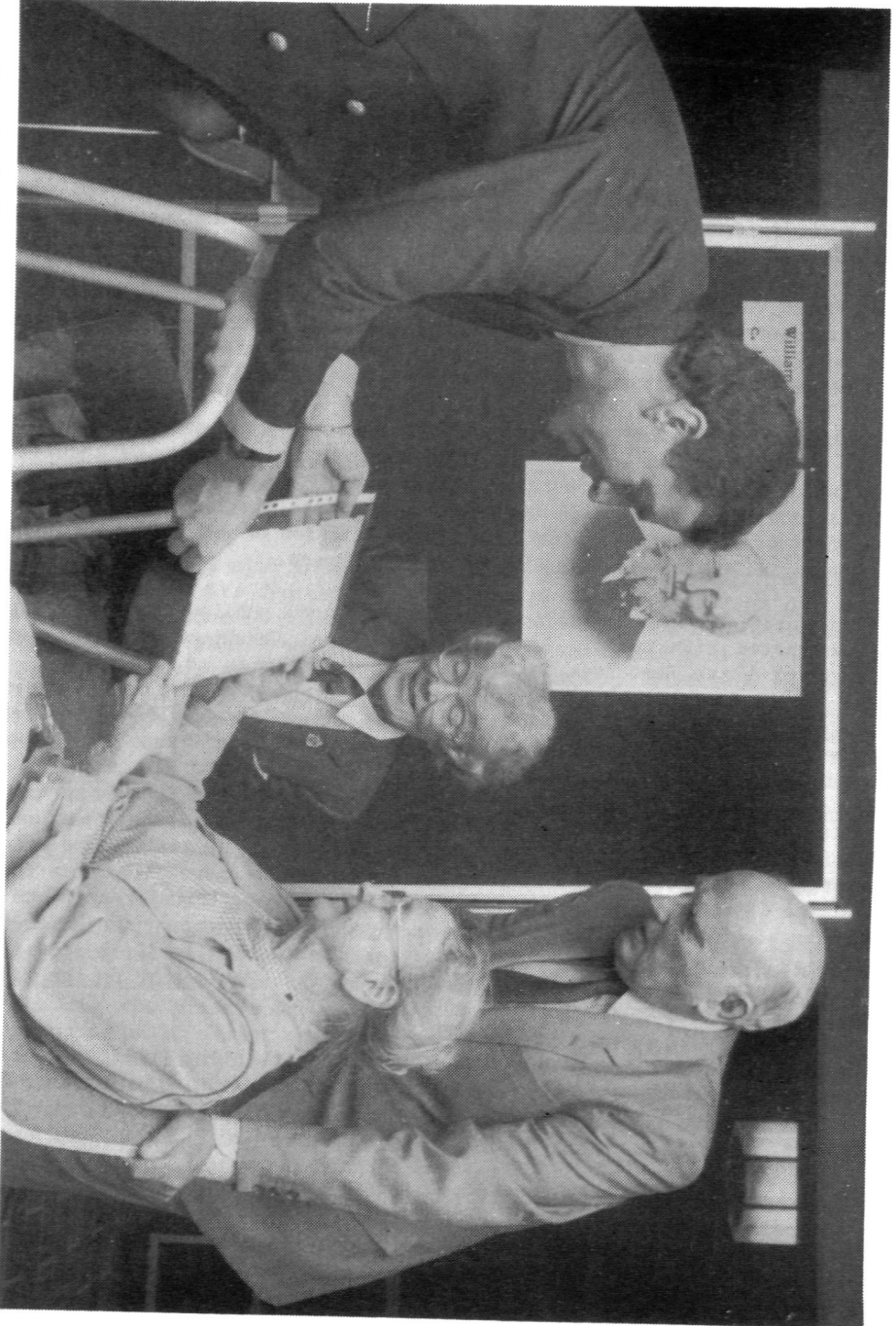
During 1987-88 three archivists were seconded to public offices to assist with tasks associated with records handling. Ms Laurel Catchpool was seconded to the Department of Water Resources for the whole of the year to assist with the work involved in the Department's move to Parramatta. Her duties involve the evaluation of records for disposal, preparation of disposal schedules, review of storage space requirements, and other related matters. By June, 1988 she had arranged the destruction of 1 628 metres (c.33.10 tonnes) of records and the transfer as State archives of a further 28.3 metres, as a result of which the Department was able to close its secondary records store at Artarmon. Mr Anthony Mitchell was seconded to the Public Works Department from 5th November 1987, for an initial period of one year, to assist the Department in the evaluation of records for disposal. Since then he has arranged the destruction of 76.7 metres of records and the transfer as State archives of 129 metres. Mrs Christine Yeats was seconded to the Metropolitan Water, Sewerage and Drainage Board, on a consultancy basis, for the month of April to investigate and advise on future directions for the Board's Archives. Her Report on the Water Board Archives was forwarded to the Board on 29th April, 1988.

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

#### Accessions during 1987-88

The State archives, exclusive of maps, plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 29 033.6 metres of shelving.

Some of the more notable accessions during the year were: Department of Agriculture - Board of Veterinary Surgeons of New South Wales, Minutes of meetings, 1924-77; Bench of Magistrates, Paterson, Charge and summons book, 1908-11; City of Sydney Inquiry, Submissions and representations, 1987-88; New South Wales Drug and



Mr. F. LoSchiavo, Reference Services Division, shows Mrs. H. LoSchiavo, Mrs. K. Hobbs and Mr J. Hobbs, a letter written by their ancestor William Hobbs, dated 9th July 1838 which contains the first report of the notorious massacre of Aborigines at Myall Creek. Mr LoSchiavo is also a descendant of William Hobbs whose picture appears in the background.

Alcohol Authority, The 1986 Survey of Drug Use by Secondary School Students in New South Wales, 1987; Department of Energy, Minutes of the Electricity Advisory Committee, 1934-46, and Minutes of the Electricity Authority, 1946-79; The Governor, Government House Visitors' book, 7 November 1873 - 4 May 1875; Department of Local Government, Records of the Argentine Ant Eradication Committee, c.1959-1985; records of the Department of Main Roads, including Papers of J A L Shaw, 1924-67, photographs, plans, registers and correspondence; and, Protestant Orphan School, Admission book (females), 1827-86.

Several important archival estrays were also accessioned during the year. Estrays are public records which, for one reason or another, have passed out of official custody and into private hands. The most significant estray received by the Authority during 1987 was a volume of Minutes and Proceedings of the Bench of Magistrates at Parramatta, 1821-22, which was donated by Mrs B. McDonnell, of Pendle Hill, and family. The volume was formally accepted on behalf of the Authority by the Minister for Planning and Environment and Minister for Heritage, the Hon. Bob Carr, M.P., at a ceremony held on 28th July, 1987. Another important estray received during the year was a letter dated 9th July 1838, from William Hobbs, superintendent of Henry Dangar's Myall Creek Station, to the Police Magistrate at Invermeil (Scone), conveying the first written report of the notorious massacre of Aborigines at Myall Creek. The letter was donated to the Authority by the Muswellbrook and Upper Hunter Historical Society, having been uncovered by the Australian Bicentennial Authority's Historic Records Search. It was presented to the Authority on 24th June 1988, at a formal ceremony which was attended by descendants of William Hobbs and which received considerable media coverage.

The Authority wishes to record its thanks to the McDonnell family, the Muswellbrook and Upper Hunter Historical Society, and the many other public spirited individuals and organisations who have returned State records to official custody.

### Processing

Only 60.6 metres of records were processed in the City office during 1987-88, compared with 245 metres processed in 1986-87. Records processed include: Bench of Magistrates, Gosford, Minutes of proceedings, 28 September 1848 - 24 January 1855; Lands - Crown Land Agent, Paterson, Register of Crown land sales, March 1863 - September 1891; and, Murrumbidgee Irrigation Trust, Minutes, 1911-13.

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

Tasks related to other technical functions have again reduced the time available for processing during the year. These include: the selection and preparation of material for conservation, binding and microfilming; the production of microfilms for use in the Kingswood Search Room; the production and sale of the Genealogical Research Kit; and the work involved in preparing and updating publications. Further time was diverted from processing as a result of continuing heavy demands for the appraisal of records, and file reference by Government departments to unprocessed or recently processed State archives, particularly records of the Royal Commission into Drug Trafficking. However, during 1987-88, the most significant single task which curtailed the amount of processing undertaken in the City office was the work involved in preparing the microfilm edition of, and an index to, the Colonial Secretary's papers, 1788-1825, one of the Authority's Bicentenary projects.

Maps and plans processing in 1987-88 was also severely affected by the lack of available staff and no processing took place during the year.

### Processing at Kingswood

The Processing Section at the Kingswood Repository processed a further 798 metres of records during 1987-88, compared with 637 metres in 1986-87.

As a consequence of the concentration on Bicentenary projects by staff in the City office, the arrangements for accessioning and processing records were altered so that many small runs of records, although accessioned in the City, were sent to Kingswood for processing. Some of the records processed by the Repository under this arrangement were: Corrective Services, Gaol records, 1927-85; Treasury, Special Bundles re the amalgamation of the Government Savings Bank of New South Wales with the Commonwealth Savings Bank, 1930-31 and the banking crisis of 1930-32; and, Youth and Community Services, Private adoption agency contact files, 1950-75.

Other records processed during 1987-88 include: Court Reporting Office, Transcripts, 1975-82; Maritime Services Board, Correspondence files, 1921-51; and, Supreme Court, Divorce files, 1873-1930, and Will books, 1956-84. The Processing Section was also involved in checking and resorting 150 metres of card indexes to deceased estate files from the Stamp Duties Office.

### State Archives on Loan

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

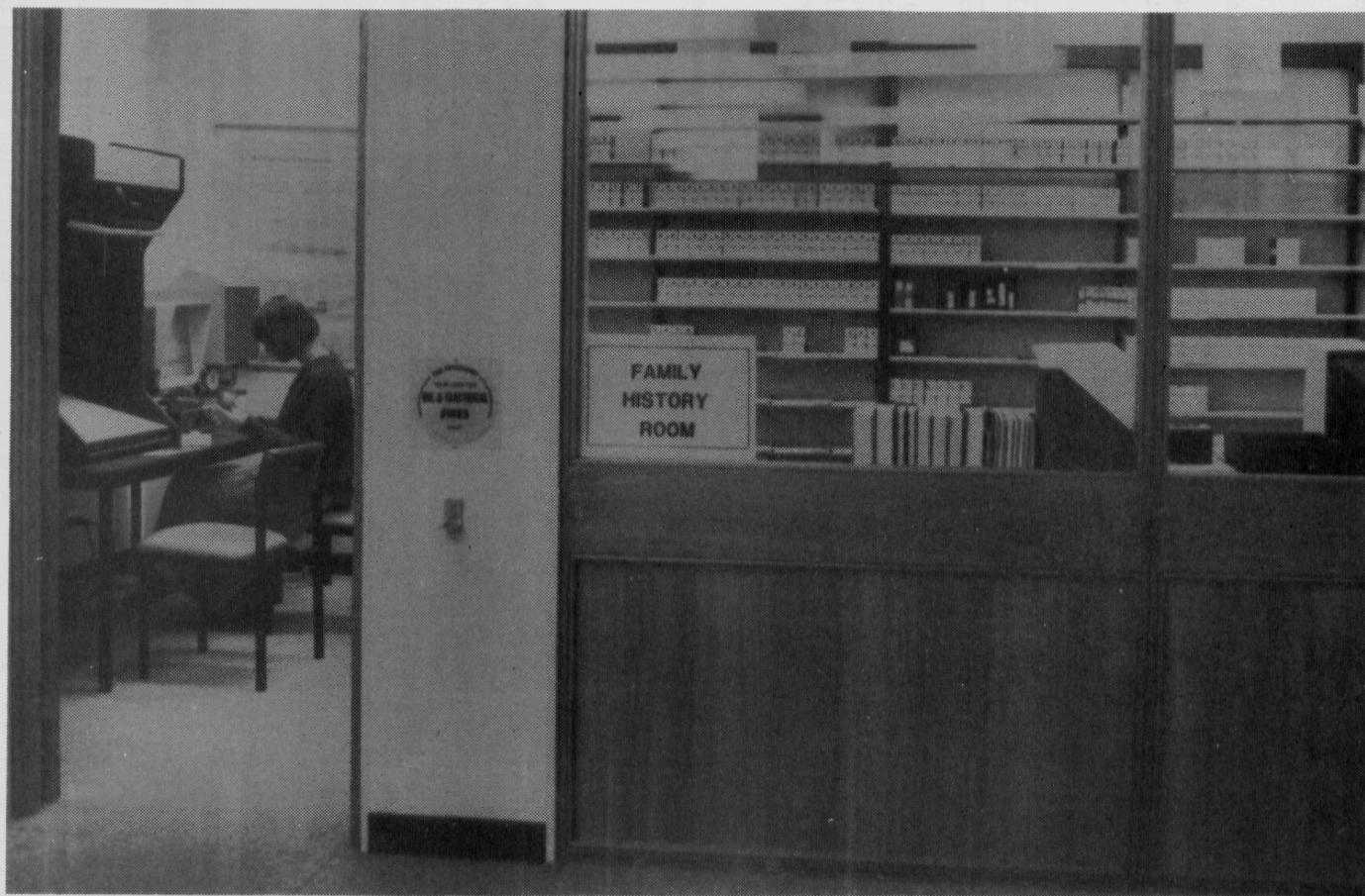
In the longer term the Authority hopes to develop this policy into a network of regional repositories, one in each of the State's 11 Regions which are outside metropolitan Sydney. These repositories would serve Government and people in the regions by:

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

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

At present, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina-Murray Institute of Higher Education, and the Newcastle Region Public Library. In all, approximately 2 000 metres of records and some 860 maps and plans are held in these institutions.

During the year, the Archives Authority supplied components of Stage IV of the Genealogical Research Kit, as they became available, to the University of New England (UNE), the University of Wollongong, the Riverina-Murray Institute of Higher Education (RMIHE), and the Newcastle Region Public Library. Also during 1987-88, a large collection of paintings and photographs from the State Dockyard at Newcastle, c.1914-87, were placed on loan with the Newcastle Region Public Library.



The Genealogical Research Kit on display in the Family History Room at the University of New England Library.

Some of these institutions receive heavy public usage. In 1987 the Local History Section of the Newcastle Region Public Library recorded nearly 10 000 reader visits; in 1987-88 the Riverina Archives at the RMIHE recorded 3 000 reader visits and the Archives at the UNE received approximately 370 reader visits. All three institutions report that a substantial proportion of readers are attracted by the Genealogical Research Kit.

### Parliamentary Archives

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

In 1987-88 two parts of the Guide to the Archives of the New South Wales Parliament were completed. They are the Guide to the Archives of the Legislative Assembly of New South Wales and the Guide to the Archives of the New South Wales Parliamentary Standing Committee on Public Works, 1888 - 1930. Both are available upon application to the Parliamentary Archivist.

The Parliamentary Archivist is now an ex-officio member of the newly-constituted Parliament House Committee on Works of Art and Exhibitions, set up by the Presiding Officers to oversee the proper care and management of the works of art in Parliament House, and to monitor and oversee the staging of exhibitions in the public areas of Parliament House.

The Parliamentary Archivist was also appointed Chairman of the Parliament House Bicentennial Exhibition Committee which is setting up an exhibition to commemorate the Bicentenary. This Exhibition will run from September 1988 to January 1989.

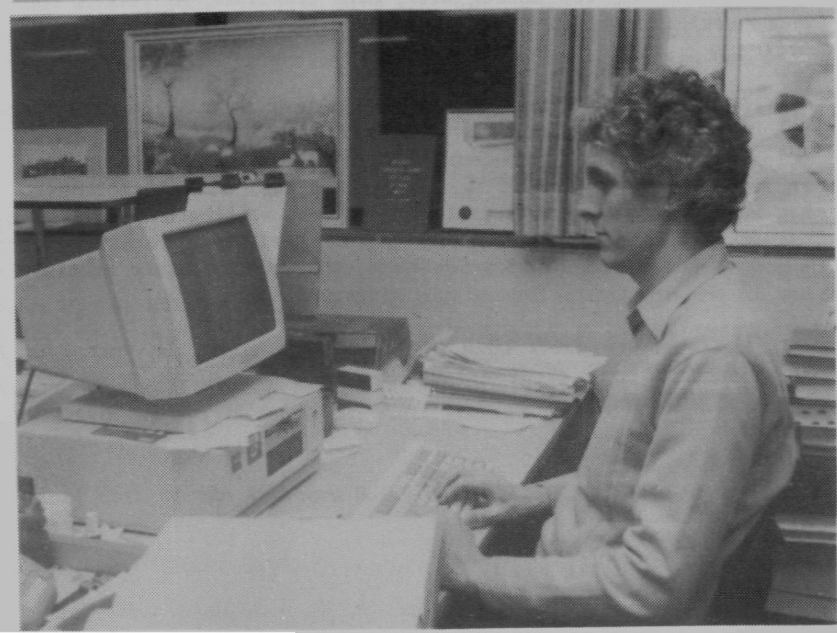
### Publications

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

Revenue produced from the sale of these publications, including those of the Records Management Office which are referred to later in this report, totalled \$156 534 in 1987-88. Of this \$152 400 was paid into the Consolidated Fund and the remainder into a Special Deposits Account. Most of the revenue was from sales of the Genealogical Research Kit.

The Authority published two finding aids during the year: the third edition of Information Leaflet No.37: How to Use the Genealogical Research Kit (prepared by Mrs Christine Shergold); and Information Leaflet No.39: Index to Abstracts of all Licences for Marriage granted to Free Persons, March 1813 - December 1827 (also prepared by Mrs Christine Shergold).

PREPARING THE INDEX TO THE  
RECORDS OF THE COLONIAL  
SECRETARY, 1788-1825; A  
BICENTENNIAL PROJECT.  
Staff of the Technical  
Services Division, from top  
to bottom, Ms J. Motassam,  
Ms G. Davis and Mr M. Allen.



The work involved with the production of a multi-volume index to the records of the Colonial Secretary, covering the period 1788 to 1825, has required considerable staff resources, detrimentally affecting other work, particularly the production of other publications. Pending the completion of this major publication, work on a guide to the records of the Aborigines Welfare Board, a guide to the records of the Sydney Bench of Magistrates, a leaflet on transcripts of court proceedings, 1895-1952, and the second edition of the Concise Guide to the State Archives, has again been deferred.

During the year, work continued on the production of the Genealogical Research Kit with the final stage, Stage IV, being released in February 1988. The Kit's acceptance as a Bicentennial Project made possible the expansion of Stage III and the addition of Stage IV.

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

#### Repair and Preservation of Records

A total of 2 180 items were attended to during the year: 2 125 folios, 28 microfilms and cinematographic films, and 27 maps and plans were repaired and encapsulated in Mylar. Much time was spent during the year in the preparation and mounting of items for display in the Archives Office's Bicentennial Exhibition and for loan to other institutions for use in their exhibitions.

Items of interest treated include: Colonial Secretary, Special bundle: Italian Immigration, 1880-81; Court of Criminal Jurisdiction, Case papers, January - April 1818; Principal Superintendent of Convicts, Register of assignment bonds of convict servants to military and naval officers, 1839-41; and, Surveyor General, Map of Parramatta allotments, 1823, Plan of Evan's journey from Bathurst to the Lachlan River, 1815, and Plan of Oxley's Lachlan River Expedition, 1817.

The bookbinding programme saw a total of 224 items bound or rebound during the year. A bookbinder from the Government Printing Office who worked in the Archives Office for a period of five weeks accounted for 76 of these. In addition, these volumes were finished (i.e. lettered) by a Government Printer finisher who was employed for a period of 3 1/2 days. The remaining 148 volumes were bound by the Plan Mounting Section of the Crown Lands Office (38 items), the Archives Office Conservation staff (68 items) and a binder from the Land Titles Office (42 items). The services of the latter were made available in return for the instruction, in conservation techniques, of an officer of the Binding Section of the Land Titles Office.

During 1987-88, 38 reels of roll microfilm and 136 microfiche copies of volumes and documents were produced. Most of the material filmed was in connection with the Colonial Secretary Bicentenary Project, including Memorials, Petitions, Letters received and Special bundles. Other material filmed includes: Colonial Secretary, Register of public labour performed at Fort Wellington, April 1828 - May 1829; and, a number of records of the Marine Board, Navigation Department and Maritime Services Board, Newcastle. In addition some 650 reels of State archives were reproduced for use in the new Search Room at the Kingswood Repository.

609 aperture cards were also produced during the year. Of these some 200 were reproductions made of Maritime Services Board glass negatives, with the remainder being of maps and plans.

### **Repository Services Division**

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

#### Divisional Strategy

The Repository Services Division provides the bulk storage component of the Authority's operations. The storage of large quantities of records in a purpose built out-of-town repository achieves savings through economies of scale. The Government Records Repository is the second largest records storage facility in Australia and one of the most efficient. It has pioneered a number of initiatives in recent years to streamline the accessioning, storage, servicing, disposal and use of its holdings.

The Repository stores more than 75 per cent of the State archives collection and this proportion will increase because most new accessions are housed in the Repository. The other storage function of the Repository is to house semi-active records of Government offices. These have always been central to the Repository's storage problems in the past, because while it is required to store and service them, it can have no control over the rate at which they are created.

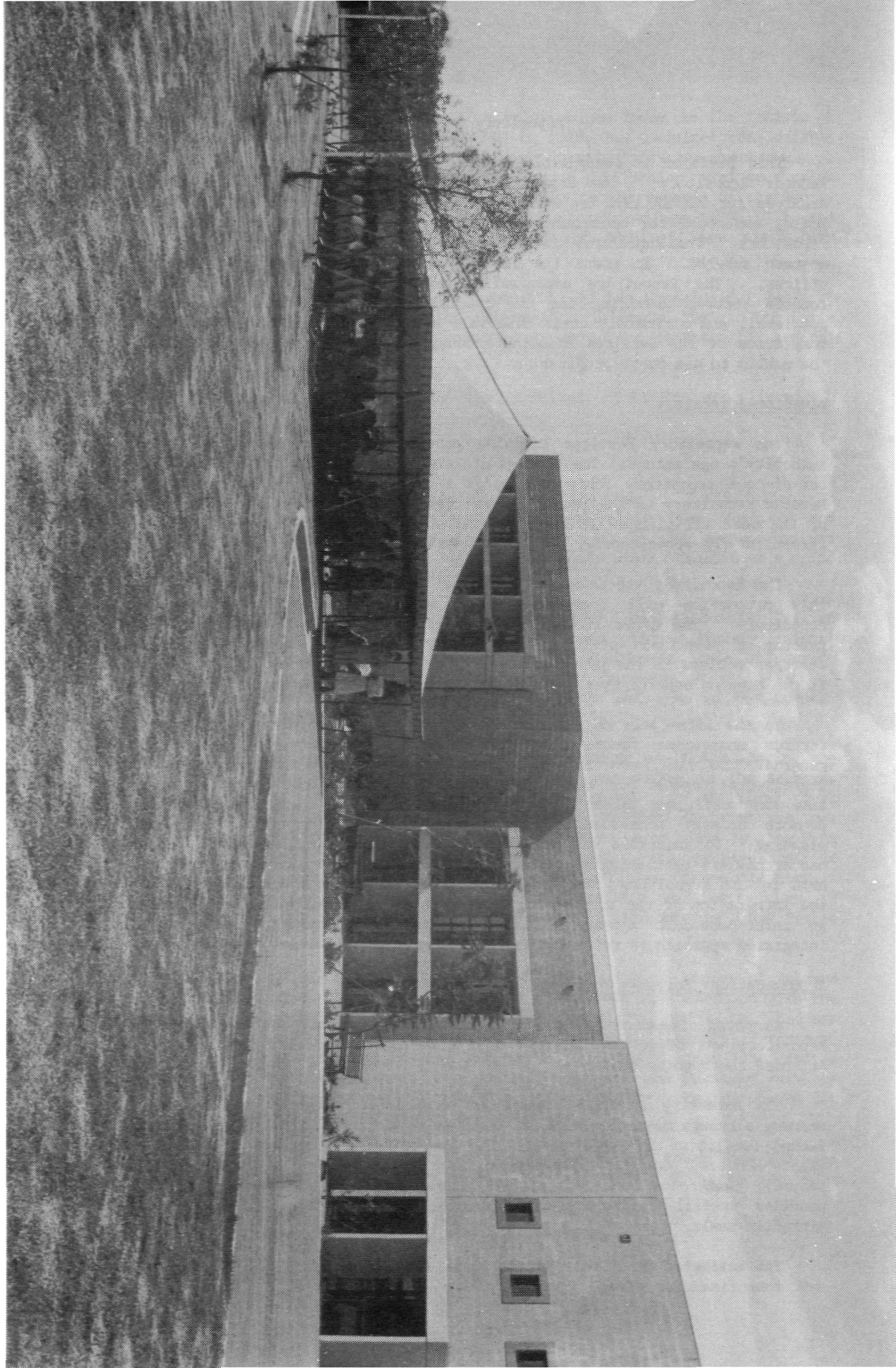
In the life-cycle of records the Repository is a link between the departmental records management function and the eventual archiving of permanently valuable records. To facilitate this role the Repository management must have three basic ingredients: space, procedures and staff. Fortunately, the Repository at the present time has sufficient space to meet its needs. It has guidelines and procedures to promote orderly accessioning and disposal, which also allows effective forward planning. To undertake the actual work, apart from ancillary staff, the Repository has archivists performing appraisal, processing and reference functions on the records held in the Repository. The strength of the Repository's operations is derived from the integration of the bulk storage function with archival techniques/staff to produce an inter-dependent system promoting optimum efficiency. The success of this integrated approach is reflected in the analysis of activities over the past year.

#### Accommodation: Services Building

As noted elsewhere in this report, this new extension to the Government Records Repository was officially opened on 18th December, 1987. About 150 invited guests attended the opening function.

The Authority is pleased that the Services Building has remedied the situation whereby although most of the State archives were stored in the Kingswood Repository it lacked facilities for their use. The new building comprises a public search room (seats about 40 people); small seminar room (seats 6-8 people); readers' lounge (10-15 people); conference room (seats 60-70 people); and exhibition area. Furthermore, it provides special coolroom vaults for the proper storage of computer tapes and microfilm reels.

The estimated final cost of the Services Building is \$1 652 743, which was spread over four financial years.



## Management Guidelines

The implementation of the Guidelines for Using the Government Records Repository, approved in 1983, provided the mechanism through which optimum value could be gained from repository storage space. Prior to this, the Repository had been a mainly reactive organization. It was constantly seeking additional accommodation because there was no effective means of monitoring the records being sent for storage, of reviewing existing holdings, or of compelling the disposal of time-expired records.

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

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

The success of this approach is evident from the annual statistics in Appendix 3. These show a continuing low net increase in holdings, which postpones the need for additional capital expenditure. The net increase in Repository holdings of semi-active records in 1987-88 was only 6 per cent, compared with 11 per cent in 1986-87. Encouragement to review and schedule records for disposal, coupled with the policy of charging, has brought significant and demonstrable results, as highlighted by these figures.

## Storage Capacity

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

Stage I of the Repository, which was built in 1974-75, is based on a cellular design and is air-conditioned. It contains 45 kilometres of static shelving for the storage of State archives, plus staff areas. Space for the State archives, which has not been a problem for the past fourteen years, will be exhausted in a couple of years. Although a planned reorganization and rationalization of holdings will provide some relief, the fact remains that the State archives will require additional accommodation in under five years.

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

Prior to the adoption of the Guidelines and the re-opening of the Repository in late 1983, following a four year closure to accessions, there was concern that the backlog of semi-active records requiring storage could cause the Repository to experience space shortages again within two years. Based on current projections it appears that the Repository will have sufficient accommodation for at least five to seven years. This is probably one of the most appropriate indicators for performance measurement and evaluation.

## Composition of Holdings

To manage an efficient records repository, it is essential to know what records are stored and their correct retention periods. The changes that have occurred in the

***The Official Opening of the new Services Building, Government Records Repository, Kingswood (opposite page)***

Repository system in recent years, particularly those associated with the implementation of the new Guidelines, have resulted in the Repository management having greater control over the holdings and therefore being able to foster orderly accessioning and disposal conditions.

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

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

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of public offices during 1986-87 and 1987-88. It shows, for each public office, the total quantities of records held during the two years; their classification according to the three categories referred to above; and the quantities accessioned, destroyed or transferred as State archives during 1987-88.

One of the most important performance indicators concerning the current functioning of the Repository, and its future efficiency, is the quantity of records held which are not properly scheduled and are therefore being stored on an indefinite basis. This quantity, expressed as a percentage of total holdings, has been reduced from 49.4 per cent in 1983 to 29.3 per cent as at 30th June, 1988. This pleasing result has been achieved through the successful implementation of the Guidelines and the Repository's enhanced ability to monitor its holdings. Further significant reductions of this percentage are anticipated as a result of the extension of the Guidelines.

#### Financial Strategy

In line with the continuing implementation of program budgeting by N.S.W. public offices, the Archives Authority has extended its policy of charging for Repository services to all of its clients, requiring them to meet apportioned costs. At its simplest, this policy is an expression of 'the user pays' principle. It uses financial incentives to help achieve administrative goals. Its overall effect is to place the Government Records Repository on a defined financially-oriented path, which is designed to highlight and to recoup costs, without prejudicing the role and functions of the Repository. The Authority estimates that in the first full year of operation, 1988-89, revenue will exceed \$500 000.

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

The policy of charging was also deliberately designed to promote this approach, even though it is apparent that in the long term the Repository may raise less revenue, in theory, as its clients become more efficient users. The primary purpose

of charging is to increase awareness among Repository users of the need for economy and hence, ultimately, to conserve Repository storage space. However, the commercial potential of the Repository is also under active consideration by the Authority.

Appendix 4 is a table which shows the amounts that have been invoiced to each public office for services provided in 1987-88. According to the table, the largest invoices were as follows: Finance Department, \$26 368; Corrective Services Department, \$22 539; Local Courts Administration, \$19 789; Supreme Court, \$18 338; and Public Works Department, \$18 316. Invoices for charges in 1987-88 came to a total of \$322 645, compared with \$101 301 in 1986-87.

The figures shown in Appendix 4 are provided to allow comparisons between clients. These figures are higher than the actual revenue documented in the Authority's audited accounts because of unpaid accounts. Unfortunately, this is particularly evident in the current year because of unavoidable delays in preparing storage invoices for all clients for the first time.

#### Services to Semi-Governmental Bodies

Local government bodies and public hospitals are not "public offices" as defined in the Archives Act and are therefore not covered by it. However, the records which they create are very diverse and include information which is of considerable interest to researchers and the public in general. The total quantity of records held by these organizations is unknown, but it is certainly vast and quite beyond the resources of the Archives Office, in its present form, to handle in any meaningful way.

The Archives Authority has developed several measures designed to alleviate some of the problems concerning these records. Its approach is of a strictly limited nature and will initially utilise only the resources of the Repository Services Division.

Since January 1986, these bodies have been able to purchase records storage boxes from the Repository and to lodge material in the Repository on the basis that costs are recouped. To date, four local councils have placed permanently valuable records, comprising nearly 1 000 boxes, in the Repository and several others are considering it. It is expected that a number of councils will be interested in storing master microfilm reels in the Repository's new vault.

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

The Repository has sought to liaise with local government bodies by attending various meetings, distributing printed information and exhibiting at conferences.

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

### File Retrieval Service

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

The number of individual reference inquiries handled by the File Retrieval Service amounted to 74 256 in 1987-88, compared with 61 432 in 1986-87. This represents a monthly average of 6 188 jobs compared with 5 119 last year. This is an increase of 21 per cent, which is the largest rise in file retrieval operations recorded for many years. Reference to State archives (as distinguished from semi-active records) accounted for 15 231 jobs, which is 21 per cent of the whole, compared with 14 121 jobs last year, which was 22 per cent of the whole.

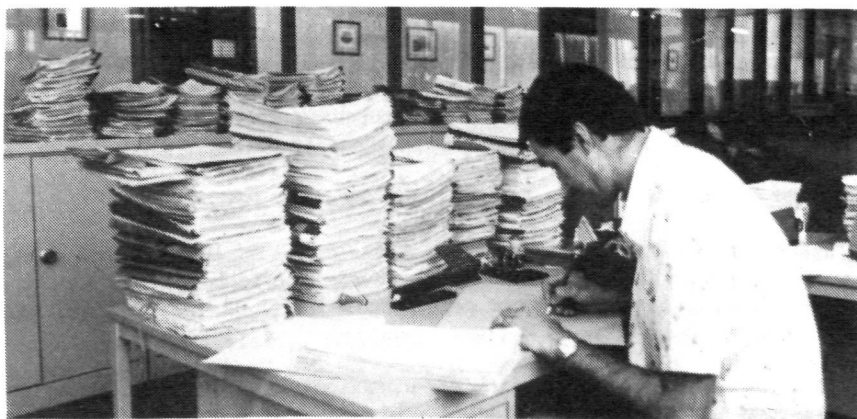
The following table shows the total statistics of the File Retrieval Service conducted for public offices from the Repository:

	1983-84	1984-85	1985-86	1986-87	1987-88
Number of files requested	27 702	29 251	27 933	34 898	42 806
Number of files issued	22 454	24 054	23 975	29 300	36 180
Number of files returned	19 770	18 642	19 162	23 203	25 179
Number of files added to existing boxes in the Repository	2 836	1 447	2 455	1 503	3 893
Number of items attached to existing files in the Repository	1 337	895	842	1 828	2 378
Total File Retrieval Operations Performed	51 695	50 235	50 392	61 432	74 256

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

During 1987-88 the percentage of files issued to files requested was 85 per cent compared with 84 per cent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category is the Main Roads Department (96 per cent). Unfortunately, a few public offices have retrieval rates which are regarded as unsatisfactory. In general, the main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records; or provide inaccurate information on their whereabouts.

The table at Appendix 5 shows the use made of the File Retrieval 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 table shows, for example, that the top 10 public offices account for nearly 80 per cent of File Retrieval Service usage. Public offices are charged a fee of \$2.50 per file request and there is a surcharge for urgent requests.



The capacity of the File Retrieval Section was severely tested in December 1987 when the Corrective Services Department requested more than 1,500 files in a single day! The photograph shows the Repository's Despatch Officer, Mr D. Slade, surrounded by some of the files.



Mrs Roslyn Beard, Repository Services Division addresses members of the Hawkesbury Family History Society on use of the new Search Room at Kingswood, during their visit and tour of the Repository on 13th April, 1988.

To assist public offices in effectively utilizing the facilities of the Government Records Repository an illustrated procedure manual is made available to all users. A new edition of this manual, incorporating reference to records of semi-governmental bodies and revised charges was produced in November 1987.

### Accessioning of Records

The quantity of semi-active records accessioned in 1987-88 was 5 642 linear metres, compared with 6 719 in 1986-87. The overall effect of this was to increase Repository holdings by less than 6 per cent compared with 11 per cent in the previous year.

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

The public offices lodging the most records in 1987-88 were:

Local Courts Administration (5 046 boxes lodged)  
Consumer Affairs (4 125 boxes lodged)  
Education Department (2 682 boxes lodged)

The Repository is extending special assistance to public offices which are being relocated from the City or required to vacate premises. It has been shown that offices can make considerable financial savings by transferring semi-active records to Repository storage at the time of relocation. Special storage arrangements continue to be extended to the State Library pending completion of its new building and renovations. The Repository co-operates closely with those public offices which have their own archivist or have acquired the services of an archivist on secondment from the Archives Office, such as the Water Resources Department and Public Works Department.

The Authority devised its system of Repository charges as a control mechanism and an economic yardstick, rather than as a mere deterrent to usage. That the charges are having the desired effect is demonstrated both by the limited general increase in Repository holdings and by the rapid growth in the holdings of some major users, who have clearly preferred using the Repository to any alternative storage facility.

### Disposal of Records

The quantity of semi-active records in the Repository destroyed in 1987-88 was 2 800 linear metres, compared with 2 017 linear metres in 1986-87. The quantities (of standard boxes) disposed of from the holdings of each public office are shown in Appendix 3. A further 421 linear metres of semi-active records were transferred as State archives in 1987-88, compared with 328 in 1986-87.

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

## Archives Processing and Reference Work

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

### Records Management Office.

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

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

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

The major activities of the Office during 1987-88 were -

#### 1. Records Systems Surveys and Advisings

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

Surveys were conducted at the:

- National Parks and Wildlife Service
- Department of Planning
- Department of Education (Services Directorate)
- Department of Education (Northern Region)
- National Parks and Wildlife Service (Southern Metropolitan)
- Government Advertising Agency
- Metropolitan Waste Disposal Authority
- Tourism Commission
- Urban Transit Authority (Personnel Division)
- State Rail Authority (Health Administration)
- Department of Industrial Relations and Employment (Rehabilitation Division)

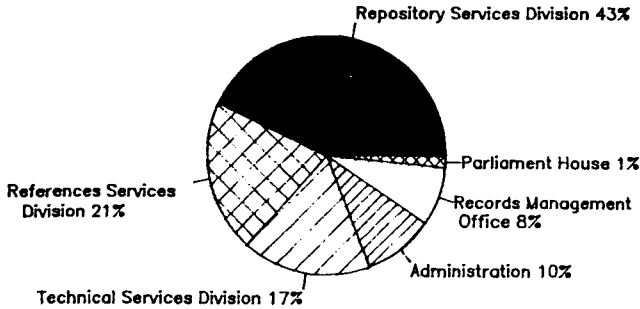
A commitment to some of these agencies, in the form of implementation assistance, will extend throughout 1988.

The Office also provided advice on specific aspects of records management to more than twenty-seven other government agencies.

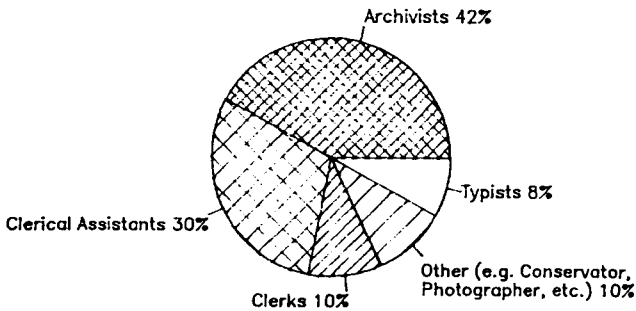
#### 2. Keyword Classification

The Keyword Classification programme continued to expand this year with several purchases from interstate and Federal government agencies.

### ALLOCATION OF STAFF RESOURCES, 1987-88



### CLASSIFICATION OF PERSONS EMPLOYED, 1987-88



#### Employment Programs

During the year the Archives and Records Management Office took part in the Youth Employment Scheme, under which three people were employed for periods of up to sixteen weeks. In addition, seventeen people were employed in various temporary positions on five Bicentenary Projects.

#### Equal Employment Opportunity

The Authority supports equality of employment opportunity (EEO) and participated in the work of the Department of Planning's EEO and Staff Development Consultative Committee. This Committee was established to facilitate consultation between the Department and its agencies and to assist with EEO and staff development needs. The Authority also contributed to the preparation of the Department's EEO Annual Report.

### Staff Training and Staff Development

The Archives and Records Management Offices provide a series of internal training courses relating to the activities and operations of the Authority. In 1987-88 these again concentrated on records management and reference services. Staff also attended external computer training workshops, and courses provided by the Department of Planning and the Public Service Board on Spokeswomen, Accounting Procedures, Selection Techniques, Job Seeking Skills, Grievance Resolution, and Program Evaluation.

### Leave

Mrs Christine Yeats, Assistant Senior Archivist, Search Room commenced maternity leave on 29th April, 1988.

### Promotions and Appointments

Mrs R.M. Beard, B.A., Grad. Dip., Lib. Sc., was appointed to the new position of Assistant Senior Archivist in charge of the Search Room at the Kingswood Repository on 26th October, 1988.

Mr Bernard Edwards was appointed to the position of Administrative Officer on 4th January 1988, replacing Mr I. R. Douglas who took up duties at Macquarie Hospital, Ryde on 23rd November, 1987.

Ms Sandra Del Carmen Orellana, who had originally been employed as a temporary Records Assistant, was promoted to the permanent position of Deputy Senior Records Assistant on 4th January 1988, replacing Mrs A. Hilas who resigned on 6th July 1987.

### Professional Activities

Mr Denis Comber, Mrs Joy Stanford and Ms Kim Garside received degrees of Bachelor of Arts (Library Science) from Kuring-gai College of Advanced Education on 4th May 1988.

Ms Tracy Everingham and Mr David Brumby received Diplomas in Information Management (Archives Administration) from the University of New South Wales on 6th May 1988.

The Assistant Senior Archivist, Search Room, Mrs Christine Yeats, represented the Archives Authority at the Committee to Review Australian Studies in Tertiary Education Seminar held in Canberra on 4th August, 1987. Mrs Yeats also spoke at the Genealogical Society of Queensland Congress at Brisbane on 15th August, 1987.

The Curator of Conservation, Mr John Davies, attended the 8th Triennial Meeting of the International Council of Museums Committee for Conservation, held in Sydney on 6th-11th September 1987.

The Principal Archivist, Mr D. J. Cross, gave the keynote address at the Convention of Family History Societies of NSW held at Goulburn, 12th-13th September 1987.

The Assistant Senior Archivist, Search Room, Mrs C. Yeats, and the Assistant Senior Archivist, Reference Services, Mr Richard Gore, organised a seminar for students of the Diploma in Family History Studies, the Society of Australian Genealogists, on 12th September 1987.

The Senior Archivist, Repository Services Division, Mr John Burke, and the Assistant Senior Archivist, Search Room, Mrs C. Yeats, spoke to students of the Diploma in Information Management (Archives Administration) course at the University of New South Wales on the recruitment process, on 7th October, 1987.

Seven staff members attended a Family History Seminar organised by the Church of Jesus Christ of Latter-Day Saints at Baulkham Hills on 10th October 1987.

The Senior Archivist, Repository Services Division, the Assistant Senior Archivist, Repository Services Division, Ms Jenni Stapleton and the Senior Project Archivist, Ms Sally Irvine-Smith, attended a Local Government Records Management Conference at Holroyd on 2nd December 1987.

Four staff members attended the Australian Historical Association Conference, 8th-12th February 1988.

The Principal Archivist visited Western Australia, 2nd-6th May 1988, at the invitation of the Library Board of Western Australia, to advise on archival and records management matters.

The Assistant Principal Archivist, Mrs F. Lemmes spoke at the Riverina Archives' Seminar at Wagga on 27th May 1988.

In addition, staff members also addressed many other societies and groups, including the Lithgow Family History Society, the Young National Trust, the Cowra Family History Group and the Heraldry and Genealogy Society of Canberra. Staff involved were Mrs C. Yeats, Mr R. Gore and Miss G. Davis.

#### Participation in External Committees and Working Parties

During the year the Authority's staff participated in a number of external working parties and projects, including the Action Committee on Local Government Records; the Department of Family and Community Services' steering committee to review its records management systems; the Australian Archives Disaster Planning Committee; the Crown Lands Office Committee on Restoration and Protection of Records and Documents in the Event of a Catastrophe; and the State Information Policy Working Party. The Senior Archivist, Repository Services Division, also attended the inauguration meeting and other functions in relation to the establishment of Chifley University

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

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

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

- (a) the financial statements and notes thereto, exhibit a true and fair view of the financial position and transactions for the year ended 30 June 1988.
- (b) the financial statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, Regulation, and Treasurer's Directions, and
- (c) we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading, or inaccurate.

SIGNED:

*Kenneth W. Wright*

DATE:

*10 August, 1988*

CHAIRPERSON

ARCHIVES AUTHORITY

SIGNED:

*P. Cross*

DATE:

*10 August, 1988*

PRINCIPAL ARCHIVIST

SIGNED:

*Gabriele Kibble.*

DATE:

*10<sup>th</sup> August, 1988.*

MEMBER

ARCHIVES AUTHORITY

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Statement of Financial Position as at 30th June, 1988

Previous Year \$	Note	1987/88 \$
2 088	Accumulated Funds	50 817
<b>Represented by:</b>		
<b>CURRENT ASSETS</b>		
2 088	Cash at Treasury	9 923
—	Debtors	74 144
		84 067
<b>Less:</b>		
<b>CURRENT LIABILITIES</b>		
—	Creditors	30 483
—	Grants Received in Advance	2 767
		33 250
2 088		50 817

*Includes  
Accrued Income*

*After Emp Scheme  
Brought forward  
1153  
2767  
1614*

*Represents  
Includes Accrued  
Exp*

*\$7437  
See why MPO*

THE ARCHIVES AUTHORITY OF NEW SOUTH WALESStatement of Financial Operations for the Year Ended 30th June, 1988

REVENUE	Previous Year \$	1987/88 \$	Increase £ (-)
Consolidated Fund: Recurrent	2 008 967	2 038 300	1.5
: Capital Works	1 225 667	197 732	(83.8)
Bicentennial Projects	143 507	326 260	127.3
Special Employment Projects	—	19 505	**
<b>Authority Generated Funds</b>			
Genealogical Research Kit	148 753	119 981	(19.3)
Repository Services	123 693	319 081	157.9
Records Management Office	45 937	54 913	19.5
Photographic and other Miscellaneous Services	36 432	42 580	16.8
Publications	11 941	14 855	24.4
Sponsored Publications	1 413	4 034	185.5
	<u>3 746 310</u>	<u>3 137 241</u>	(16.3)
		<u>543,497</u>	
<b>EXPENDITURE</b>			
Salaries, Allowances, etc	1 241 278	1 405 218	13.2
Capital Works	1 225 667	197 732*	(83.8)
Special Employment Projects	—	19 505	**
Maintenance and Working Expenses	598 727	545 044	(8.9)
Other Services			
. Genealogical Research Kit	146 438	70 227	(52.0)
. Purchase and Reproduction of Public Archives	13,966	42 009	200.8
. Parliament House Archives	8 558	—	(100.0)
Bicentennial Projects	143 507	326 260	127.3
Sponsored Publications	—	5 251	**
Authority Generated Funds Repaid to Consolidated Fund	366 756	477 266	30.1
	<u>3 744 897</u>	<u>3 088 512</u>	(17.5)
Revenue Exceeded Expenses for Year by	1 413	48 729	3 348.6
	<u>3 746 310</u>	<u>3 137 241</u>	

\* Refer Note 8 for expenditure in excess of budget

\*\* Nil in previous year - Not calculable

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THE ARCHIVES AUTHORITY OF NEW SOUTH WALESStatement of Source and Application of Funds  
for the Year Ended 30th June, 1988

SOURCES	Previous Year	1988
	\$	(-) \$
Funds from Operations		
. Inflow of funds	3,746,310	3,137,241
. Less Outflow of funds	3,744,897	3,088,512
	<hr/> 1,413	<hr/> 48,729
Increase in Liabilities	<hr/> —	<hr/> 33,250
	<hr/> 1,413	<hr/> 81,979
APPLICATION		
Increase in Assets		
. Cash at Treasury	1,413	7,835
. Debtors	—	74,144
	<hr/> 1,413	<hr/> 81,979

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Notes to and forming part of the Financial Statements

1. Summary of Significant Accounting Policies

- (i) The Accounts have been prepared on a modified accrual basis. This involves income earned but not received and expenses incurred but not paid at year end (where amounts are material), being included in the Statement of Financial Operations and showed as "Debtors" and "Creditors" respectively in the Statement of Financial Position. Also asset purchases are treated as expenditure in the year of acquisition and therefore no depreciation charges are made.
- (ii) Change in accounting policies:
  - a) The Archives Authority has received grants from the NSW Bicentennial Council and the NSW Government Bicentennial Secretariat. For 1987/88 the balance of unspent grants of \$1 153, held on behalf of the Authority by the Ministry for the Arts, has been brought to account in the Statement of Financial Position as Grants Received in Advance and Cash at Treasury.
  - b) The unspent balance of the Youth Employment Scheme of \$1 614 has also been brought to account in the Statement of Financial Position as Grants Received in Advance and Cash at Treasury.
  - c) In 1986/87, accrued income and accrued expenses were reported by way of notes to the accounts. In 1987/88, they were reflected in both the Statement of Financial Operations and the Statement of Financial Position.
- (iii) The Treasurer has granted the Archives Authority an exemption (Ref. T84/2052), under Section 41 B(2) of the Public Finance and Audit Act 1983, from full accrual accounting; and, under Section 41 B(3)(a), from the necessity of preparing a balance sheet or statement of balances, subject to the presentation of a Statement of Financial Position. Wherever applicable regard has been given to Australian Accounting Standards and industry practice.
- (iv) Payroll costs, met from the Consolidated Fund, include accrual to 30 June each year.
- (v) The accounts have been prepared in accordance with historical cost principles and have not been adjusted to record changes in the general purchasing power of the Dollar.
- (vi) Long Service Leave and Annual Leave is paid out of Consolidated Fund Appropriation, when taken.
- (vii) Archives staff are members of the State Superannuation Scheme. No provision is required to be made for deferred liability under this scheme as the contributions paid by the Treasury (\$71 660 in 1987/88) cover this liability.
- (viii) The Authority is not liable for Payroll tax (\$84 313 in 1987/88) as the costs are covered directly by Treasury.

2. Operating costs of the Authority are met, in the main, from annual appropriations from the Consolidated Fund and receipts from services provided are paid to that fund.

An amount of \$1 000 was provided by a sponsor in 1980 for the publication of cards and posters. Proceeds from the sale of these publications are retained by the Authority in a Special Deposits account at Treasury and are used for the production of similar saleable publications. As at 30 June 1988 the balance of this account at the Treasury was \$871.

3. Material assistance provided at no cost to the Authority:

Material assistance provided to the authority for which no actual payment was made consist of:

- Cleaning and Garbage Removal provided by the Government Supply Office estimated at \$73 400.

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

- Postal, freight services provided by the Government Courier Service
- Recruitment services provided by the Public Service Board
- Building maintenance, minor repairs, etc provided by the Public Works Department.

4. The cost and current values of the following assets are not reflected in the accounts:

. Land and Buildings.

The Archives Authority occupies two buildings -

- i. the State Archives and Government Records Repository at Kingswood, which is used to store State archives and the semi-active records of N.S.W. Government departments and statutory bodies. It is on Crown Land and is vested in the Minister for Public Works.

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

The Repository has been extended by the construction of a Services Building, which has been completed. This was funded from capital funds allocated to the Minister for Heritage for cultural building projects, and the work was undertaken by the Public Works Department. A total of \$197 732 was expended on this project in 1987/88. (See Note 8.)

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

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

5. Insurance

- . Insurance coverage on the Kingswood building is effected through the Treasury Fire Risks Account, under a general policy with the Government Insurance Office in which the values of individual properties are not disclosed.
- . The State Archives building is insured by the Sydney Cove Redevelopment Authority.
- . Plant and equipment, fixtures, fittings and furniture, are insured through the Treasury Fire Risks Account. Estimated value for insurance purposes is \$467 000, for plant and equipment purchased by the Archives Authority, for both the State Archives Building and the Government Records Repository. However, this excludes most of the furniture and fittings for the State Archives Building, which were supplied by the Department of Public Works in 1979 as part of the original fitout. An estimate of the value in 1988 is \$92 550 (i.e. cost price of \$215 000 in 1979 less 10% depreciation per annum).
- . Records in the Authority's custody: the estimated value of the State archives is \$150 000 000. In August, 1986 Treasury advised that they are covered against damage caused by fire and lightning by the Treasury Fire Risks Account, and the Authority is now reviewing insurance cover against other forms of damage, and theft. The value of the semi-active records is unknown.

6. Stock on hand is not reflected in the Statement of Financial Position. The estimated cost of stocks on hand as at 30 June 1988 was \$134 906. (\$60 000 in 1986/87) i.e. Publications \$35 942; Genealogical Research Kit \$78 091; Boxes \$20 873. Stock on hand was valued at cost price.
7. A \$4 500 audit fee was paid in respect of the accounts for the year 1987/88. (\$4 250 in 1986/87) and was included in Maintenance and Working Expenses.
8. The Budget allocation for Capital Works of \$92 000 required supplementation to the extent of an additional amount of \$105 732.
9. The Authority has no contingent liability.
10. There were no loans made to members, officers or employees of the Authority.

End of Audited Financial Statements



BOX 12, G.P.O.  
SYDNEY, N.S.W. 2001

**AUDITOR-GENERAL'S CERTIFICATE**  
**ARCHIVES AUTHORITY OF NEW SOUTH WALES**

The accounts of the Archives Authority of New South Wales for the year ended 30 June 1988, have been audited in accordance with Section 34 of the Public Finance and Audit Act 1983.

In my opinion, the accompanying financial position, financial operations and funds statements, read in conjunction with the notes thereto, comply with Section 41B of the Act and exhibit a true and fair view of the financial position at 30 June 1988 and transactions for the year then ended.

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

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

SYDNEY,  
12 October 1988

Encl

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

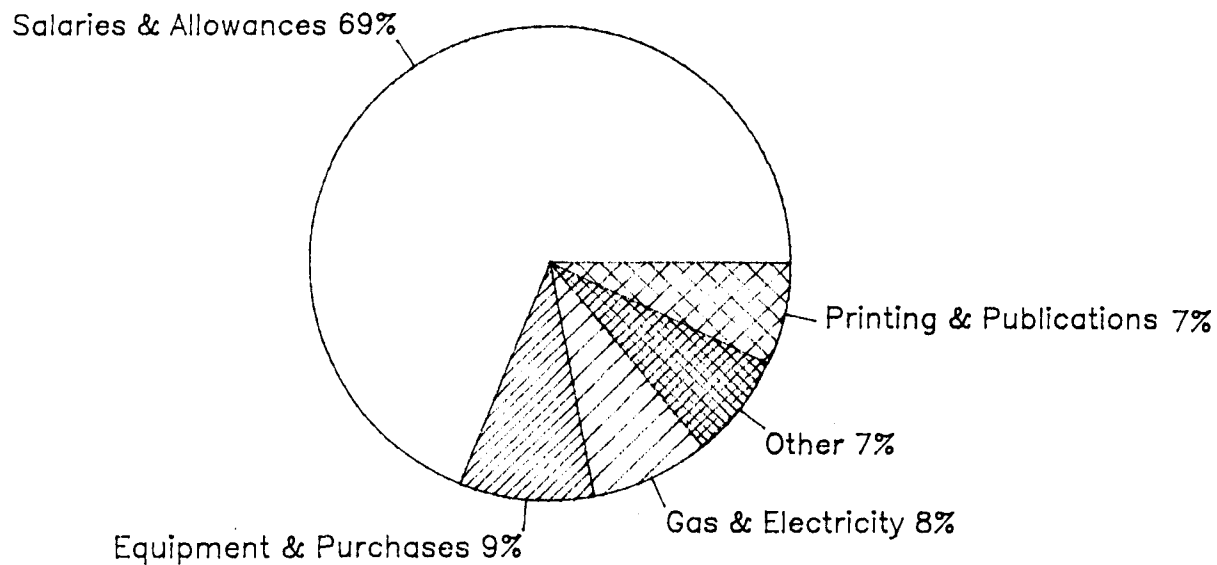
Program:    **Preservation and Management of Government Records**

Detailed Budget in Accordance with Section 7 (1) (a) (iii)  
of Annual Reports (Statutory Bodies) Act, 1984  
- For Financial Year 1987-88

<u>ITEM</u>		<u>ALLOCATION</u>	<u>EXPENDITURE</u>
		<u>1987-88</u>	<u>1987-88</u>
		\$	\$
<u><b>SALARIES AND PAYMENTS</b></u>			
A.1	Salaries and Wages		
	Penalties etc.	1,380,000	1,349,295
	National Wage adjustment	22,000	
A.2	Leave on Resignation	5,000	10,703
A.3	Overtime	31,000	45,220
	<u>Sub total "A" Items</u>	<u>1,438,000</u>	<u>1,405,218</u>
<u><b>MAINTENANCE AND WORKING EXPENSES</b></u>			
B.1	Workers Compensation Insurance	14,000	6,000
	Employers Superannuation Contributions	—	662
	Special Appropriation (Superannuation Schemes)	—	405
B.2	<u>Expenses in Connection with Building</u>		
	Rates, Charges, etc.	2,000	2,064
B.3	<u>Subsistence and Transport</u>		
	Travelling and Subsistence	13,100	12,371
	Motor Vehicles and Running Costs etc.	15,500	16,702
B.4	<u>General Expenses</u>		
	Advertising and Publicity	2,500	2,731
	Books and Periodicals	9,660	10,625
	Fees for Services Rendered	52,240	56,945
	Gas and Electricity	200,000	178,477
	Other Insurance	1,700	1,637
	Postal and Telephone	24,600	29,420
	Printing	25,500	24,582
	Stores, Equipment etc.	177,910	196,594
	Minor expenses	6,290	5,829
	<u>*Sub total "B" Items</u>	<u>545,000</u>	<u>545,044</u>
<u><b>OTHER SERVICES</b></u>			
E710	Purchase and Reproduction		
	Public Archives	46,000	42,009
E720	Genealogical Research Kit	70,000	70,227
E730	Parliament House Archives	—	—
	<u>Sub total "E" Items</u>	<u>116,000</u>	<u>112,236</u>
	<u>PROGRAM TOTAL</u>	<u>2,099,000</u>	<u>2,062,498</u>

# THE ARCHIVES OFFICE OF N.S.W.

## EXPENDITURE OF FINANCIAL RESOURCES 1987-88



THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

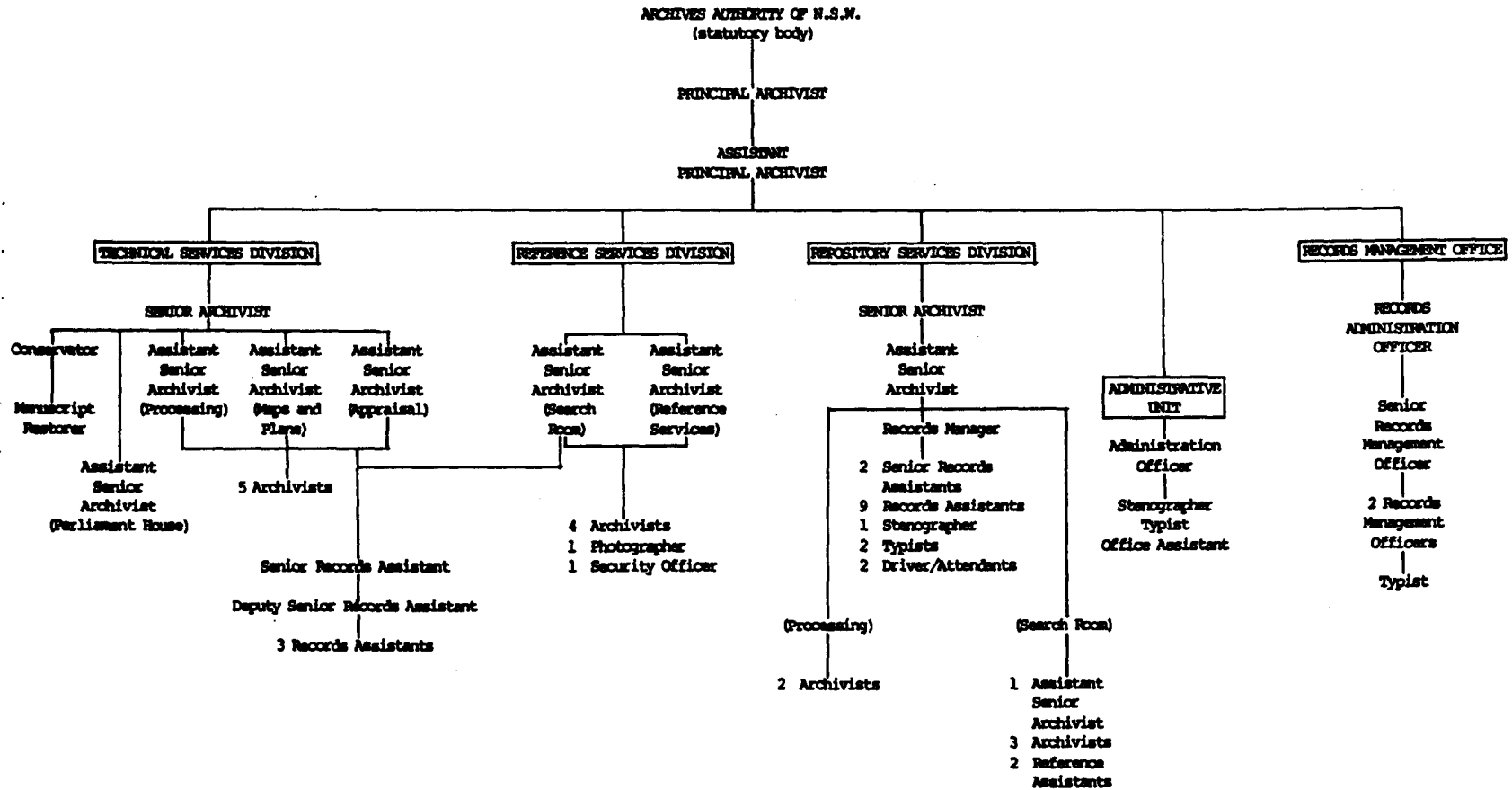
Program: Preservation and Management of Government Records

Budget In Accordance with Section 7 (i) (a) (iii)  
of Annual Reports (Statutory Bodies) Act, 1984  
- For Financial Year 1988-89

<u>ITEM</u>	<u>ALLOCATION</u> <u>1988/89</u> \$
<u>EMPLOYEE RELATED PAYMENTS</u>	
A.100 Salaries, Wages, Penalties, etc	1,708,000
A.101 National Wage Adjustment	31,000
A.200 Leave on Termination	34,000
A.300 Overtime	43,000
A.500 Workers' Compensation Insurance	10,000
A.700 Payroll Tax Expense	101,000
*A.800 Employer's Superannuation Contributions	1,000
	<hr/>
<u>TOTAL EMPLOYEE RELATED PAYMENTS</u>	<u>1,928,000</u>
 <u>MAINTENANCE AND WORKING EXPENSES</u>	
B.202 Rates and Charges	2,500
B.203 Maintenance	27,000
B.204 Insurance	30,000
*B.205 Cleaning	36,000
B.301 Travelling and Subsistence	17,000
B.302 Motor Vehicles and Running Costs	14,000
B.401 Advertising and Publicity	3,000
B.402 Books and Periodicals	7,000
B.403 Fees for Services	44,000
B.404 Gas and Electricity	200,000
B.406 Other Insurance	2,000
B.407 Postal and Telephone	30,000
B.408 Printing	65,000
B.409 Stores, Equipment, etc.	125,000
B.410 Minor expenses	4,000
B.411 Out of Pocket Expenses	1,500
B.412 Maintenance Contracts	25,000
	<hr/>
<u>TOTAL MAINTENANCE AND WORKING EXPENSES</u>	<u>633,000</u>
 <u>OTHER SERVICES</u>	
E.318 Archives and Records Management	32,000
E.320 Reproduction of Genealogical Research Kits	50,000
	<hr/>
	82,000
	<hr/>
<u>TOTAL RECURRENT CONSOLIDATED EXPENDITURE</u>	<u>2,643,000</u>
	<hr/>

\* Supplimentation requested

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



Establishment = 72  
Staff Number = 63

June 1968

## PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) Inventories and Guides

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788-1870. (1963; revised and reprinted 1979. Out of print.)
- (4) Auditor-General, 1824-84. (1964.) (Out of print.)
- (5) Council of Education, 1866-80. (1964; revised and reprinted 1979. Out of print.)
- (6) Workers' Compensation (Silicosis) Committee, 1927-57. (1965.)
- (7) Education under two Boards, 1848-66: The Board of National Education and the Denominational School Board. (1966; reprinted 1979. Out of print.)
- (8) Executive Council, 1825-1935. (1966; revised and reprinted 1979.)
- (9) Court of Civil Jurisdiction, 1787-1814. (1967; revised and reprinted 1979. Out of print.)
- (10) District Councils, 1843-50 (1967.)
- (11) The Governor, 1787-1935. (1969; revised and reprinted 1979. Out of print.)
- (12) List of Series Titles in the Archives Office of New South Wales. (1965. Out of print; replaced by No. 13.)
- (13) Concise Guide to the State Archives of New South Wales. (1970.) (Out of print.) With quarterly Supplements, 1971 - 80.
- (14) Guide to Convict Records in the Archives Office of New South Wales. (1970; with Supplement, 1974. Second edition, 1981; with Supplement, 1985.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.) With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving Port Phillip, 1839-51. (1976; reprinted 1985.)
- (17) Guide to Shipping and Free Passenger Records. (1977. Second edition, 1984.)
- (18) Guide to Records Relating to the Occupation of Crown Lands. (1977.) (Out of print.)
- (19) Government (Colonial) Architect, 1837-c.1970. (1979.)
- (20) Governor's Court, 1814-24. (1979.)
- (21) Immigration: Index to Assisted Immigrants arriving Sydney, 1880-96. (1980.)
- (22) Vice-Admiralty Court of New South Wales, 1787-1911. (1980.)
- (23) Surveyor General: Select List of Maps and Plans, 1792-1886. (1980.)
- (24) Clerk of the Peace: Part 1 - Quarter Sessions Records, 1824-1920. (1982.)
- (26) Surveyor General: Select list of Maps and Plans, 1792-1886. Supplement. (1984.)
- (27) Immigration: Index to Assisted Immigrants arriving Moreton Bay (Brisbane), 1848-59. (1985.)
- (28) Immigration: Index to Assisted Immigrants arriving Sydney, 1860-79. (1985.) With Supplement, 1985.
- (29) Immigration: Index to Assisted Immigrants arriving Sydney and Newcastle, 1844-59. (1987.)

(b) Information Leaflets

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes. (Out of print.)
- (6) Maps and Plans.
- (7) Land Grants, 1788-1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives. (Out of print.)
- (10) Department of Education: Schools files, 1876-1939. (Out of print.)
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826-1900.
- (12) Convict ships arriving at Port Jackson, 1788-1849. (Deleted.)
- (13) Government Transport: Correspondence files, 1902-38.
- (14) Surveyor-General: Surveyors' Field books, 1794-1830.
- (15) Attorney-General and Attorney-General and Justice: Special bundles, 1822-1977.
- (16) Mines Department: Special files, 1851-1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles, 1870-1960.
- (18) Premier's Department: Special bundles, 1895-1976.
- (19) Public Service Board: Special bundles, 1860-85, 1895-1946.
- (20) Public Works: Special bundles, 1846-1963.
- (21) Treasury: Special bundles, 1860-1959.
- (22) Ships carrying Immigrants and Settlers to New South Wales, 1828-96. (Deleted.)
- (23) Auditor General: Reports of Inspectors of Public Accounts, 1907-30.
- (24) Department of Education: Subject files, 1875-1948.
- (25) Potato Marketing Board: Special files, 1946-56.
- (26) Bench of Magistrates: Return of Hearings, 1788-1820. (Out of print.)
- (27) Davies, J.: Preservation of Books and Related Materials. (Deleted - superseded by Technical Paper No.1.)
- (28) Photocopies.
- (29) Returns of the Colony - 'Blue Books'.
- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (31) Davies, J.: Preventive Conservation - Basic Conservation Techniques. (Deleted - superseded by Technical Paper No.2.)
- (32) Police Department: Special bundles, 1846-1963.
- (33) Attorney General and Justice - Registry of Births, Deaths and Marriages: Microfiche copies of Indexes to Births, Deaths and Marriages, 1788-1899.
- (34) Department of Agriculture: Agriculture Special files, 1889-1981.
- (35) Attorney General and Justice - Registry of Births, Deaths and Marriages: Microfilm copies of Registers of Baptisms, Burials and Marriages, 1787-1856.

- (37) How to Use the Genealogical Research Kit.
- (38) Muster and Census Records.
- (39) Index to Abstracts of all Licences for Marriage granted to Free Persons, March 1813 - December 1827.

(c) Technical Papers

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

(d) Document Kits

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

(e) Publications in Microform

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

Stage I (1984) :

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

Stage II (1985):

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

Stage III (1987):

Register of Conditional Pardons, 1791-1825 (4 microfiche)  
 Registers of Convicts recommended for Conditional Pardons, 1826-56 (12 microfiche)  
 Registers of Absolute Pardons, 1791-1843 (1 part reel)  
 Registers of recommendations for Absolute Pardons, 1826-46 (1 part reel)  
 Ticket of Leave butts, 1827-67 (58 reels)  
 Abstracts of licences for marriages granted to free persons, 1813-27 (1 microfiche)  
 Registers of Coroners' inquests, 1902-42 (7 reels)  
 Wives and families of convicts on bounty ships, 1849-55 (2 microfiche)  
 Members of the Family Colonization Loan Society, 1854-57 (1 part microfiche)  
 Passenger lists of the Family Colonization Loan Society, 1854-55 (1 part microfiche)  
 Applications for admission into the Orphan Schools, 1825-33 (1 part reel)  
 Applications for children out of the Orphan Schools, 1825-33 (2 part reels)  
 Female Orphan School Admission books, 1817-32 (1 part reel)  
 Male Orphan School Admission books, 1819-33 (1 part reel)  
 1828 Census Householders' Returns (4 reels)

Stage IV (1988):

Wage agreements and entitlement certificates of persons on bounty ships, 1844-45 (8 reels)  
 Persons on bounty ships to Sydney, Newcastle and Moreton Bay, 1848-91 ("Board's Immigrant Lists") (41 reels)  
 Immigration deposit journals, 1853-1900 (9 reels)  
 Germans on bounty ships, 1849-52 (1 microfiche)  
 Reports of inquests, 1796 - April 1824, June 1828 (2 reels)  
 Indexes and registers of Coroners' inquests, 1834-1901 (9 reels)  
 Musters and other papers relating to convict ships, 1790-1849 (12 reels)  
 Medical Board Minutes of proceedings and register, December 1838 - February 1901 (4 microfiche)  
 Register of chemists and druggists, 1876-1920 (2 microfiche)  
 Register of Police, 1862-1904 (5 microfiche)  
 Roll of barristers, solicitors, attorneys, proctors and conveyancers, 1824-76 (2 microfiche)

(f) Other Publications

- (1) Annual Reports of the Archives Authority of New South Wales.
- (2) Archeion: The Newsletter of the State Archives.
- (3) ArchiVista: News and Views from the State Archives, Kingswood.
- (4) Catalogue of the Exhibition: Punishment, Pardon and Promise - Government and the People, 1788-1988.

(g) Postcards

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

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

(h) Greeting Cards

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

(i) Maps

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

(j) J.G. Wilson sketches

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

(k) Posters

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

(l) Hotel Plans

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

(m) Other Items

- (1) Ticket of Leave tea towel.
- (2) Ticket of leave blank.
- (3) "Archives are here to stay" Badge.

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1987-88

(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1986-87	1987-88	1986-87	1987-88	1986-87	1987-88				1986-87	1987-88
Agriculture Department	116	116	2108	2474	880	880	397	31	..	3104	3470
Attorney General's Department	1848	837	593	2030	8888	9626	2339	1141	34	11329	12493
Auditor General's Department	..	..	18	26	..	..	8	..	..	18	26
Building Services Corporation	..	..	487	402	223	308	..	..	..	710	710
College of Advanced Education - Hawkesbury	..	..	11	11	2	2	..	..	..	13	13
Consumer Affairs Department	..	17	..	2065	..	91	4125	1952	..	..	2173
Corporate Affairs Commission	3086	3086	6644	7583	193	193	1092	153	..	9923	10862
Corrective Services Department	..	..	8745	9819	1818	1818	1074	..	..	10563	11637
Lands Department	346	346	9660	10119	710	710	501	42	..	10716	11175
Crown Solicitor's Office	..	..	8959	9438	..	..	479	..	..	8959	9438
Dust Diseases Board	..	..	..	..	140	140	..	..	..	140	140
Education Department	230	230	5156	7700	2496	2505	2682	110	19	7882	10435
Egg Corporation	..	..	..	44	..	..	44	..	..	..	44
Film Corporation	15	15	..	..	99	101	2	..	..	114	116
Finance Department	16578	17604	13229	11845	265	139	1535	2019	..	30072	29588
Government Insurance Office	..	..	10217	9645	22	22	..	572	..	10239	9667
Government Supply Department	..	..	215	215	..	..	..	..	..	215	215
Health Department	214	214	50	85	2651	2651	35	..	..	2915	2950
Housing Department	..	22	596	1150	170	170	805	50	179	766	1342
Industrial Relations and Employment	2092	2424	2577	2558	..	..	1131	818	..	4669	4982
Lands Titles Office	..	..	307	1149	9434	9434	1015	173	..	9741	10583
Legal Aid Commission	836	836	8642	9423	..	..	1235	454	..	9478	10259
Legislative Assembly	..	..	..	..	..	186	186	..	..	..	186
Liquor Administration Board	..	368	..	..	..	847	1215	..	..	..	1215
Local Government Department	281	281	3103	3277	..	..	174	..	..	3384	3558
Local Courts Administration	6722	8933	8089	9313	4655	4769	5046	1219	278	19466	23015
Main Roads Department	804	804	4261	4800	..	..	800	261	..	5065	5604
Maritime Services Board	2477	2121	29	38	111	111	173	..	520	2617	2270
M.W.S. & D. Board	..	..	..	159	137	..	22	..	..	137	159
Mineral Resources Department	49	..	24	..	3848	..	53	3974	..	3921	..
Ministry for the Arts	..	..	132	139	..	..	7	..	..	132	139
Ministry of Education	..	..	2	2	92	92	..	..	..	94	94
Ministry of Transport	20	20	467	467	..	..	..	..	..	487	487
National Parks & Wildlife Service	..	..	2	2	116	116	..	..	..	118	118

## Appendix 3, cont.

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1986-87	1987-88	1986-87	1987-88	1986-87	1987-88				1986-87	1987-88
Ombudsman's Office	..	..	573	791	..	..	218	..	..	573	791
Police Department	121	121	1897	1555	661	661	215	557	..	2679	2337
Premier's Department	493	770	752	1104	134	134	629	..	..	1379	2008
Public Service Board	..	..	5946	6073	24	30	133	..	..	5970	6103
Public Trust Office	101	545	354	..	9	9	191	95	6	464	554
Public Works Department	525	525	1391	1155	7079	6928	1	388	..	8995	8608
Registrar of Co-Operative Societies	..	339	368	47	18	18	96	78	..	386	404
Soil Conservation Service	..	..	197	195	..	..	..	2	..	197	195
Solicitor for Public Prosecutions	3928	4722	..	..	5	5	794	..	..	3933	4727
Sport and Recreation	..	5	43	43	..	..	5	..	..	43	48
State Compensation Court and Board	..	..	..	493	2014	1797	276	..	..	2014	2290
State Library *	13	13	6843	7758	478	47	800	316	..	7334	7818
State Lotteries	..	..	80	80	..	..	..	..	..	80	80
State Superannuation Board	..	..	1238	1174	..	..	242	306	..	1238	1174
State Superannuation Office	..	..	78	68	..	..	..	10	..	78	68
Supreme Court	..	..	..	..	19112	17788	..	..	1324	19112	17788
Technical and Further Education	..	..	1059	1025	94	94	..	34	..	1153	1119
Tourism Commission	..	..	..	..	150	161	11	..	..	150	161
Treasury	..	..	379	497	682	682	222	104	..	1061	1179
Urban Transit Authority	..	..	171	171	39	39	..	..	..	210	210
Valuer General's Department	405	422	1534	1625	4125	4125	202	94	..	6064	6172
Water Resources Commission	..	..	..	210	8958	8277	980	1451	..	8958	8487
Western Lands Commission	..	..	..	..	1160	1160	..	..	..	1160	1160
Youth & Community Services	3565	4155	4006	4492	252	..	1006	65	117	7823	8647
Local Councils	..	..	..	992	..	..	992	..	..	..	992
<b>TOTAL</b>	<b>44865</b>	<b>49891</b>	<b>121232</b>	<b>135526</b>	<b>81944</b>	<b>76866</b>	<b>33188</b>	<b>16469</b>	<b>2477</b>	<b>248041</b>	<b>262283</b>

Category 1: Records scheduled to become State archives

Category 2: Records scheduled for destruction

Category 3: Records not scheduled

TASA: Transferred as State archives

\* Includes manuscript holdings of Mitchell Library

GOVERNMENT RECORDS REPOSITORYCHARGING POLICY: ANALYSIS OF REVENUE  
FROM PUBLIC OFFICES, 1987-88

<u>Public Office</u>	<u>Storage</u>	<u>File Retrieval</u>	<u>Sale of Boxes</u>	<u>Total</u>
Finance Department	\$15045.45	\$10662.50	\$660.00	\$26367.95
Corrective Services	8157.70	13851.50	530.00	22539.20
Local Courts Administration	13131.85	4952.50	1702.50	19786.85
Supreme Court	17653.75	609.00	75.00	18337.75
Public Works Department	16540.00	1283.50	492.75	18316.25
Education Department	6564.05	9137.50	1385.50	17087.05
Registrar of Births, Deaths and Marriages	13737.00	28.50	—	13765.50
Government Insurance Office	13060.00	515.50	—	13575.50
Legal Aid Commission	12254.20	1017.50	—	13271.70
Youth and Community Services	4132.45	8269.00	724.50	13125.95
Health Department	6056.90	828.50	3058.50	9943.90
Main Roads Department	5959.30	2165.50	405.00	8529.80
Crown Solicitor's Office	6611.50	683.00	120.00	7414.50
Corporate Affairs Commission	6330.95	940.00	—	7270.95
Valuer General's Department	6376.70	165.50	195.00	6737.20
Mineral Resources Department	4833.25	487.00	27.00	5347.25
State Compensation Court and Board	4601.60	463.50	187.50	5252.60
Housing Department	1363.45	1406.00	2400.00	5169.45
Industrial Relations and Employment	2822.45	1512.00	525.00	4859.45
Agriculture Department	2876.60	485.00	658.50	4020.10
Land Titles Office	1771.10	2166.50	—	3937.60
Local Government Department	2270.45	780.50	112.50	3163.45
Solicitor for Public Prosecutions	1495.90	511.50	720.00	2727.40
Police Department	1678.95	312.50	720.00	2711.45
Lands Department	714.15	1505.00	324.00	2543.15
Attorney General's Department	1714.45	145.50	645.00	2504.95
State Library	—	2074.00	293.25	2367.25
State Superannuation Board	1693.40	72.00	330.00	2095.40
Consumer Affairs Department	1486.10	137.50	450.00	2073.60
Technical and Further Education	743.25	478.50	630.00	1851.75
Public Service Board	1126.30	436.00	285.00	1847.30
Premier's Department	1099.95	243.00	495.00	1837.95
Western Lands Commission	1451.25	237.00	—	1688.25
Public Trust Office	97.50	1321.00	120.00	1538.50
Building Services Corporation	1181.60	205.50	112.50	1499.60
Liquor Administration Board	1187.55	35.00	—	1222.55
Treasury	635.60	187.50	375.00	1198.10
Riverina-Murray Institute of Higher Education	—	—	1125.00	1125.00
Government Motor Services	705.30	102.50	103.50	911.30
Ombudsman's Office	—	171.00	675.00	846.00
Maritime Services Board	372.85	275.00	150.00	797.85
Building and Construction Industry Long Service Payment Corporation	219.10	7.50	546.00	762.60
University of New England	—	—	600.00	600.00
Motor Transport Department	—	—	525.00	525.00
Ministry of Transport	351.90	30.00	45.00	426.90
State Lotteries Office	56.00	345.00	—	401.00
Court Reporting Office	—	212.00	180.00	392.00
Sport and Recreation Department	31.85	6.00	336.00	373.85
Urban Transit Authority	310.05	—	60.00	370.05
Water Board	308.25	20.00	—	328.25
Legislative Assembly	232.50	—	90.00	322.50
National Parks & Wildlife Service	194.90	—	93.75	288.65
Land & Environment Court	—	216.00	72.00	288.00
Registry of Co-Operative Societies	115.15	—	162.00	277.15

## Appendix 4 cont.

<u>Public Office</u>	<u>Storage</u>	<u>File Retrieval</u>	<u>Sale of Boxes</u>	<u>Total</u>
Film Corporation	247.75	12.00	—	259.75
Environment and Planning	247.50	—	—	247.50
Colleges of Advanced Education	18.80	—	225.00	243.80
Board of Fire Commissioners	—	26.00	200.00	226.00
Government Printing Office	—	—	225.00	225.00
Tourism	201.25	—	—	201.25
Soil Conservation Service	136.50	—	60.00	196.50
State Superannuation Office	98.60	81.00	—	179.60
Dust Diseases Board	140.00	—	—	140.00
Government Supply Department	107.80	6.00	—	113.80
Ministry of Education	39.00	—	52.50	91.50
Forestry Commission	—	15.00	75.00	90.00
Dairy Corporation	—	8.50	75.00	83.50
Egg Corporation	17.50	—	30.00	47.50
Auditor General's Department	12.60	6.00	—	18.60
Local Councils	194.00	—	3529.50	3723.50
<b>TOTAL</b>	<b>\$213,056.85</b>	<b>\$80,821.50</b>	<b>\$28,766.75</b>	<b>\$322,645.10</b>

## GOVERNMENT RECORDS REPOSITORY

## ANALYSIS OF FILE RETRIEVAL SERVICE STATISTICS, 1987-88

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Corrective Services Department	6067	5414	3260	556	9883	13.31
Finance Department	4311	3419	2579	2119	9009	12.13
Water Resources Commission	6020	5198	2198	3	8221	11.07
Archives Office (Search Room)	4013	3777	3690	—	7703	10.37
Education Department	4321	3569	1849	1490	7660	10.32
Youth and Community Services	3930	3181	3024	44	6998	9.42
Local Courts Administration	2164	1687	1027	370	3561	4.79
Department of Main Roads	1388	1330	760	29	2177	2.93
Land Titles Office	827	771	747	21	1595	2.15
Public Works Department	987	881	503	32	1522	2.05
Department of Housing	898	627	27	481	1406	1.89
State Library	854	670	469	—	1323	1.78
Industrial Relations & Employment	549	450	505	82	1136	1.53
Legal Aid Commission	372	312	268	295	935	1.26
Public Trust Office	499	402	397	13	909	1.22
Department of Lands	584	482	286	33	903	1.22
Health Department	419	345	304	153	876	1.18
Corporate Affairs Commission	403	354	319	71	793	1.07
Attorney General's Department	562	456	178	1	741	1.00
Supreme Court	176	142	450	15	641	0.86
Department of Consumer Affairs	188	150	160	233	581	0.78
Local Government Department	315	274	187	18	520	0.70
Department of Agriculture	211	188	230	38	479	0.65
Crown Solicitor's Office	335	196	139	1	475	0.64
Technical and Further Education	238	183	171	7	416	0.56
Solicitor for Public Prosecutions	210	145	160	40	410	0.55
Mineral Resources Department	231	146	144	5	380	0.51
Public Service Board	190	163	156	13	359	0.48
Government Insurance Office	206	171	106	28	340	0.46
Premier's Department	168	107	139	7	314	0.42
Building Services Corporation	120	110	79	13	212	0.29
Valuer General's Department	114	106	75	22	211	0.28
Police Department	107	95	82	11	200	0.27
Maritime Services Board	103	94	69	16	188	0.25
Western Lands Commission	119	93	66	—	185	0.25
Land & Environment Court	105	80	66	—	171	0.23
Ombudsman's Office	77	65	79	1	157	0.21
Treasury	81	75	59	9	149	0.20
State Compensation Court and Board	145	115	—	—	145	0.20
Board of Fire Commissioners	30	29	39	—	69	0.09
State Superannuation Board	44	38	15	—	59	0.08
Department of Environment & Planning	—	—	50	—	50	0.07
Ministry of Education	18	17	12	—	30	0.04
Dairy Corporation	11	10	18	—	29	0.04
Film Corporation	20	1	1	—	21	0.03
Ministry of Transport	19	17	2	—	21	0.03
Liquor Administration Board	11	8	9	—	20	0.03
Forestry Commission	11	10	8	—	19	0.03
State Superannuation Office	14	10	—	—	14	0.02
State Emergency Services	6	3	5	—	11	0.01
Sydney Observatory	3	3	3	—	6	0.01
Government Supply Department	2	2	3	—	5	0.01
Anti-Discrimination Board	2	2	2	—	4	0.01
Energy Authority	—	—	4	—	4	0.01

## Appendix 5, cont.

<u>Public Office</u>	<u>Requested</u>	<u>Issued</u>	<u>Returned</u>	<u>Misc.*</u>	<u>Total No. of Jobs</u>	<u>Percentage of Total</u>
Central Mapping Authority	2	2	—	—	2 )	
National Parks & Wildlife Service	1	1	—	1	2 )	
Soil Conservation Service	2	1	—	—	2 )	0.01
Urban Transit Authority	1	1	1	—	2 )	
Auditor General's Department	1	1	—	—	1 )	
Egg Corporation	1	1	—	—	1 )	
TOTALS	42806	36180	25179	6271	74256	100.00

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

THE ARCHIVES AUTHORITY OF  
NEW SOUTH WALES

ARCHIVES AND RECORDS MANAGEMENT OFFICES

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

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

REFERENCE SERVICES  
DIVISION

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

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

TECHNICAL SERVICES  
DIVISION

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

Asst Senior  
Archivist -  
Appraisal  
(Vacant)

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

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

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

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

REPOSITORY SERVICES  
DIVISION

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

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

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

RECORDS MANAGEMENT  
OFFICE

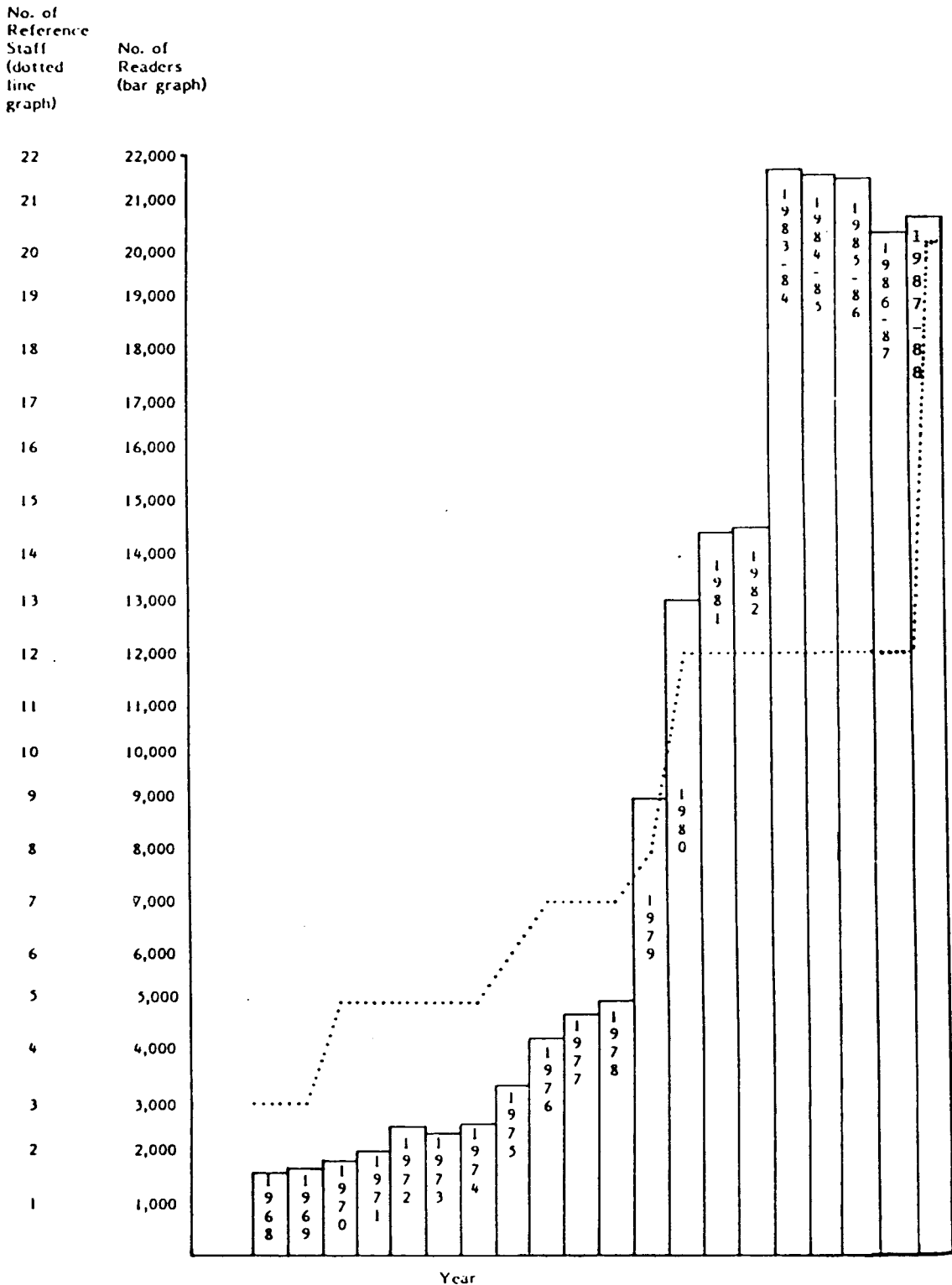
Records Administration  
Officer  
(Mr D.F. Comber, B.A. (Lib.Sc.),  
Dip.Lib.Rel. & Law)

Senior Records  
Management  
Officer  
(Mrs S. Wright,  
Assoc. Dip.Med. Records  
Admin.)

ADMINISTRATIVE UNIT

Administration Officer  
(Mr B.J. Edwards)

Chart comparing number of Reader  
Visits to Search Room with number of  
Reference Staff, 1968 to 1987-8



Seven additional staff were appointed in 1987 to service the new Kingswood Search Room.

PERFORMANCE INDICATORS

	<u>1986-87</u>	<u>1987-88</u>	<u>% Change</u>
1. <u>Services to the Public</u> (City and Kingswood)			
Number of readers using State archives	20 285	20 516	1.14
Number of State archives used	115 320	137 026	18.82
Number of inquiries received	7 730	7 731	-
Number of publications	120	124	3.33
Number of requests to publish State archives	126	116	-7.94
Number of copies supplied by Photographic Service	39 675	49 790	25.49
2. <u>Services to Government</u>			
Number of file reference operations undertaken by Government Records Repository	61 432	74 256	20.88
Issues of State archives to Government Departments	2 264	3 113	37.5
Number of surveys/advisings undertaken by Records Management Office	29	38	31.03
Number of officers attending courses conducted by Records Management Office	391	273	-30.18
3. <u>System Efficiency</u>			
Number of records series appraised for disposal	627	419	-33.17
Quantity of records authorised for destruction (linear metres)	2 478	665	-73.16
Quantity of records transferred as State archives (linear metres)	834	724	-13.19
Quantity of State archives processed (linear metres)	882	859	-2.61
Quantity of semi-active records accessioned (linear metres)	6 719	5 642	-16.03
4. <u>Finance</u>			
Revenue raised as a percentage of recurrent budget	18.00	23.00	27.78

ARCHIVES OFFICE OF N.S.W.  
STORES AND EQUIPMENT PURCHASES 1987-88  
MONTHLY BREAKDOWN - TOTAL \$186,372

EXPENDITURE PER MONTH

