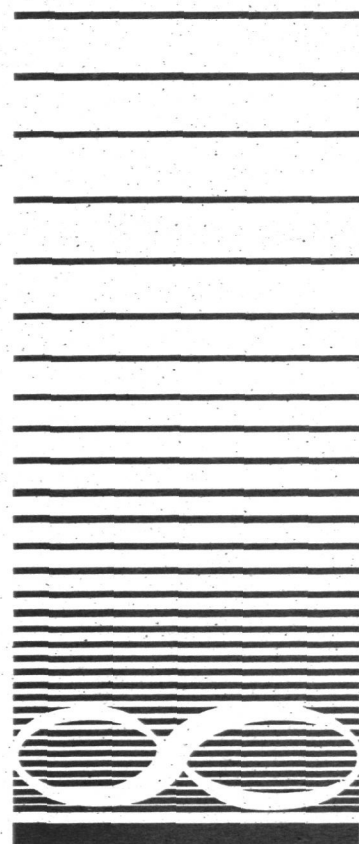# *annual report*

THE ARCHIVES
AUTHORITY OF
NEW SOUTH WALES

1994-95

The Hon. Robert John Carr, M.P.
Premier, Minister for the Arts and Minister for Ethnic Affairs
Parliament House
SYDNEY NSW 2000

31 October 1995

Dear Mr Carr,

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; the Annual Reports (Statutory Bodies) Regulation 1995; and the Archives Act, 1960, its thirty fifth Annual Report and Financial Statements, covering the year ended 30 June 1995.

On behalf of the Authority,

Yours sincerely,

The Hon. T. W. Waddell
Chairperson
The Archives Authority
of New South Wales

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

Bob Carr, MP
Premier and Minister for the Arts

New South Wales

Minister for the Arts

The State's records are both a vital resource and its corporate memory. Their creation, maintenance and preservation is the Archives Authority's core activity, and in 1994-95 the Authority focused on the development of standards and codes of best practice for recordkeeping and records management, electronic records and records storage.

For most of the year the Authority has been working on developing policy and strategies for a whole-of-government approach to keeping and managing records in the electronic environment. A paper describing this proposal, *Documenting the Future*, was released in June.

I look forward to the passage through Parliament of the proposed new State Records legislation in the near future. This legislation, among other things, will give the Authority responsibility for setting and monitoring recordkeeping standards across the New South Wales public sector.

It is gratifying to see that the Government Records Repository has again achieved outstanding results as an off-budget activity providing records storage, retrieval and related services on a full cost-recovery basis in a competitive marketplace. This year the Repository produced revenue of over $2.4 million compared with $2 million in 1993-4.

It is also pleasing to note the Authority's continuing concern about the public and the media's perception of its role and functions which has resulted in the development of extension and outreach activities aimed at promoting a different view of archives, which stress that archives are vital to the activities of government and a key to its accountability.

The Authority can be justifiably proud of its achievements and its growing international reputation in the area of electronic recordkeeping. I congratulate the Members of the Authority and the staff for their dedication and hard work and their commitment to quality archives and records services. I would also like to thank Dr Kenneth W. Knight, who retired in December 1994, for his invaluable contribution as Chairperson since June 1983.

Bob Carr, MP
Premier and Minister for the Arts

REPORT

OF THE

ARCHIVES AUTHORITY

OF NEW SOUTH WALES

1994-95

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I   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 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.

MISSION

The Authority exists to serve the Government and people of New South Wales by improving the management and accessibility of the State's public records.

To this end the Authority provides services, advice and monitoring to help the New South Wales public sector achieve efficient and effective control over and access to all of its records

☐   irrespective of their format, and

☐   through every phase of the records continuum — creation, transmission, maintenance, storage, disposal, archiving and preservation.

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 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

MEMBERSHIP

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

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

☐ one is to be nominated jointly by the President of the Legislative Council and the Speaker of the Legislative Assembly

- The Hon. John F. Ryan, B.A. (Hons.), Dip.Ed., M.L.C. (member to 31 December 1994)

- Mr Peter J. Debnam, M.B.A., M.P. (member from 1 January 1995)

  Member for Vaucluse

☐ one is to be nominated by the Chief Justice of the Supreme Court

- The Hon. Thomas W. Waddell, Q.C. (Chairperson from 1 January 1995), formerly Chief Judge in Equity, Supreme Court of New South Wales (retired 16 April 1993)

  Chairman, Board of Management, Seymour Theatre Centre

  Director, Earth Foundation Australia Ltd

☐ one is to be nominated by the Premier

- Mr David T. Richmond, M.Ec. (Deputy Chairperson)

  Executive Director, Benevolent Society of NSW

  Chairman, NSW Government Accessible Transport Forum

  Member, Home Care Service Advisory Board

  Member, Guardianship Board of NSW

☐ six are to be nominated by the Minister and must include at least one person who has knowledge of, or experience in, tertiary education

- Mr Graham R. Ireland, LL.B.

  Consultant to Abbott Tout — Solicitors

  Executive Advisor to Insurance Council of Australia

  Board member, WorkCover Authority of NSW

  Board member, SGIO Insurance Ltd (WA)

  Fellow, University of Technology, Sydney

- Mrs Gabrielle Kibble, B.A., Dip.T.C.P.

  Director-General, Department of Urban Affairs and Planning, and Director of Planning

  Member, Central Sydney Planning Committee

  Member, National Advisory Committee on Housing and Urban Development

  Board Member, St. Vincent's Hospital, Sydney

  Board Member, Women's College of the University of Sydney

- Associate Professor Beverley Kingston, B.A. (Hons.), Ph.D., School of History, University of New South Wales (member to 31 December 1994)

- Dr Kenneth W. Knight, M.Ec., Ph.D., A.A.L.I.A., F.R.A.I.P.A. *(Chairperson to 30 December 1994)*, formerly Principal, Kuring-gai College of Advanced Education

- Mr Karl G. Schmude, B.A., Dip.Lib., M.Litt., A.A.L.I.A., University Librarian, University of New England

  Deputy Chairperson, Advisory Body, National Preservation Office

  Member, National Council of ACLIS

- Mr F. Evan Williams, Secretary, Ministry for the Arts

  Board Member, Sydney Festival Ltd

  Chief Film Critic, The Australian

  Executive Member, NSW Arts Advisory Council

  Member, Cultural Advisory Committee, 2000 Olympic Games

- The Hon. Justice David Levine, R.F.D., Defamation List, Judge of Supreme Court of NSW (member from 1 January 1995)

  President, Arts Law Centre of Australia

- Mr Peter Luck (member from 1 January 1995)

ATTENDANCES AT MEETINGS

There were six meetings of the Archives Authority during 1994-95. The attendances were as follows:

Mr P.J. Debnam, M.L.A (appointed 1 January 1995)..3

Mr G.R. Ireland 6

Mrs G. Kibble...2
(Excused for her absence from four meetings)

Associate Professor B. Kingston...3
(Term expired 31 December 1994)

Dr K.W. Knight (Chairperson)..3
(Term expired 31 December 1994)

The Hon. Justice D. Levine (Appointed 1 January 1995)..3

Mr P. Luck (Appointed 1 January 1995) 0
(Excused for his absence from three meetings)

Mr. D.T. Richmond (Deputy Chairperson)...5
(Excused for his absence from one meeting)

The Hon. J.F. Ryan (Term expired 31 December 1994)..1
(Excused for his absence from two meetings)

Mr K.G. Schmude...5
(Excused for his absence from one meeting)

The Hon. T.W. Waddell (Chairperson from 1 January 1995) 4
(Excused for his absence from two meetings)

Mr. F.E. Williams..4
(Excused for his absence from two meetings)

The Principal Archivist and the Deputy Principal Archivist attended six meetings of the Archives Authority during the year, and in addition the Managers attended meetings or parts of meetings which related specifically to their areas of responsibility.

Dr Knight, Associate Professor Kingston and the Hon. J.F. Ryan all retired as members of the Authority upon the expiry of their terms of office on 31 December. Dr Knight had been Chairperson since 1 June 1983, while Associate Professor Kingston had been a member since 1 June 1987 and the Hon. J.F. Ryan since 1 January 1992.

At its meeting on 16 December 1994, the Authority expressed regret at the retirement of Dr Knight and it formally acknowledged his enormous contribution, as Chairperson, to the work of the Authority over a long period. On 17 May 1995 a farewell dinner was held to mark the significant contribution which all three retiring members had made to the work of the Archives Authority, and to convey to them its best wishes for the future.

Mr Peter Debnam, the Hon. Justice D. Levine and Mr Peter Luck were appointed as members of the Authority from 1 January 1995.

COMMITTEES

Neither of the Authority's two Committees — the Committee on Culling of Documents Relating to Primary Applications and the Task Force on Guidelines for Machine Readable Records — met during the year owing to other commitments.

THE AUTHORITY'S SENIOR MANAGERS

Principal Archivist/Chief Executive Officer	Mr John Cross, B.A., Dip.Lib.
Deputy Principal Archivist/Secretary to the Authority	Mrs Frances Lemmes, B.A., M.Lib., A.A.L.I.A.
Senior Administrative Officer	Mrs Surangani Kulasinghe, FCMA, AIB (SL)
Manager, Government Records Repository	Mr John Burke, B.A., Dip.Lib., Dip.Arch.Admin.
Deputy Manager, Government Records Repository	Ms Jennifer Stapleton, B.A., Dip.Arch.Admin.
Manager, Records Management Office	Mr David Roberts, B.A., Dip.Arch.Admin
Manager, Systems	Mrs Christine Shergold, B.A., Dip.Lib., Dip.Arch.Admin.
Manager, Collection Services	Mr Richard Gore, B.A., Dip.Lib.
Manager, Disposal Services	Ms Amanda Barber, B.A., Dip.Arch.Admin.
Manager, Preservation Services	Mr John Davies, A.M.N.
Manager, Reference Services	Ms Christine Yeats, B.A., Dip.Lib., Dip.Arch.Admin.

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

In order to keep 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 Council of Federal, State and Territory Archives, the Australian Library and Information Association, and the Commonwealth Archivists Association. The Records Management Office is a member

of the Records Management Association of Australia and the Association for Information and Image Management.

STRUCTURE

The operations of the Archives Authority of New South Wales are divided into three functional areas, reflecting its charter and responsibilities:

☐ the Records Management Office

☐ the Government Records Repository

☐ the Archives Office of New South Wales

These three areas are supported by a small Corporate Services section.

A *Management Committee* meets regularly to set policy, assess strategic directions, and ensure that there is a co-ordinated approach to the provision of services across the organisation.

The Archives Office has five sections:

☐ Disposal Services

☐ Systems

☐ Collection Services

☐ Preservation Services

☐ Reference Services

Archives Office activities are co-ordinated through the *Strategic Management Group*. This Group meets frequently, with the primary objective of ensuring that the Office's financial and staff resources are utilised as effectively and efficiently as possible in accordance with corporate objectives and priorities.

An Organisation Chart is attached, as Appendix 1.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
DIRECTORY

Archives Office of New South Wales
The State Archives
2 Globe Street
The Rocks
SYDNEY NSW 2000

Telephone:
(02) 237 0200 (Switch)
(02) 237 0254 (Reference enquiries)
(02) 237 0149 (Administration)

Records Management Office
Level 3
66 Harrington Street
The Rocks
SYDNEY NSW 2000

Telephone:
(02) 237 0120

Government Records Repository
143 O'Connell Street
KINGSWOOD NSW 2747

Telephone:
(02) 673 1788

Postal Address:
PO Box 516, KINGSWOOD NSW 2747

PUBLIC ACCESS — HOURS OF OPENING

Search Room and Exhibition, City

Monday - Friday:
9.00 am - 5.00 pm

Saturday:
10.00 am - 4.00 pm

Search Room, Kingswood Repository

Tuesday - Friday:
9.00 am - 5.00 pm

Saturday:
10.00 am - 4.00 pm

Closed Sundays and Public Holidays

II OVERVIEW 1994-95

1994-95 was a year of consolidation and review aimed at maintaining the Archives Authority's position at the forefront of archival bodies in Australia.

ACCOMMODATION

The Archives Authority is accommodated in two buildings: "The State Archives" building in Globe Street, Sydney which was completed in 1978 and the State Archives and Government Records Repository (GRR) at Kingswood, which is 55 kilometres west of Sydney.

The Kingswood complex, which has a total storage capacity of 160 linear kilometres of records, has been constructed in stages since 1973, with the latest addition, the Stage 3 building being completed early in 1994. However, the storage space for State archives and semi- active records is again nearly exhausted and the Authority has undertaken the construction of a small annex to the Stage 1 building to meet pressing storage requirements over the next eighteen months.

The Authority has to pay a high rent for its city headquarters. The rent, which constitutes over 30 per cent of its budget, imposes a heavy burden on its finances. Concern about this and the perpetual accommodation problems has led the Authority to commission Tooher Gale and Associates to undertake an *Economic Appraisal for the Provision of Storage for Semi-Active and Archival Records.*

FINANCIAL STRATEGIES

The Authority is funded from the Consolidated Fund. It provides basic services to the public free of charge but obtains substantial revenue from repository and records management services, from a publications program and from 'value added' services to both government and the public. Revenue, which has increased dramatically over the past five years, continues to show a steady growth.

Total revenue raised in 1994-95 was $2 722 352 (compared to $2 440 086 in 1993-94). The Government Records Repository, which operates as an off-budget commercial activity, had a particularly successful year financially and achieved revenue of $2.4m, compared with $2.0m in 1993-94. The Archives Office raised $209 289 (target $190 000) and the Records Management Office raised $100 547 (target $70 000).

LEGISLATION

Encouraged by the new Premier, high priority was once again given to the proposed new comprehensive State Records legislation. A Cabinet Minute is being drafted with a view to introducing the new legislation into the budget session of Parliament in September 1995.

THE RECORDS MANAGEMENT OFFICE

During the year, the Authority approved a change in direction for the Records Management Office, to focus its efforts on the development of standards and codes of best practice for recordkeeping and records management. This entailed a withdrawal from consultancy services. The Office maintained its involvement in training, publications and thesaurus products and undertook the development of proposals for electronic recordkeeping.

RECORDKEEPING STANDARDS

The proposed new State Records legislation, among other things, gives the Authority responsibility for setting and monitoring recordkeeping standards across the New South Wales public sector. During the year, the Records Management Office started work on

developing standards and codes of best practice and took an active role in national developments in this area, notably in the development of an Australian Standard on records management and in the work of the Australian Council of Archives on standards and guidelines.

ELECTRONIC RECORDKEEPING

During the year, the Authority also developed proposals for keeping and managing records in the electronic environment across the New South Wales public sector and for managing State archives in electronic form. The proposals were based on progressive world best practice and were described in a report, *Documenting the Future: Policy and Strategies for Electronic Recordkeeping in the New South Wales Public Sector*, prepared by the Records Management Office. The report was endorsed by the Authority in June 1995 for distribution to stakeholders for comment. The strategies focus on changes to the role and practices of the Archives Authority, new methods for the design and implementation of electronic recordkeeping systems and the fostering of better electronic recordkeeping practices in agencies.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository has continued to operate very satisfactorily as an off-budget commercial activity providing storage, retrieval and related services on a full cost-recovery basis in a competitive marketplace. Demand has grown strongly in recent years particularly as public sector agencies increasingly rationalise their accommodation, decentralise, and outsource their records management. The high levels of demand for storage have necessitated the construction of a small extension which is scheduled for completion in September 1995.

The Authority also commissioned a *Business Plan for the Government Records Repository* which was prepared by consultants John Larcombe and Associates, and was endorsed in June 1995. The aim of the *Business Plan* is to position the Repository, as the operational arm of the Authority, in improving the management of public sector records, and it identifies the key strategies necessary to achieve this.

THE ARCHIVES OFFICE OF NEW SOUTH WALES

1994/95 was generally a period of consolidation and review for the Archives Office in preparation for the transfer of the processing function to the Kingswood facility early in July 1995. Nevertheless despite reduced resources:

☐ processing continued as a priority and all targets were met. However, the complexity of the processing tasks meant fewer records were processed compared to previous years.

☐ a preliminary stocktake of priority non-standard records at Kingswood was successfully carried out during February 1995. This caused the closure of the Kingswood Search Room from 6-26 February 1995.

☐ during the year there was a small but steady increase in Search Room usage and in the number of research enquiries undertaken. Shipping, Convict and Deceased Estate enquiries remained the most popular of the paid research undertaken.

COMMUNITY AWARENESS OF THE ROLE OF ARCHIVES

The Authority continued to be concerned about the public and the media's perception of its role and functions, and as a result, the Archives Office developed a number of extension and outreach activities aimed at increasing community awareness of its services and promoting a different view of archives, stressing that archives are vital to the activities of government and a key to accountability. These activities included:

☐ *First Fleet and Forgettable Films*, a series of very popular Festival of Sydney activities, consisting of an introductory talk, morning tea, a short tour and film.

☐ *Crims, Clues and Culprits*, an on-going activity targeted at secondary school students which was developed in conjunction with the Observatory Hill Urban Field Studies Centre.

VISITORS

On 15 November 1994 the Archives Office hosted a seminar, "Archives, Local Government and Regionalisation" presented by Mr Michael Cook, a well-known English University archivist and lecturer.

On Friday 28 April 1995, Lakshman Jayakody, Minister of Cultural and Religious Affairs, Sri Lanka visited the Archives Authority at 2 Globe Street, The Rocks, from 10.30 am to 12.00 pm, in the company of W.R.B Rajakaruna, Secretary, Ministry of Cultural and Religious Affairs, Sri Lanka.

On Tuesday 27 June 1995, Dr Richard J. Cox, Assistant Professor, School of Library and Information Science, University of Pittsburgh, a leading writer and educator on archival issues conducted a workshop for staff on public archives in the USA and new directions in appraisal.

HISTORY COUNCIL OF NEW SOUTH WALES

The Archives Office was represented on the working party which was established to create a body to represent the diverse interests of organisations and individuals involved in all aspects of historical activity in New South Wales. This body, known as the *History Council of New South Wales*, was formally launched by the Hon. Robert J. Carr, Premier, Minister for the Arts, and Minister for Ethnic Affairs on 5 June 1995.

PROGRAM EVALUATION

EVALUATIONS, 1994-95

Rationalisation of Accommodation
The review of accommodation requirements and the development of an asset management plan to rationalise accommodation to achieve the correct balance with respect to the location of staff, functions, facilities and records between Kingswood and the Rocks continued to receive high priority.

This is a major project involving many inter-dependent strands (organisational, operational, technical, architectural), and the timetable for reports, submissions, analyses, building work, etc. is being continually adjusted in response to changes in the operating environment (results of economic appraisal, budgetary pressures, unforeseen demands on storage space, etc.). To date, air conditioning, fire prevention and shelving in the Stage 1 Building has been reviewed.

Records Survey
The main activity during the year in relation to archival storage accommodation was the Records Survey. During the period April to June 1995, a total of 17 agencies were surveyed with a view to determining quantities of archival records still held in agency custody. Agencies contacted included Premier's, Treasury, Police, School Education and the Independent Commission Against Corruption, and the Survey revealed that

accumulations of up to 14 km of older archival records are still being held in agency premises. When combined with evidence of a likely upsurge in the level of ongoing transfers direct from agencies, and increased quantities of archives being transferred from semi-active storage in the Government Records Repository, the Survey revealed that the collection is expected to grow by up to 40+ km over the next decade.

The Economic Appraisal

In attempting to prepare the brief for the consultants to undertake the *Economic Analysis of the Archives Authority's Operations in Regard to Storage of Semi-Active and Archival Records* it became necessary to draw a distinction between the operations of the Archives Office and the Repository before capital investment decisions could be made about additional storage accommodation. This lead to the preparation of a *Business Plan for the Government Records Repository*, June 1995, which in turn will provide the basis for the proposed comprehensive *Economic Appraisal for the Provision of Storage for Semi-Active and Archival Records* which is being undertaken by Tooher Gale and Associates for the Authority.

Forthcoming Evaluations

Over the next few years the focus will continue to be on evaluating, with a view to rationalising, the Authority's accommodation for archival holdings, functions and staff. This remains a significant priority for the Authority, as it will encompass planning for future records storage needs and the transfer of some staff and functions to Kingswood. It also has the potential to lead to major cost savings by reducing occupation of the State Archives building in the Rocks and thereby reducing the amount of rent paid on that building.

Other evaluations will cover smaller but significant programs such as the Research Service which was deferred in 1994-95 due to more pressing priorities.

THE RECORDS MANAGEMENT OFFICE
— RECORDS MANAGEMENT

(Manager, Mr D. Roberts, B.A., Dip. Arch. Admin.)

The Records Management Office is located in the State Archives building, the Rocks. Its core objective is to facilitate the transaction, monitoring and auditing of official business throughout the New South Wales public sector through improved recordkeeping practices. The Office pursues this objective by developing and promoting the use of standards and codes of best practice and offering a range of services and products, including training courses and customised training, thesaurus products and services based on the Keyword Classification System, and manuals and other publications on a range of records management topics. As a means of contributing to its core objective, the Office's training courses, thesaurus products and publications are marketed widely beyond the New South Wales public sector.

The Office was established by the then Public Service Board in 1976. While its responsibilities do not derive from the Archives Act, the Office has functioned as an operational arm of the Archives Authority since 1978.

Highlights

☐ Change of direction, with establishment of program for developing recordkeeping standards and codes of best practice

☐ Development of proposed policy and strategies for electronic recordkeeping across the New South Wales public sector

☐ Extension of training program through partnerships and regional courses

☐ Revenue 45% above target

☐ 42% increase in sales of publications

FINANCIAL MANAGEMENT

Since August 1992 the Records Management Office has operated under the Consolidated Fund as a C4 core agency activity. In addition to its allocation from the Consolidated Fund, it earns revenue from many of its activities. In 1994-95 this revenue was derived as follows: training (52%), consultancy (21%), keyword thesaurus (17%), publications (9%) and miscellaneous sources (1%).

The Office's revenue target for 1994-95 was $70 000, while it earned $100 547. The additional revenue largely came from consultancy work that continued after the Office's change of direction (discussed below). Another factor was a further growth (42%) in the sale of publications.

NEW DIRECTIONS

In August 1994, the Archives Authority approved a strategic change in the Records Management Office's direction. In preparation for proposed new State Records legislation, the Office would withdraw for the foreseeable future from consultancy work

and focus on developing and promoting standards and codes of best practice, along with guidance to support their use across government. This work is discussed below. The Office would continue to develop and market its training services, keyword products and publications. The Office was also given the task of developing proposals for policy and strategies concerning electronic recordkeeping in the New South Wales public sector, also discussed below.

STANDARDS

The Office started a program of developing standards and codes of best practice for recordkeeping and records management in the New South Wales public sector.

The standards and codes will represent authoritative statements of the recordkeeping responsibilities of agencies and of the means of meeting these responsibilities. They will act as benchmarks which can be used by chief executives to assess the quality of records and recordkeeping in their agencies, and by Ministers, investigative bodies, the courts and any other person or body to whom or which the agency is accountable, to assess whether adequate records have been made, maintained and managed in specific cases and investigations. The proposed new State Records legislation will give the standards and codes a statutory basis. However, the Authority sees this program primarily as a service to agencies, rather than as a regulatory measure. The standards and codes of best practice will help to clarify and codify recordkeeping requirements, which are currently ill-defined or spread through a range of disparate sources of authority, guidance and best practice.

The standards and codes of best practice will be based on national and international best practice and will be developed in consultation with government archives authorities and other relevant bodies around Australia. They will be introduced progressively following consultation with central agencies and affected public sector agencies in New South Wales. Where possible, the Authority expects to adopt, endorse or adapt existing standards, guidelines and other best practice documents.

Following the Authority's decision to assign this role to the Records Management Office and the completion of consultancy commitments (that is, from January 1995), the Office undertook research and drafting work on four standards projects.

The Manager took an active part in the work of the Standards Australia committee ('IT/21') preparing an Australian Standard on records management. The draft Standard was released for public comment on 1 May 1995. The Manager was also appointed Convenor of the Australian Council of Archives' Sub-Committee on Standards and Guidelines.

The Office made significant contributions to other Government initiatives involving standards for recordkeeping, notably: preliminary work on a tender specification for records management software under the *Government Selected Application Systems* (GSAS) program and on an *Information Technology Statement of Best Practice* on information management; and the text for sections on recordkeeping in the Ombudsman's *Good Conduct and Administrative Practice Guidelines*, issued in May 1995.

TRAINING

Conducting training courses is one of the most effective ways of meeting the Records Management Office's core objective. The Office conducts a number of regular training courses in its Training Room in the State Archives building. In 1994-95 this program comprised three broadly-based courses: *Modern Records Management*, *Records Management for Business Units and Small Organisations* and *Records Management*

Operations, each of two days' duration; and two courses concerned with keyword classification, *Compiling a Keyword Thesaurus* (two days) and *Using a Keyword Thesaurus* (one day). In addition, the Office conducted half-day workshops, *Writing a Records Disposal Schedule* and *Using a Records Disposal Schedule*, jointly with the Archives Office.

The number of these courses was reduced to twenty-four (compared to thirty-three in 1993-94) to make better use of resources and to enable the Office to carry out some other training projects: a five-day course, *An Introduction to the Management of Recordkeeping Systems*, conducted in July 1994 in partnership with the School of Information, Library and Archive Studies of the University of New South Wales; and a two-day course, *Records Management for Regional Units and Small Organisations*, and a one-day *Records Disposal* course, conducted in Armidale in May 1995 with the assistance of the University of New England. These latter courses marked the Office's return to providing training in regional centres.

In addition to these courses, the Office conducted customised training for the Ethnic Affairs Commission, the South West Sydney Area Health Service and for users of the *GADM Thesaurus* in Tasmania, organised by the Tasmanian Branch of the Records Management Association of Australia.

KEYWORD CLASSIFICATION

The Keyword Classification System, developed by the Records Management Office in 1977, offers a controlled vocabulary for classifying records. Fundamental to the Keyword system is the *thesaurus* of terms comprising those words which can and cannot be used in titling and indexing. Using a keyword thesaurus ensures that records are classified in a consistent way, making retrieval quick and easy. The *General Administrative (GADM) Thesaurus* forms the basis of the system and covers administrative terminology common to most organisations. A functional thesaurus of terms relating to the organisation's specific business activities is normally used in conjunction with the Thesaurus.

In 1994-95 the Attorney-General's Department and the NSW Police Service purchased licences to use the Thesaurus, along with four organisations outside New South Wales, bringing the total number of organisations using it around Australia to 137. This compares with three purchases in 1993-94.

The *General Administrative Thesaurus* is revised regularly, with the current edition released in 1991. In March 1994 the Office commenced the most fundamental revision of the Thesaurus in its history, starting with extensive consultation with users. Staff changes and competing priorities made progress slower than anticipated, but the bulk of this major undertaking had been completed by the end of the reporting period.

PUBLICATIONS

The Records Management Office produces a number of publications on records management subjects. In 1994-95 the Office continued a program to revise the *Publications on Records Management* series, originally published over the period 1978 to 1985, with the release of a revised edition of *File Creation: a Guide to File Systems and the File Creation Process*. A short publication, *Records and Recordkeeping*, was also published: this has been made a reading for the post-graduate archives/records management courses in four Universities in Australia and New Zealand.

ELECTRONIC RECORDKEEPING

In May 1994, the Records Management Office was given the task of developing proposals for policy and strategies concerning electronic recordkeeping in the New

South Wales public sector. The Manager prepared a draft paper for discussion within the organisation and for consideration by the Authority at its October meeting. Responses to the draft and the experience of an important international conference, "Playing for Keeps" hosted by the Australian Archives in Canberra in November 1994, and various subsequent seminars on electronic recordkeeping, provided the basis for its revision and expansion during the first months of 1995.

The new document, *Documenting the Future: Policy and Strategies for Electronic Recordkeeping in the New South Wales Public Sector*, was endorsed by the Authority at its meeting in June 1995. It was then to be distributed, in printed and electronic form, for comment to relevant stakeholders within and outside the New South Wales public sector, prior to submission as a policy proposal to Government.

The paper proposes a whole of government approach, based on progressive national and international best practice, to keeping records in the electronic environment. The Authority regards effective electronic recordkeeping as an essential foundation for realising the Government's vision of revitalising government through the use of information technology. The implementation of the proposed policy and strategies will have a significant impact on agencies' information technology strategies and on their recordkeeping practices. It will also bring major changes to the ways in which the Archives Authority pursues its mission.

The proposed approaches were developed as part of a continuing process of co-operation with other bodies working in this area, notably the Australian Archives and the Public Record Office of Victoria. At the same time the Authority took a leading role in steps toward establishing a common national position on the management of electronic records, under the auspices of the Australian Council of Archives.

CONSULTANCY

Until August 1994, the Records Management Office offered a range of consultancy services to the New South Wales public sector. Principal clients during the reporting period were the Sydney Market Authority, the South West Sydney Area Health Service and Sutherland Shire Council. It took several months to complete commitments to existing clients following the formal withdrawal from consultancy work.

INVOLVEMENT IN THE RECORDKEEPING COMMUNITY

The Records Management Office played an active part in the recordkeeping community during the reporting period. This included guest lecturing in the post-graduate Diploma and Masters courses at the University of New South Wales and Monash University; hosting two practicum placements of students from the Monash course; and presenting papers at professional conferences and seminars. Introductory information and the text of the short publication *Records and Recordkeeping* were made available on the Internet through *Archives of Australia*, the Australian Archives' Gopher server.

STAFF

For most of the year the Office's staff comprised the Manager, three Records Management Officers and an Administrative Assistant. One officer commenced twelve months' leave without pay in November 1994, while another commenced a temporary transfer to NSW TAFE, for six to twelve months, at the beginning of April 1995. They were replaced by a temporary employee and a temporary transfer from the Archives Office respectively.

Performance Measurement

Revenue/targets

1993-94	1994-95		1995-96
Revenue	Target	Revenue	Target
$120 246*	$70 000	$100 547	$80 000

* *The figures represent the operating revenue earned by the Records Management Office on an accrual accounting basis.*

THE GOVERNMENT RECORDS REPOSITORY -- RECORDS STORAGE AND ASSOCIATED SERVICES

(Manager, Mr J. Burke, B.A., Dip.Lib., Dip.Arch.Admin.)

The Government Records Repository (GRR) 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 records repository. The Repository is located at Kingswood, adjoining the University of Western Sydney. It meets the records storage needs of public sector bodies in New South Wales, including Government agencies, local councils, public hospitals and universities. The Repository is a secure, modern, centralised records centre, providing for the special storage requirements of records, their retrieval, and ultimately their disposal, using the most economic methods. The Repository complex also has facilities for the public to use State archives.

Highlights

☐ Total records in storage increased by 25%

☐ Revenue increased by nearly 19%

☐ Self-funded small building extension commenced

STRATEGY

The GRR is dedicated to providing world-class, affordable and effective records storage services for its clients. The core business of the GRR is the provision of records storage services. The GRR's intention is to retain existing satisfied clients and attract new ones, in order to strengthen and develop its business.

For reasons of administrative efficiency, security and financial benefits, many public sector agencies have chosen to outsource the storage of secondary records to the GRR. Although the GRR operates in a market-competitive environment, it has steadily expanded its activities, including provision of records management consultancy services, to meet the needs of clients. The continual accommodation rationalisation and restructuring of public sector organisations has resulted in strong demand for the GRR's services.

PERFORMANCE MEASUREMENT

The GRR continued to operate in accordance with its Business Plan, which was revised by a consultant chosen by the Authority. The operational surplus was less than expected due to increased expenditure on staff, vehicles and shelving maintenance. Nevertheless, the GRR achieved its targets in terms of revenue and new business.

FINANCIAL MANAGEMENT

Since 1 July 1990, the GRR has operated as an off-budget business unit. The GRR receives no money from the Consolidated Fund. Storage constitutes the core business. Other activities are integral to the growth and development of this core business but tend to be subordinate to it.

Performance Measurement

Revenue/targets

Year	Expenditure		Revenue		Surplus	
	Target ($)	Actual ($)	Target ($)	Actual ($)	Target ($)	Actual ($)
1993-94	1 550 000	1 583 000	1 985 000	2 046 000	400 000	463 000
1994-95	1 870 000	2 162 000	2 270 000	2 412 000	400 000	250 000
1995-96	2 219 000		2 812 000		593 000	

ACCOMMODATION

The State Archives and Government Records Repository began operating from its current site in 1974. The oldest part, Stage 1, which houses State archives, was extended in 1975. Stage 2, built in 1978 and extended in 1983, accommodates semi-active records. The Services Building extension, opened in 1987, provided a reception area, facilities for the public and special vaults. The Stage 3 extension, opened in April 1994, extended the storage capacity and provided office areas for the GRR's Administrative and Consultancy sections. The Repository complex covers nearly 20 000 square metres and has a capacity of over 180 linear kilometres of records.

The Authority is aware of the GRR's on-going storage requirements, and it is currently reviewing its overall accommodation needs, including its rented premises at The Rocks; proposals to refurbish the Stage 1 building at Kingswood; and the role of regional repositories.

Pending the outcome of this process, the GRR has commenced building a small extension on the southern end of the existing Stage 1 building. This small extension, the Annex, is funded from GRR's cash reserve, and it is being constructed by Gartner Rose Pty Ltd. The extension is similar to other parts of the Repository complex but it is not air-conditioned.

The collapse of a faulty mobile shelving bay in the new Stage 3 extension on 3 September 1994, highlighted potential problems with this form of shelving installation. The Authority commissioned an independent assessment of the safety and security of all shelving at Kingswood, and the shelving contractor, Acrow Materials Handling, is undertaking a major rectification program to ensure that the shelving meets specifications. The GRR also undertook a scheduled major maintenance check on shelving in the Stage 2 Phase 1 building.

STAFF

As at 30 June 1995, the GRR was operating on an Effective Full Time staff establishment of 37 positions. These positions were allocated to the following activities: Administration 5; Building services and transport 13.5; Records retrieval 14 and Consultancy 4.5. Cleaning, and the maintenance of plant and grounds were outsourced.

During 1994-95, no GRR staff were promoted and no additional staff made permanent.

HOLDINGS

The quantity of semi-active records accessioned in 1994-95 was 27 197 linear metres, compared with 17 892 linear metres in 1993-94. Allowing for the disposal of records the overall effect of this was to increase Repository holdings by 25% compared with 15% in the previous year.

Performance Measurement

% Increase in Holdings

Year	Target (%)	Actual (%)
1993-94	10	15
1994-95	15	25
1995-96	12	

NON-STATE GOVERNMENT RECORDS

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 of considerable interest to researchers and the public in general. The total quantity of records held by these organisations is unknown, but is certainly vast and quite beyond the resources of the Archives Office, in its present form, to handle in any meaningful way. Since 1986, the Authority has had a limited involvement in this area by way of allowing the GRR to assist these organisations on a fee for service basis.

The GRR is active in the local government area because it produced the *General Records Disposal Schedule for Local Government* in 1988 and in July 1993 published the *Records Management Checklist for Local Government*, which was commissioned by the Department of Local Government. The GRR stores permanently valuable records for many councils. The GRR also undertakes consultancy work and provides training for records managers in local government.

The GRR stores patient files on behalf of many hospitals in Sydney and further growth in this area is expected.

RECORDS RETRIEVAL SERVICE

Provision of an efficient and reliable records retrieval service is a significant component of the GRR's service guarantee to its clients.

The number of individual reference inquiries handled by the Retrieval Service amounted to 140 558 in 1994-95, compared to 103 069 in 1993-94.

Retrieval Service Statistics

	1992-93	1993-94	1994-95
Number of files requested	51 685	56 860	78 079
Number of files issued	46 572	50 404	67 811
Number of files returned	36 448	41 766	58 208
Number of files added to existing boxes in the Repository	2 001	2 406	2 044
Number of items attached to existing files in the Repository	4 410	2 037	2 227
Total Retrieval Operations Performed	94 544	103 069	140 558

The above table shows the total statistics of the Retrieval Service conducted for GRR clients. It can be seen that the total number of file retrieval operations in 1994-95 increased by 36% on the previous year. This reflects the outsourcing by some clients of more recent/active records.

Clients storing records in the GRR may request their return according to a schedule of options and prices. The GRR continues to match industry best practice bench marks. Requested records are returned to clients the same day by the Repository's uniformed drivers using secure, unmarked vehicles. Most clients receive two deliveries per day. For urgent requests the GRR provides an express courier delivery, which although more expensive, guarantees delivery within one and a half hours (no charge is made if the guaranteed time is not met). After-hours retrieval is also available to clients needing 24 hour-a-day service.

The 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. No charge is made for the return of items to storage.

Performance Measurement

% of files Issued to Requested

Year	Target (%)	Actual (%)
1993-94	90	89
1994-95	90	87
1995-96	90	

During 1994-95 the percentage of files issued to files requested was 87%, compared with 89% in 1993-94. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently above the average. In general, the main reasons for files not being issued are that clients sometimes: box records inefficiently before transferring them to the Repository; compile inadequate finding aids; double-order records; or provide inaccurate information on their whereabouts. If an item is not retrieved when first requested through

some fault of the GRR, the Repository makes no charge for the subsequent transaction, as part of its guarantee of service.

DISPOSAL OF RECORDS

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

The quantity of semi-active records destroyed in 1994-95 was 3 777 linear metres, compared with 5 048 linear metres in 1993-94.

Records stored in the GRR are destroyed under supervision, at no charge, when they are time expired. Most records are destroyed by pulping under supervision at a nearby paper mill. However, confidential shredding can be undertaken on the premises if the client is prepared to pay for it. For a fee, the GRR also collects records from client premises for confidential destruction. All waste paper at the GRR is sold for recycling.

The quantity of records currently stored and awaiting disposal action has remained fairly static. Some 20 000 boxes (4 linear kilometres) are stored gratis by the GRR pending appraisal, culling or processing by the Archives Office. A larger quantity of similar records is held by the Archives Office in the Stage 1 building.

CONSULTANCY SERVICES

The GRR also provides a range of consultancy services to its clients, including sorting, boxing and listing records, disposal scheduling, clearance of records accumulations, building appraisals and preparation of publications and training. The Repository employs professional archivists in this area and the provision of this value-added service distinguishes the GRR from a variety of commercial competitors in the private sector. As a result of its consultancy services, the Repository has gained new clients for its core records storage function.

THE ARCHIVES OFFICE — RECORDS DISPOSAL, ARCHIVES PROCESSING, PRESERVATION AND USE

DISPOSAL SERVICES

(Manager Ms A.J. Barber, B.A., Dip.Arch.Admin.)

Disposal Services' main function is to appraise and dispose of public records referred to the Authority under section 14 of the Archives Act, 1960. It is also responsible for records scheduling, the development of guidelines and standards, and the co-ordination of appraisal functions in both the City and Kingswood locations of the Archives Office.

Highlights

- ☐ 165 Disposal Recommendations approved

- ☐ 1 833 metres of records authorised for retention

- ☐ 1 165 metres authorised for destruction

- ☐ 32 Disposal Schedules submitted and approved

- ☐ 3 consultancy jobs undertaken

DISPOSAL — POLICY AND PRACTICE

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 other than in accordance with a specified procedure. Under this provision a public office may thus retain custody of its own records for 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 in which they were maintained in the public office.

The Authority has continued its policy of authorising the destruction of some series of records on a continuing basis; this is appropriate when records considered to be of no further administrative or research use are continually created without any significant variation in form or content. An on-going 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. This results in a saving of time and labour for both the Authority and the public office. At the same time, the authorisation may be reviewed or withdrawn if the Authority considers this warranted.

DISPOSAL RECOMMENDATIONS

In 1994-95, the Authority dealt with 165 recommendations for the disposal of records, compared with 275 recommendations in 1993-94. The recommendations covered 1 466 series of records. The known quantity of records covered by these recommendations is 2 852 metres.

Disposal of public records authorised by the Archives Authority

	1993-94	1994-95
Quantity authorised for transfer and retention	1 077.52 metres*	1 833.22 metres* c.100 maps, c.100 plans, c.2 500 aperture cards
Known quantity authorised for transfer and further evaluation	12.55 metres	unknown
Total quantity authorised for transfer	1 090.07 metres*	1 833.22*
Known quantity authorised for destruction	2 553.54 metres*	1 164.63*, 900 plans

* These figures include records held as accessions by the Archives Office or as time expired records in the Government Records Repository, for which previous decisions of the Authority were implemented.

RETENTION OF PUBLIC RECORDS

During the year the Archives Authority authorised the retention of approximately 1 797.35 metres of records as State archives (and 100 maps, c.2 500 aperture cards and c.2 800 CD ROM images). In addition, 35.87 metres of records (and 100 plans) became State archives as a result of the implementation of previous decisions of the Archives Authority.

DESTRUCTION OF PUBLIC RECORDS

Authorisation was given during the year for the destruction of a known quantity of at least 1 054.3 metres of records. In addition, 110.33 metres of records (and 900 plans) were authorised for destruction as a result of the implementation of previous Archives Authority decisions. The latter were held as accessions or time expired records. No attempt has been made to estimate the total quantity of records involved, as statistics of destructions during the year were not always supplied. Figures are difficult to gather and verify because continuing destructions have been authorised under the terms of the General Records Disposal Schedule, various functional records schedules, and numerous continuing recommendations. Destructions under such authorities are an agency responsibility.

Appraisal of time expired records held in the GRR and records held as accessions

	1994-95	
	Target (metres)	Actual (metres)
Government Records Repository	450	672.86
Accessions	1 050	558.02*

* Target down due to changes in priorities, including commitment to three consultancy jobs.

DISPOSAL SCHEDULES

Disposal schedules are listings of records which plan the life of the records from creation to disposal, either by destruction or retention as State archives. During 1994-95 a major revision of the General Records Disposal Schedule — Administrative Records was begun. The Schedule will outline the recordkeeping requirements, the retention periods and disposal actions for the major administrative records created by all New South Wales public sector agencies.

Disposal schedules relating to individual departments are usually compiled by departmental staff and submitted to the Archives Authority for approval. In 1994-95, 32 disposal schedules were submitted for approval, compared with the unusually high number of 76 submitted in 1993-94.

CONSULTANCY SERVICES

The Disposal Services section provides consultancy services aimed at assisting the New South Wales public sector to adopt and implement efficient and cost-effective disposal practices. The services offered include records disposal scheduling, file culling, and training which can be tailored to suit a client's needs. During the year disposal schedules were compiled for the records of the NSW Medical Board, the Ministry for the Status and Advancement of Women, and the Roads and Traffic Authority management files.

OTHER SERVICES

Disposal Services staff, in conjunction with the Records Management Office, co-presented five training courses on the scheduling and disposal of records. The courses were attended primarily by records managers/officers from New South Wales public sector agencies. Disposal Services staff also co-presented a three day regional training course at Armidale on 10-12 May 1995. In addition, an archivist was seconded to the Police Service for four months (September 1994 to January 1995) to undertake scheduling and other disposal work.

Revenue/targets

1993-94	1994-95		1995-96
Revenue ($)	Target ($)	Revenue ($)	Target ($)
50 384*	20 000	20 626	20 000

* *This figure was inflated by revenue from the Supreme Court consultancy.*

SYSTEMS

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

This section is located in the State Archives building, The Rocks, Sydney. It is responsible for the overall development, co-ordination and implementation of archival management systems in the Archives Office, including computerisation of collections control. The Systems Unit is also responsible for fine processing, estrays, sensitive material including Royal Commissions, and special publications.

Highlights

☐ New easy to use Windows interface for the *Electronic Concise Guide* (*FindIt!*) made available to staff and clients

☐ The Remington NBI word processing system decommissioned following the conversion of all documents of long-term value

☐ Major re-organisation of computer resources within the Archives Office

☐ Microfiche publication *Tickets of Exemption from Government Labor, 1827-32* produced

THE ELECTRONIC CONCISE GUIDE

In April 1993 the Systems Unit set up the *Electronic Concise Guide* to provide enhanced searching of the second edition of the *Concise Guide to the State Archives of New South Wales,* the main finding aid and control guide to the records held as State archives. The *Electronic Concise Guide* is an unstructured free-text database consisting of the text of the *Concise Guide* stored electronically as a number of word processing documents which can be searched by means of the text retrieval software ISYS. The *Electronic Concise Guide* was significantly enhanced in March 1994 with the incorporation of various listings of Special bundles and Special files.

In July 1993 a new service, known as *FindIt!,* was introduced in the Search Rooms to allow the public direct access to the *Concise Guide* database using the ISYS software. In May 1995 the two Search Room computers were upgraded to allow Systems to load Windows as well as a new and enhanced Windows version of ISYS. The Windows environment provides an intuitive, easy to use user interface.

DEVELOPMENT OF COMPUTERISED CONTROL SYSTEMS

The development of computerised control systems for the management of and access to the State archives has been under investigation by the Systems Unit since April 1993.

The gathering of information on control systems in use by other archival institutions as well as on descriptive standards; examination of issues associated with any changes to the control systems; familiarisation with multitudinous aspects of technology including networking and database construction and maintenance; and consultation with staff, are activities which form the backbone of this program. Examination of the software and hardware issues relating to automation of control systems has also been undertaken as has prototyping and experimentation with modelling data in various modules of the projected automated system.

Progress was also made during the year on the resorting of the 'Departmental Guide' into the series order of the second edition of the *Concise Guide,* an essential step in converting the manual systems into automated ones. This resorting has the additional benefit of bringing to light 'missing' series and incorrect information.

A 90Mhz Pentium was acquired during the year specifically for the automation project. With Windows NT 3.5 Server as its operating system the Pentium functions as a server for Systems computers. It has provided Systems with the opportunity to gauge network performance and management issues at close quarters. In addition, as it is anticipated that the automated control systems will need to be migrated to a client/server platform, the Systems Unit has acquired and has been evaluating Borland's Delphi, a new client/server rapid application development tool which has native drivers for a number of back-end Database Management Systems.

The development of new automated control systems will involve a considerable period of experimentation and testing, and implementation is expected to be progressive over a number of years.

DECOMMISSIONING OF THE REMINGTON NBI WORD PROCESSING SYSTEM

A Remington NBI word processing system was originally acquired in mid-1983. Major enhancements to the system occurred in 1986-87, the majority of which were associated with the production of the index to the Colonial Secretary's Papers, 1788-1825. Over the years many word processing documents of long-term value were input into this system, including guides, finding aids, indexes and other publications.

In 1992-93, anticipating that the Remington system would no longer be supported in the field, and to protect the considerable investment in time and intellectual effort that had been expended in the creation of these valuable documents, Systems commenced the immense task of converting them so that they could be supported in the MS-DOS environment.

In late July 1994 the Remington system broke down. The somewhat fortuitous nature of its repair dictated that the conversion program be accelerated as a safety precaution. All conversions, deletions etc were completed in early September 1994 with several hundred documents being converted in the months of August and September alone. Subsequently the Remington system was decommissioned and sold at auction.

OTHER COMPUTER-RELATED ACTIVITIES

The Systems Unit provides a "Help Desk" service to the other Archives Office sections, both in the City and at Kingswood, providing advice and assistance on matters related to the use, maintenance and acquisition of computer hardware and software. The IT purchasing of the Archives Office is effectively centralised through the Unit. This role is one which absorbed, not unexpectedly, substantial time and resources during 1994-95.

During May and June 1995 the Archives Office underwent a major re-organisation and upgrading of its computing equipment. This operation was motivated partly by the need to replace its 286 based machines with 386 machines to allow the implementation of the new Windows version of the ISYS text retrieval software which is the basis of the *FindIt!* service. It was also undertaken to ensure the more efficient deployment of the Office's existing computing resources and to introduce more computing power to adequately run the Windows NT operating system, Word for Windows v.6 and the Reader's Ticket/Issues System and other important operational applications which have been developed using Paradox for Windows.

The project, which involved operations ranging from simple re-location to hardware upgrades and the purchase of new systems, affected to varying degrees, over 80% of the Archives Office's PCs. Today, the only purpose for which 286 machines are being utilised is as print servers, a function which they perform quite satisfactorily.

Other significant activities in this area were: within the City, the Windows for Workgroups peer-to-peer networking of various Corporate Services, Reference Services, and Disposal Services computers, along with setting up 286 machines as print servers; at Kingswood, the installation and interconnecting of Disposal/Collections computers, including a print server and laser printer, into a small peer-to-peer network, and interlinking the two Reference computers to better utilise printing resources.

Under Systems' direction, various enhancements to the combined readers' ticket and archives issuing system, which was introduced in January 1994, have been made. The most significant of these is that allowing for the recording of information concerning access permissions granted by Government agencies to individual researchers. Systems has also added functionality to the Archives Office's Mailing and Subscription List application to allow for the recording of *Genealogical Research Kit* holders, with a facility to register holdings and non-holdings of a client at the item level and for the creation of reports on institutions holding part of the *GRK* only. These enhancements will allow the generation of reports and lists to assist in the marketing of this product.

In addition, Systems has maintained all ISYS text databases, including the *Electronic Concise Guide* and the Index to Disposal Recommendations as well as creating a new "Convict" database under ISYS. The latter comprises the documents which make up two indexes — to certificates of freedom and to pardons — that will eventually appear

as microfiche publications. As work on these indexes is still under way, the database is not entirely accurate but, nonetheless, it is of assistance to staff in handling convict research and reference enquiries.

ROYAL COMMISSIONS

The responsibilities associated with access to the records of Commissions were almost exclusively confined to those related to the Royal Commission into Deep Sleep Therapy (Chelmsford Royal Commission), for which the Authority assumed responsibility in mid-1991.

Since the departure of the Information Co-ordinator–Chelmsford in early October 1993, the management of the Chelmsford records has fallen entirely upon the Systems Unit, with requests for access being largely handled by permanent Clerical Officers as an adjunct to their normal duties. While, overall, the level of inquiry relating to the Chelmsford Commission has declined, there were sporadic periods of demand in 1994-95 during which significant staff resources were consumed.

A review of the special administrative and funding arrangements, which were put in place to allow the effective management of records, was carried out in late 1994. As the Office had been informed that there were still numerous matters before the Courts and that there was the likelihood of increased activity in 1995, the existing arrangements were continued apart from some minor changes to the arrangements relating to equipment maintenance and expenses.

Revenue

	Revenue 1992-93 ($)	Revenue 1993-94 ($)	Revenue 1994-95 ($)
Storage	29 000	8 184	4 208
Copying	5 315	1 755	526
Other	2 103	3 084	1 578
Total	36 418	13 023	6 312

These figures are not given as a performance measure as revenue from Royal Commissions is likely to fluctuate greatly from year to year, and the level of demand is largely outside the Office's control.

OTHER ACTIVITIES

Systems has also been involved in assessing a large number of possible archival estrays, including Children's Court, Colonial Secretary, Governor, Police, Water Board, and Gladesville Mental Hospital records; producing the eleventh edition of the annual magazine *Archeion* as well as some in-house guides, manuals and leaflets; and in formatting and/or typesetting diverse documents and publications, including the Authority's 1993-94 Annual Report; the Authority's Corporate Plan 1995-1998; and four issues of a newsletter for government agencies, *For the Record*. Staff have also been involved in advising other sections of the organisation on design and layout of various documents and in designing covers for publications.

Work associated with producing new publications for sale was a major Systems activity throughout the year. Systems has been actively engaged in working on four products: tickets of exemption from Government labor, 1827-32; an index to certificates of freedom; an index to pardons; and an index to publicans' licences. All of these have

required substantial labour for typing, reformatting, typechecking, editing, confirmatory research and other related tasks.

The microfiche publication *Tickets of Exemption from Government Labor, 1827-32* was completed, filmed and reproduced by the end of October 1994. Progress on the other three products is at various stages of readiness, the index to certificates of freedom being the most advanced.

COLLECTION SERVICES

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

This section is responsible for accessioning, processing, documentation, location and movement of records, space/accommodation planning, conservation/reprography policy and priorities, regional repositories and access policy.

Highlights

☐ 743.72 metres of records processed

☐ Processed collection now stands at 37 617 metres plus 120 653 maps, plans and documents

☐ Major stocktake of over 400 000 non-standard records carried out at Kingswood

☐ Transfer on loan of over 285 metres of State archives to University of New England Archives

OVERVIEW

The main priorities in the processing area have continued to be basic documentation of, and control over, the large quantity of accessioned records awaiting appraisal and/or processing, and achievement of the target output. Both of these objectives were met despite limited staff resources, but substantial processing arrears still remain, however, particularly in relation to records in semi-active storage. As of 30 June 1995, the processed collection is 37 617 metres and 120 653 maps, plans and documents. Full statistics are supplied in Appendix 5.

The move of archival boxes from Stage 1 to Stage 3 at Kingswood remains on hold, pending resolution of shelving problems in Stage 3. Storage reserves for State archives at Kingswood currently stand at c.7 kilometres. This represents space for no more than 3-4 year's intake, and planning for future archival accommodation is progressing as a matter of some urgency.

ACCESSIONS

Significant records accessioned during 1993-94 included:

☐ Rural Assistance Authority: *Application files*, 1932-93

☐ Drug and Alcohol Authority: *Reports and Correspondence*, 1978-81

☐ Premiers, Cabinet Office: *Cabinet papers of the Ministers in the Fahey Government*

A small number of estrays were also accessioned during the year (estrays are public records which at some stage have passed out of official custody and into private hands).

These included the Protestant Orphan School: *Admission register*, 1850-86, and *Letter book*, 1851-57.

PROCESSING

The target figure of 600 metres was comfortably exceeded, with 743.72 metres processed during the year.

Records processed included:

☐ Supreme Court, Equity Division: *Case papers*, 1869-1914

☐ Homebush Abattoir records, 1889-1986

☐ Maritime Services Board: *Architectural plans and drawings of buildings in The Rocks and Millers Point areas of Sydney*, 1891-1946

☐ Premiers: *Honours (bravery) files*, 1954-89

☐ National Parks and Wildlife Service: *Kosciusko National Park files*, 1947-71 (re-processed)

Performance Measurement

Processing output

1993-94		1994-95		1995-96
Target	Output	Target	Output	Target
1 400 metres	1 824.46 metres	600 metres	743.72 metres	600 metres*

* *Processing output is likely to remain in the vicinity of 600 metres per year, as higher priority will continue to be given to smaller, more "difficult" accessions containing older, unrestricted records, rather than larger accessions of recent, restricted material.*

KINGSWOOD STOCKTAKE

During the period 6-24 February 1995, a stocktake of some 43 710 items was carried out at Kingswood (3 strokes, 7 strokes, 10 stroke volumes and Regional strokes).

The stocktake was very successful, with all targets met in terms of quantity of material checked. Over 150 misplaced items were located during the stocktake, and essential information on missing items and archival/documentation problems has been collected.

The stocktake also identified many conservation problems (eg. damaged bindings, mould, loose/damaged pages etc.), and the relevant data, once collated, will be invaluable in planning future preservation priorities and strategies.

Further stocktakes will be required in forthcoming years, with the next planned for late 1996.

ACCESS POLICY AND CONDITIONS

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 speoially confidential nature or contain information, the disclosure of which might harm individuals or infringe upon their rights. The conditions of access to the State archives, while ultimately determined by creating agencies, are reviewed annually by the Authority. Major activities during

the year involved providing advice on access policy to a number of agencies (including the Supreme Court), and work on an access policy document for the Archives Authority.

REGIONAL REPOSITORIES

For many years it has been the policy of the Authority to place records which have been created in public offices in country areas, and which are therefore of particular interest to researchers in those areas, on long-term loan with local universities or libraries. 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 state-wide network of regional repositories. These repositories would serve Government and people in the regions by storing State archives of regional significance, and holding microform copies of selected head office records (especially ones of genealogical value).

In March, 1989 the Minister for the Arts endorsed the Authority's proposals for regionalising repository services and gave his approval, in principle, to their development. This was welcome news, but the development of a State-wide network is unlikely to be possible without some financial assistance. For many years the plan was to develop facilities in each of eleven regions, but in December 1991 the Authority resolved to rationalise the network by reducing the number of proposed repositories to seven.

At present, State archives of regional interest are on loan to the Archives of the Charles Sturt University, Wagga Wagga, the University of New England, Armidale, the University of Newcastle, the University of Wollongong, the Newcastle Region Public Library, and the Broken Hill City Library. In all, more than 1 600 metres of records and some 4 265 maps and plans are held in these institutions, with the greatest quantity being held by the Charles Sturt University Regional Archives in Wagga. In October 1994, some 285 metres of State archives were transferred from Kingswood to the University of New England Archives, the first major transfer of its kind for many years.

In addition to original records, sets of the Authority's *Genealogical Research Kit* are held by the Charles Sturt University, the University of New England, the University of Wollongong, the Newcastle Region Public Library and Broken Hill City Library. The Authority has also supplied copies of the New South Wales *Colonial Secretary's Papers, 1788-1825* to the Charles Sturt University, the University of New England, the Newcastle Region Public Library and the Broken Hill City Library.

Inspections of State archives were carried out at the University of New England Archives, Armidale (20-21 October 1994) and Charles Sturt University Regional Archives, Wagga Wagga (16-17 March 1995). Both institutions are functioning well as regional repositories of the Archives Authority.

PRESERVATION SERVICES

(Manager: Mr J. Davies, A.M.N.)

Preservation Services operates from three fully equipped conservation, photographic, microfilming and testing laboratories located in the State Archives building, Globe Street, Sydney. It is responsible for executing the conservation policies of the Archives Office, the repair and preservation of public records, microfilming and reprographic services, and the provision of technical advice to Government agencies.

Highlights

☐ 4 443 items repaired

☐ 83 items bound/rebound

☐ 511 microfilms produced in-house

☐ 102 microfilms tested

☐ Monitoring of environmental conditions intensified

CONSERVATION AND BINDING

During the year work continued on conserving Government Architect plans and drawings dating from 1879 as well as a large collection of photographic prints of Power Stations and sites of the Electricity Commission. Full traditional repair was also applied to Documents lodged under the Companies Act which were in varying states of repair. Binding continued to be done internally by Conservation staff with a total of 83 items bound or rebound.

MICROFILMING

The in-house microfilming program continued with part-time assistance from Support Services and Preservation Services staff. A total of 511 microfilms (comprising 49 master negatives, 162 duplicate negatives, and 300 positive working copies) were produced during the year. Some of the more significant records copied included:

☐ 34 volumes of letter-press copies of the State Crown Solicitor's *Advisings* from 1918 to 1933

☐ 76 reels of 16mm microfilm of the Deceased Estate Indexes filmed by the Mormons which were transferred onto 35mm microfilms for convenience of use with the readers and reader- printers in the Search Room.

☐ Council of Education: *Contents list to letters received*, 1867-69

☐ Education – Examination Division: *Intermediate Certificate examination registers*, 1912-32

MONITORING CONDITIONS IN STORAGE AREAS

During the stocktake at Kingswood in February 1995 a number of bound volumes were found to be affected by mould. As a precaution to prevent the mould spreading a part-time cleaner was employed to vacuum affected volumes and the monitoring of the environmental conditions in all storage areas (both City and Kingswood) was intensified to ensure that the temperature and relative humidity are maintained at the specified levels.

PHOTOGRAPHY

Orders for prints of items in the State archives were processed at the State Library of New South Wales. However, orders for film negatives, for large maps and plans, continued to be processed in the laboratory by the conservation staff.

Quality control and testing of microfilms for residual chemicals continued to be undertaken for films generated by the in-house microfilming program as well as for films deposited by Public Works and other agencies. Testing of microfilms also continued to be undertaken on behalf of the State Library of South Australia for a fee.

Detailed Preservation Services statistics can be found in Appendix 6.

REFERENCE SERVICES

(Manager, Ms C. Yeats, B.A., Dip.Lib., Dip.Arch.Admin.)

The major responsibilities in this area are:

- ☐ Search Room Services

- ☐ Research Services (letter and telephone)

- ☐ Client liaison, extension and reader education

- ☐ Exhibitions

- ☐ Publications (other than control guides)

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

Highlights

- ☐ The development of a school groups program, *Crims, Clues and Culprits*, prepared in conjunction with the Observatory Hill Urban Studies Centre and introduced in March 1995

- ☐ The official function held at Richmond Villa in February 1995 to mark the transfer to the Authority of the Protestant Orphan School Estray. The estray was accepted on behalf of the Authority by the then Minister for the Arts, the Hon. Peter Collins QC, MP

- ☐ The introduction of four new Research Services: Shipping, Bankruptcy, One Name Extraction, and Source Analysis in October 1994

PUBLIC ACCESS AND USE

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

While Search Room access to the State archives is free, the Authority does impose charges for many of its "value added" services, including photographic work, research inquiries undertaken by staff, specialised seminars and training workshops, and some

talks and tours. This policy of free access to basic services in conjunction with charges for specialised services accords with Government policy on admission of the public to the cultural institutions, as conveyed to the Authority by the Minister for the Arts in July 1988 and re-affirmed in March 1991.

GENERAL TRENDS

While usage figures had stabilised in the early 1990s, after declining steadily since the mid-1980s, a slight overall increase has been recorded in the last two years.

SEARCH ROOM SERVICES

The City Search Room is currently open to the public for 46 hours per week, including Saturdays. The number of reader/visits has increased by 3.5% with around 34 readers per day. The Kingswood Search Room is open from Tuesday to Saturday (a total of 38 hours per week). There was an apparent fall in the number of reader visits at Kingswood. However, this is attributable to the closure of the Search Room during the February stocktake. Usage of original records has remained high at Kingswood, with the Deceased Estate files still in considerable demand. The staff at both Search Rooms continue to provide an efficient, high quality service, and receive many letters of thanks from readers.

Search Room Statistics — Summary

	1993-94	1994-95	Variation (%)
Total number of users	6 007	6 174	2.8
Total number of reader/visits	15 424	15 974	3.5
Total number of issues	110 576	104 757	-5.2

Approximately 85% of users are family historians, with the remaining 15% comprised of local historians, university staff and students, professional historians etc.

The "Total number of users" is the number of individual researchers using the Search Room Services.

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

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

For more detailed information on use of the State archives see Appendix 7, Tables 1 and 2.

Performance Measurement

Response time (request for original material)

1993-94	1994-95		1995-96
Success rate	Target	Success rate	Target
30 minutes (c.96%)	30 minutes (95%)	30 minutes (97%)	30 minutes (95%)

These figures relate to retrieval of items found to be on the shelf in their correct location. On busy Saturdays at Kingswood, longer retrieval times occur occasionally, owing to limited staff resources.

Search Room Enhancements

The electronic tool, known as *FindIt!*, designed to assist researchers to take full advantage of the *Concise Guide to the State Archives of New South Wales*, 2nd edition, has been made more "user friendly" by upgrading the software to a Windows interface. A number of the more popular Special Bundle listings have also been added to *FindIt!*.

Regional Repositories

Regional repositories report steady usage of microform records, particularly by family historians. Demand remains highest in Wollongong, Newcastle and Wagga Wagga.

OFFICIAL USE OF STATE ARCHIVES

Although most State archives are no longer regularly required for official purposes, it is important to record that some are still required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. The first duty of the Archives Authority is the preservation and maintenance of the permanently valuable records of the State and, in providing access to users, the Authority gives priority to the Government's use of its own records. The statistics for the level of reference to State archives and other enquiries from Government agencies are set out below:

	1992-93	1993-94	1994-95
Issues of documents to Government agencies	2 722	3 958	4 334
Research of State archives on behalf of Government agencies	8	2	3
Telephone inquiries from Government agencies	427	370	321

Retrieval — Revenue (City Office only)

Revenue 1993-94	Revenue 1994-95
$2 043	$2 470

RESEARCH SERVICE

Reference Services provides a user-pays mail-order research service covering photographic orders, and other topics at the Office's discretion. In October 1994 the Archives Office introduced four new specialised research services (Shipping, Bankruptcy, One Name Extraction, and Source Analysis) to complement the already popular Convict and Deceased Estate services. The Research Service aims at providing a high quality service for clients, to cover costs, and to ensure demand is kept at a manageable level, given the Office's limited staff resources. Inquiries researched during the year covered such topics as the election of the first six New South Wales Senators, the history of the James Fletcher Hospital (Newcastle), the Australian Federation Enabling Act, 1899 and a request for land by Aboriginals at Wreck Bay in 1890.

In addition to the research service the Office provides a basic 'quick answer' telephone enquiry service, which continues to be heavily used.

Summary Statistics

	1992-93	1993-94	1994-95
Written inquiries received	1 616	1 305	1 572
Paid research inquiries completed	440	418	682
Revenue	$23 260	$20 782	$36 688
Telephone enquiries received	6 434	6 564	6 375
Permission to publish	58	87	74

Full research statistics are set out in Appendix 7, Table 3.

Revenue/targets

1993-94		1994-95		1995-96
Target	Revenue	Target	Revenue	Target
$20 000	$20 782	$20 000	$36 688	$30 000

Performance Measurement

Response times

	1993-94		1994-95		1995-96
	Target	Success rate	Target	Success rate	Target
Quotations — preparation	4 weeks	91%	4-5 weeks	99%	4-5 weeks
Quotations — completion of orders	2 weeks	90%	2 weeks	82%	10-15 working days
Convict research	6-10 weeks	98%	6-10 weeks	98%	6-10 weeks
Deceased Estates	4 weeks	94%	4 weeks	100%	4 weeks
Shipping research*	—	—	—	—	4 weeks
Bankruptcy*	—	—	—	—	4 weeks
One Name Extraction*	—	—	—	—	6-8 weeks
Source Analysis*	—	—	—	—	4-6 weeks

* These services were introduced in October 1994. Following a nine month trial target response times were developed. These became effective on 1 July 1995.

The user-pays research service, introduced in January 1992, has now been in operation for three full years. It continues to be popular with researchers and the revenue earned in 1993-94 exceeded the target for the year by 83%. There was a 63% increase in paid research enquiries over the previous year which is mainly attributable to the popularity of the existing quotation service and the new Shipping and One Name Extraction Services. Single Convict and Deceased Estate inquiries continue to contain requests for several file/record searches, and each file/record search is charged for on a sliding scale. A total of 183 files/records were searched in 128 Convict and Deceased Estate enquiries.

The target for completing quotations, previously set at 2 weeks, was reviewed at the end of the last financial year and changed to 10-15 working days. Although there has been a 82% success rate in meeting the target of 2 weeks the advertised target has been

extended to 10-15 working days to provide clients with a more realistic estimate of reply time.

EXTENSION AND EDUCATIONAL ACTIVITIES

Archives Office staff continue to be involved in a wide range of educational and extension activities. Fees are charged for most of these activities, including visits by school groups. Talks provided to tertiary students as part of their course curriculum and special activities such as those held during Senior Citizens' Week are free.

Highlights of the past year include:

☐ The development of a school groups program *Crims, Clues and Culprits*, prepared in conjunction with the Observatory Hill Urban Field Studies Centre.

☐ A regular article entitled 'Archival Anecdotes' which appears in *Descent - Journal of the Society of Australian Genealogists.*

☐ Establishment of the Society of Australian Genealogists' Archives Office Interest Group.

☐ *Hatch, Match and Despatch* — seminar on births, deaths an marriages records (July 1994)

☐ *South of the Border* — seminar held at the Queensland State Archives (October 1994)

☐ Publicity stall at the University of Western Sydney Open Day (September 1994)

☐ *First Fleet and Forgettable Films* — Introductory Talks and Tours held for the Festival of Sydney (January 1995).

Revenue/targets

1993-94	1994-95		1995-96
Revenue	Target	Revenue	Target
$9 608	$13 000	$16 830	$10 000

Exhibitions

The small exhibition in the City Office entitled *First the Dream then the Reality* which depicted the building of the Sydney Opera House was dismantled during the year. It was replaced with a display of the Archives Authority's publications and souvenir items.

The exhibition at Kingswood, *Fact and Fiction*, was on display during 1994-95. A new exhibition *Cups of Tea and Donkey Rides* will be on view from July 1995.

PUBLICATIONS

The Office produces a wide variety of publications which fall into five 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 staff to provide advice efficiently and effectively. 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 comprises 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

includes three newsletters, *Archeion*, which appears annually and *ArchiVista*, a quarterly, designed to disseminate information about archival holdings, publications and programs to members of the public plus *For The Record* which is directed towards government agency personnel. The fifth category is a new series consisting of standards and guidelines.

Performance Measurement

Publication sales — Revenue/targets

	1993-94	1994-95		1995-96
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Col. Sec. Papers	18 960	10 000	5 950	10 000
GRK	20 101	10 000	28 021	20 000
Other publications	24 061	70 000[1]	66 421[1]	30 000[2]
Total	63 122	90 000	100 392	60 000

[1] *Includes sales from Major Mitchell's Map.*

[2] *Does not include revenue from Major Mitchell's Map sales which are expected to decrease.*

Revenue from sales of publications forms a major part of the Archives Office's revenue agreement. As the table shows, sales of the *Genealogical Research Kit* were above the targets set due to an active and targeted marketing approach which will be increased during the next financial year. The sales of *Colonial Secretary's Papers* were below target. This is due to the concentration on other sales. A more active sales strategy for the *Colonial Secretary's Papers* is being developed for the next financial year. The publications currently offered for sale by the Archives Authority are listed in Appendix 8.

The subscription to *ArchiVista/Archeion* exceeded targets. This was due to more accurate renewal information now being available following various enhancements to the "subscribers' database" combined with a more pro-active "marketing" strategy.

Subscriptions current as at June 1994	Subscriptions current as at June 1995
465	603

Subscriptions — Revenue/target

1993-94	1994-95		1995-96
Revenue	Target	Revenue	Target
$7 934	$1 000	$4 507	$8 000

The Publications and Promotions Committee, which had been inaugurated in October 1990, was abolished in February 1995 as part of a strategy to rationalise the number of committees within the Office. Responsibility for the functions of co-ordinating the production, pricing and marketing of publications and for promoting the Authority and its services is now shared between the Strategic Management Group of the Archives Office and the Records Management Office.

PHOTOGRAPHIC SERVICE

Each Search Room is equipped with a plain paper photocopier and a plain paper reader/printer. This equipment meets the bulk of clients' copying needs but in some instances black and white negatives and/or photographic prints are required. In the past this work was carried out in the in-house laboratory and darkroom. However, a Program Evaluation of the microfilming/photographic (laboratory) darkroom services, which was conducted in early 1994, revealed that the service was no longer meeting its current program objectives, particularly in relation to cost effectiveness/cost recovery and appropriate/efficient utilisation of staff, facilities and equipment. In accordance with the major recommendation of the Evaluation, which was approved by the Archives Authority in March 1994, all laboratory and/or darkroom work for the public is now contracted out. The Image Library at the State Library of New South Wales is currently carrying out this service on behalf of the Office. ·

In addition to the "standard" copies produced in the Search Rooms or by the photographic service, the Office supplied copies of 171 unpublished microfilms to individuals, societies and libraries, resulting in additional revenue of $2 440. Of these, two orders involved in-house microfilming and duplication.

Performance Measurements

Revenue/targets

	1993-94	1994-95		1995-96
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Search Room/Laboratory service*	36 500	30 000	40 101	35 000
Unpublished microfilms	1 885	4 000	2 440	3 000

* The figures given here do not include photographic work done as part of the Research Service.

Response times

	1993-94	1994-95	1995-96
	Target (Success rate)	Target (Success rate)	Target
Search Room Service:			
copies from microforms	30 minutes (96%)	30 minutes (95%)	30 minutes
Xerox copies:			
small orders (20 pages or less)	1 hr (97%)	1 hr (100%)	1 hr
large orders	5 working days (80%)	5 working days (83%)	5 working days
Laboratory Service:			
standard	4 weeks (95%)	4 weeks (93%)	4 weeks
urgent orders	5 working days (90%)	5 working days* (68%)	5 working days

* Problems with response times for the photographic service mainly arise from delays in completing orders over holiday periods when staffing levels are low eg. Christmas and Easter.

Full statistics on photographic services are given in Appendix 7, Table 5.

ROYAL COMMISSION INTO ABORIGINAL DEATHS IN CUSTODY — IMPLEMENTATION OF RECOMMENDATIONS

Both Recommendations 53 and 57 of the Commission involving the Archives Authority have been fully implemented.

FREEDOM OF INFORMATION

The Authority is required under the Freedom of Information Act 1989 (Part 2, SS.13, 14 and 15) to ensure that information concerning the Authority's operations, policy, rules, practices and documents is published, kept up-to-date and made available to the public. This information has been included under various sections in this Report, and supplementary information on documents held and access to these records has been included as Appendix 4. There were no Freedom of Information requests received during the year.

PERFORMANCE MEASUREMENT — OVERVIEW

The major performance measures currently in use are set out below. Further details on existing and future performance measures are given under the relevant sections elsewhere in the Report.

RECORDS MANAGEMENT OFFICE

Revenue/targets

1993-94	1994-95		1995-96
Revenue	**Target**	**Revenue**	**Target**
$120 246*	$70 000	$100 547	$80 000

The figures represent the operating revenue earned by the Records Management Office on an accrual accounting basis.

GOVERNMENT RECORDS REPOSITORY

Revenue/targets

	Expenditure		Revenue		Surplus	
Year	**Target ($)**	**Actual ($)**	**Target ($)**	**Actual ($)**	**Target ($)**	**Actual ($)**
1993-94	1 550 000	1 583 000	1 985 000	2 046 000	400 000	463 000
1994-95	1 870 000	2 162 000	2 270 000	2 412 000	400 000	250 000
1995-96	2 219 000		2 812 000		593 000	

Holdings

% Increase in Holdings

Year	Target (%)	Actual (%)
1993-94	10	15
1994-95	15	25
1995-96	12	

Retrieval

% of files Issued to Requested

Year	Target (%)	Actual (%)
1993-94	90	89
1994-95	90	87
1995-96	90	

ARCHIVES OFFICE

COLLECTION SERVICES

Processing output

1993-94		1994-95		1995-96
Target	**Output**	**Target**	**Output**	**Target**
1 400 metres	1 824.46 metres	600 metres	743.72 metres	600 metres*

* Processing output is likely to remain in the vicinity of 600 metres per year, as higher priority will continue to be given to smaller, more "difficult" accessions containing older, unrestricted records, rather than larger accessions of recent, restricted material.

REFERENCE SERVICES

Search Room Services

Response time (request for original material)

1993-94	1994-95		1995-96
Success rate	**Target**	**Success rate**	**Target**
30 minutes (c.96%)	30 minutes (95%)	30 minutes (97%)	30 minutes (95%)

These figures relate to retrieval of items found to be on the shelf in their correct location. On busy Saturdays at Kingswood, longer retrieval times occur occasionally, owing to limited staff resources.

Research Service

Response times

| | 1993-94 | | 1994-95 | | 1995-96 |
	Target	Success rate	Target	Success rate	Target
Quotations — preparation	4 weeks	91%	4-5 weeks	99%	4-5 weeks
Quotations — completion of orders	2 weeks	90%	2 weeks	82%	10-15 working days
Convict research	6-10 weeks	98%	6-10 weeks	98%	6-10 weeks
Deceased Estates	4 weeks	94%	4 weeks	100%	4 weeks
Shipping research*	—	—	—	—	4 weeks
Bankruptcy research*	—	—	—	—	4 weeks
One Name Extraction*	—	—	—	—	6-8 weeks
Source Analysis*	—	—	—	—	4-6 weeks

* These services were introduced in October 1994. Following a nine month trial target response times were developed. These became effective on 1 July 1995.

Publications

Publication sales — Revenue/targets

| | 1993-94 | 1994-95 | | 1995-96 |
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Col. Sec. Papers	18 960	10 000	5 950	10 000
GRK	20 101	10 000	28 021	20 000
Other publications	24 061	70 000[1]	66 421[1]	30 000[2]
Total	63 122	90 000	100 392	60 000

[1] *Includes sales from Major Mitchell's Map.*

[2] *Does not include revenue from Major Mitchell's Map sales of which are expected to decrease.*

Photographic Service

Revenue/targets

| | 1993-94 | 1994-95 | | 1995-96 |
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Search Room/Laboratory service*	36 500	30 000	40 101	35 000
Unpublished microfilms	1 885	4 000	2 440	3 000

* The figures given here do not include photographic work done as part of the Research Service.

Response times

	1993-94 Target (Success rate)	1994-95 Target (Success rate)	1995-96 Target
Search Room Service:			
copies from microforms	30 minutes (96%)	30 minutes (95%)	30 minutes
Xerox copies:			
small orders (20 pages or less)	1 hr (97%)	1 hr (100%)	1 hr
large orders	5 working days (80%)	5 working days (83%)	5 working days
Laboratory Service:			
standard	4 weeks (95%)	4 weeks (93%)	4 weeks
urgent orders	5 working days (90%)	5 working days* (68%)	5 working days

* Problems with response times for the photographic service mainly arise from delays in completing orders over holiday periods when staffing levels are low eg. Christmas and Easter.

CONSUMER RESPONSE

ARCHIVES OFFICE

Five complaints concerning the Office's services were received during the year. These involved the time taken for retrieval of items, the cost of research enquiries, the Office declining to conduct a tour on a requested date and the quality of copies of archival material. All complaints were answered promptly and reasons were given for the difficulties experienced and alternatives/resolutions were suggested.

The Authority's Customer Council met three times during the year and provided advice and suggestions on a number of matters. New members of the Council were appointed for a two year period until June 1996.

Work on the review of the Authority's *Guarantee of Service* documents commenced during the year.

IV CORPORATE SERVICES

Section 12 of the Archives Act provides that the officers and employees of the Archives Authority shall be subject to the provisions of the Public Sector Management Act, 1988, during the tenure of their office or employment. In 1988 the Authority's policies and practices relating to personnel and industrial relations were adapted to conform to those adopted by the Ministry for the Arts, the Office of Public Management, and the Department of Industrial Relations, Employment, Training and Further Education. Thereafter the Ministry has provided the Authority with administrative support in the areas of personnel, staff and finance. However, with the introduction of the Treasury Cash Management and Banking System in October 1992 and the appointment of an Administrative Officer in December 1992, the level of support and liaison in these areas was greatly reduced.

In 1994 the *Code of Conduct* was revised and reissued to Archives Authority staff as a supplement to the New South Wales Public Sector's Code of Conduct. This Code continued to be used in 1995. See Appendix 3.

STAFFING

At the end of June 1995 the Archives Authority had seventy four permanent positions which were distributed as follows:

Administration, including the Principal Archivist and
the Deputy Principal Archivist 7

Archives Office, including Support Services 41

Records Management Office 5

Government Records Repository 21

      Total 74

Allocation of Staff Resources

	1991-92 (%)	1992-93 (%)	1993-94 (%)	1994-95 (%)
Administration	8	9	9	9
Archives Office	55	54	55	55
Records Management Office	8	8	7	7
Government Records Repository	29	29	29	29
Total	100	100	100	100

At the end of June 1995 the Archives Authority's seventy four positions consisted of the following classifications:

Senior Executive Service.. 1

Archivists... 29

Clerks... 9

Clerical Officers 29

Other (eg. Conservator, etc) 6

Total 74

Classification of Persons Employed

	1991-92 (%)	1992-93 (%)	1993-94 (%)	1994-95 (%)
Senior Executive Service	1	1	1	1
Archivists	41	40	39	39
Clerks	12	13	13	13
Clerical Officers	38	38	39	39
Other (eg. Conservator, etc)	8	8	8	8
Total	100	100	100	100

A full list of permanent staff is given in Appendix 2.

Details of Employee Related Costs

	1991-92 ($)	1992-93 ($)	1993-94 ($)	1994-95 ($)
Salaries, wages, national wage	2 270 533	2 472 624	2 676 880	2 804 561
Leave on Termination — Provision	—	16 750	60 287	84 091
Overtime	34 381	53 239	68 944	100 397
Workers Compensation	7 202	7 366	10 628	34 473
Payroll tax	164 453	131 501	173 125	167 648
Superannuation	—	183 456	185 672	278 058
Fringe Benefit Tax	—	—	—	22 031
Total	2 476 569	2 864 936	3 175 536	3 491 259

CONSULTANTS AND CONTRACTORS

During the year the Archives Authority engaged the services of five consultants at a total cost of $34 911.50 ($21 709.37 in 1993-94). Consultancies undertaken included: Provision of legal advice, oversight of accounting systems, and the Economic analysis of the Archives Authority's operation for storage of Semi-Active and Archival Records.

The Archives Authority is fully committed to obtaining value for money by competitive tendering and a *Contracting and Market Testing Policy and Action Plan* was developed in 1994. During the year the following services were contracted out in 1994-95: cleaning; building maintenance; fleet maintenance; printing; training; travel; furniture and equipment disposal; payroll; and stores/equipment.

EMPLOYEE RELATIONS

Much effort was again concentrated on a few projects such as Performance Management, Enterprise Bargaining, and Job Evaluation. Mechanisms for consultation with staff were improved through the re-establishment of the Institutional Consultative Committee in February 1995.

PERFORMANCE MANAGEMENT

The Authority's Performance Management System has been introduced progressively to all staff from the Deputy Principal Archivist down. The System takes a standardised approach while allowing sufficient flexibility to accommodate differences between various sections and services.

ENTERPRISE BARGAINING

Following on from a number of Enterprise Bargaining Information Sessions conducted by the Industrial Relations Consultancy, an Enterprise Bargaining Negotiating Committee representing both management and staff was established late in 1994 to develop an agenda and begin negotiations. Unfortunately, although management initiated discussion based on opportunities to achieve improvements in performance and productivity through: more flexible working arrangements; improved leave conditions; new salary structures for base grade staff; use of existing performance management system as the basis for salary progression within levels; and job evaluation, nothing eventuated.

JOB EVALUATION

A Job Evaluation program to evaluate all positions in the Archives Office and the Records Management Office using staff trained in the OCR methodology commenced in 1995. Briefing sessions and refresher courses were held, extra job analysis training was provided and a Job Evaluation Policy was developed in consultation with the Authority's Institutional Consultative Committee and in accordance with the *Standards of Best Practice*, December 1991.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Archives Authority supports equality of employment opportunity. The EEO Annual Report for 1993-94 and the EEO Management Plan for 1994-95 were circulated to all staff in September 1994. As proposed in the EEO Management Plan, an Equity Advisory Committee was set up in December 1993, consisting of five staff members with the Senior Administrative Officer as the Chairperson. The purpose of the Committee is to monitor policies and current procedures from an equity perspective, set and review strategies for the EEO Management Plan and other areas as necessary. The Authority's *Disability Strategic Plan* was revised and amended in June 1995 to ensure that people with disabilities have opportunities for work and career development within all sections

of the Authority. Action was also taken to include specific EEO responsibilities into the Statements of Duties of all Managers and Supervisors.

The following statistical information has been supplied to indicate the representation by various target group members:

Representation and Recruitment of Aboriginal Employees

	1993-94		1994-95	
	Total Staff	Aboriginal People	Total Staff	Aboriginal People
Total	86	1 1.1%	98	2 2%
Recruited in the year	7	0 0%	23	0 0%

Representation of EEO Target Group Members

	1993-94				1994-95		
EEO salaries @ 14.1.94	Total Staff	Women	NESB*	EEO salaries @ 4.11.94	Total Staff	Women	NESB*
Below $20 127 pa.	1	1	0	Below $20 732 pa.	6	3	1
$20 128 - $26 438	36	17	6	$20 732 - $27 231	40	22	7
$26 439 - $29 554	13	11	6	$27 232 - $30 441	12	9	6
$29 555 - $37 401	18	14	1	$30 442 - $38 523	22	18	2
$37 402 - $48 365	11	7	1	$38 524 - $49 816	11	7	1
$48 366 - $60 457	5	2	2	$49 816 - $62 271	4	2	2
Above $60 458 pa	2	1	0	Above $62 271 pa.	3	1	0
Total	**86**	**53**	**16**		**98**	**62**	**19**

* Non-English Speaking Background.

STAFF TRAINING AND STAFF DEVELOPMENT

The total expenditure for the Archives Authority on staff development activities for 1994-95 was $18 236.40. These activities included structured internal and external training courses, attendance at various professional engagements, workshops, seminars, plus departmental representation at relevant functions.

Staff rotation, work experience and acting in promotional positions were also encouraged, as a form of staff development.

LEAVE

Sheryl Coles and Amanda Barber took maternity leave during the year.

Denise Bechert commenced twelve months leave without pay in November 1994.

David Brumby went on a temporary transfer to NSW TAFE in April 1995.

David Roberts took extended leave during the year.

PROMOTIONS AND APPOINTMENTS

Janet Knight, B.A., Dip. I.M., Arch.Admin, Dip.Loc. & App. Hist., was promoted to the position of Senior Archivist, Reference (Kingswood) on 1 August 1994.

Glennis Keevers was appointed as Executive Assistant, Clerical Officer Grade 3/4 on 2 August 1994.

Lynette Milton, B.A., Dip. Lib. Soc. Sci., was appointed as Archivist Grade 1 on 24 October 1994.

Emily Hanna, B.A., Dip. I.M. (Lib), was appointed as Archivist Grade 1 on 7 March 1995.

RESIGNATIONS AND RETIREMENTS

Rachel McCormack resigned on 9 December 1994.

Tracy Bradford resigned on 7 April 1995.

PROFESSIONAL ACTIVITIES

Elizabeth Page attended a training course run by Sybiz Pacific on 1 September 1994.

Christine Yeats attended a seminar run by the Aboriginal Research Institute on 14 September 1994.

Andrew Delves attended Contek Basics course by TC Technologies on 29 September 1994.

Nigel Richardson, David Brumby and Heather Lighezzolo attended OH&S Committee Training courses run by Scriptographic Publications on 18-19, 25-26 October 1994 and 17-18, 24-25 January 1995.

John Davies attended a seminar *New Dimensions in Document Imaging,* organised by the Kodak Company of Australia, on 28 October 1994.

Various staff attended an in-house course on "How to Compile a Keyword Thesaurus" on 3 November 1994.

Sue Kulasinghe attended an EEO Workshop run by ODEOPE on 4 November 1994.

David Roberts, Stephen Bedford, and D.J. Cross attended a conference *Playing for Keeps* on 7-10 November 1994. Frances Lemmes also attended this conference at her own expense.

Christine Shergold, Michael Allen and George Chapman attended a Paradox 5.0 course by Borland International (Aust) on 9-11 November 1994.

Eight staff attended *Archives as a Time Machine*, a course run by the School of Information, Library and Archive Studies, on 14 November 1994.

Authority staff attended presentations by Michael Cook, the University Archivist, University of Liverpool, on "Archives, Local Government and Regionalisation", on 15 November 1994.

Seven staff attended *Electronic Record Keeping Systems,* a course run by the School of Information, Library and Archive Studies, on 17 November 1994.

Sue Coleman attended an OH&S course by Scriptographic Publications on 22-23 & 29-30 November 1994.

Christine Yeats attended Aboriginal/Torres Strait Library Resource Network run by ATSILRN on 5-7 December 1994.

Various staff attended the in-house "Forum on Electronic Records Management" on 13 December 1994.

AO and RMO staff attended a briefing session on the OCR Job Evaluation System on 15 December 1994.

Janette Pelosi, Wendy Gallagher and Stephen Bedford attended Job Evaluation and Job Analysis Training courses run by Organisation Consulting Resources on 31 January 1995.

Janet Knight attended a First Aid Course run by St John Ambulance on 2-3 February 1995.

Glennis Keevers attended *The Effective Executive Secretary*, a course run by the Training and Development Centre, on 20 February 1995.

David Roberts attended *Future Perfect*, an international conference of the Association of Records Managers and Administrators in Auckland, NZ, on 27-28 February and 1 March 1995.

Sue Kulasinghe attended an *FBT Update for Government*, by Arthur Anderson, on 14 March 1995.

Clara Cesarone and Gill McElroy attended a meeting organised by the ALIA Special Interest Group for Preservation of Library Materials on 16 March 1995.

Elizabeth Page and Sue Kulasinghe attended a seminar on Treasury's New Organisation Structure and its Implications for Agencies, on 17 March 1995.

Sue Kulasinghe attended *Recent Development in Human Resources Taxes*, by Arthur Anderson, on 12 April 1995.

George Chapman attended a Delphi Dev-Ed course by Armitage Holdings on 27 April 1995.

Catherine Robinson and Vanessa Follett attended a Job Analysis Training course by Organisation Consulting Resources on 30 April 1995.

Janette Pelosi and Wendy Gallagher attended *The Big Picture*, a seminar on photographs run by the ALIA, on 2 June 1995.

Various staff attended workshops on public archives in the USA and on new directions in appraisal presented by Dr Richard J. Cox, Assistant Professor, School of Library and Information Science, University of Pittsburgh, on 27 June 1995.

Archives Office staff sat in on various Records Management Office courses throughout the year.

Christine Shergold and Michael Allen attended various computer-related seminars, demonstrations, presentations and workshops during the year.

John Davies also attended several Australian Council of Libraries and Information Services — NSW Committee on Conservation meetings throughout the year.

Videos bought for training purposes included: *Change in the Workplace* - Part 1: *Coping with Change* and Part 2: *Implementing Change*.

FINANCIAL RESOURCES

The Archives Authority's financial statements have been prepared on an accrual accounting basis for the year ending 30 June 1995. Details of these are provided in the financial statements section of this report.

The internal audit program for the year reviewed the following areas: Tax Compliance review on Fringe Benefit Tax, Payroll Tax, Prescribed Payment System and Sales Tax; Plant/Equipment — Fixed Asset; Accounts Receivable; Sale of Publications/Stock Control. The audits were conducted by the Internal Audit Bureau as part of the Ministry for the Arts overall audit program.

In 1994-95 the Archives Authority paid an audit fee of $19 000 in respect of its accounts to the Auditor General's Office ($20 000 in 1993-94).

In 1993-94 the Archives Authority ordered four hundred and fifty copies of the Annual Report to be printed at a cost of $11.10 each. In 1994-95 four hundred copies have been ordered at a cost of $13.53 each.

EXPENDITURE OF FINANCIAL RESOURCES

For reporting purposes, the line items in which financial resources have been expended have been grouped together into the following six areas: Salaries and Allowances; Rental and Cleaning; Equipment and Purchases; Printing and Publications; Gas and Electricity; Interest; and Other.

The expenditure of funds amongst these areas has been shown, on a comparative basis with previous years, in the following table.

Expenditure of Financial Resources

	1992-93 (%)	1993-94 (%)	1994-95 (%)
Salaries and Allowances	54.8	56.09	53
Rental and Cleaning	23.6	26.59	24
Equipment and Purchases	6.3	2.95	3
Printing and Publications	1.1	2.11	2
Gas and Electricity	4.4	3.73	3
Other	9.8	8.53	15
Total	100	100	100

REVENUE

Over the past five years, the revenue raised by the Archives Authority has continued to grow. The commercialisation of the Government Records Repository, the revenue agreement between the Archives Office, Records Management Office and Treasury, and the adoption where possible of the user pays principle, have been the main factors contributing to this increased revenue.

Revenue Raised

	1992-93 ($)	1993-94 ($)	1994-95 ($)
Archives Office	190 203	273 273	209 289
Government Records Repository	1 755 270	2 046 567	2 412 517
Records Management Office	120 586	120 246	100 547
Total	**2 066 059**	**2 440 086**	**2 722 353**

The figures represent the operating revenue plus interest earned by the Authority on an accrual accounting basis.

CAPITAL WORKS

Approval has been granted and work commenced on an extension to the Kingswood Repository during the year at a total project cost of $490 000. This is designed to meet the immediate accommodation needs of the Repository and would be funded from Repository's cash reserves. The building work in progress as at 30 June 1995 amounted to $261 000.

PAYMENT PERFORMANCE INDICATORS

The following payment performance indicators for 1994-95 provide details of when accounts were paid in relation to the due dates. The figures have been consolidated and provided in quarterly periods, namely, as at the end of September, December, March and June.

Accounts Paid in 1994-95

	No.	September Amount	%
Current (within due date)	346	1 393 313	84.80
Less than 30 days overdue	56	47 894	13.72
Between 30 and 60 days overdue	1	460	0.25
Between 60 and 90 days overdue	1	206	0.25
More than 90 days overdue	4	2 003	0.98
Total	**408**	**1 443 876**	**100.00**

Accounts Paid in 1994-95

	No.	December Amount	%
Current (within due date)	333	1 404 951	83.88
Less than 30 days overdue	61	92 213	15.37
Between 30 and 60 days overdue	1	258	0.25
Between 60 and 90 days overdue	2	417	0.50
More than 90 days overdue	0	0	0.00
Total	**397**	**1 497 839**	**100.00**

Accounts Paid in 1994-95

	No.	March Amount	%
Current (within due date)	368	1 492 919	91.09
Less than 30 days overdue	26	16 714	6.43
Between 30 and 60 days overdue	5	1 426	1.24
Between 60 and 90 days overdue	4	910	0.99
More than 90 days overdue	1	10 693	0.25
Total	404	1 522 662	100.00

Accounts Paid in 1994-95

	No.	June Amount	%
Current (within due date)	413	1 625 177	90.57
Less than 30 days overdue	41	72 669	8.99
Between 30 and 60 days overdue	1	78	0.22
Between 60 and 90 days overdue	0	0	0.00
More than 90 days overdue	1	3 100	0.22
Total	456	1 701 024	100.00

The performance indicators set for the payment of accounts were that at least eighty percent of accounts were to be paid by the due date; and that not more than fifteen percent of accounts were to be more than thirty days overdue.

RISK MANAGEMENT AND INSURANCE

In May 1989, a comprehensive Risk Evaluation Report was prepared for the Archives Authority by Richard Oliver Risk Managers. Recommendations made in this report were subsequently implemented and have been maintained on an on-going basis since then. On an annual basis, a Risk Management Identification Questionnaire is completed by the Authority. This questionnaire, along with previous claims history, forms the basis of the premiums/setting process by the Government Insurance Office.

The Senior Administrative Officer is responsible for the co-ordination of all risk management practices within the Authority, including liaison with the Government Insurance Office and risk assessors where necessary. The managers and their staff are responsible for maintaining safe working practices and workplaces.

The Archives Authority also maintains membership to the Association of Risk and Insurance Managers of Australia.

During the year the Archives Authority maintained insurance policies with the Government Insurance Office as Fund Manager of the Treasury Managed Fund for the following areas: Workers' Compensation; Motor Vehicles; Property; Public Liability; and Miscellaneous.

Insurance Premiums

	1992-93 ($)	1993-94 ($)	1994-95 ($)
Workers' Compensation	7 366	10 513	34 473
Motor Vehicles	6 795	6 475	12 246
Property	38 244	38 244	45 586
Public Liability	3 680	3 680	5 520
Miscellaneous	1 760	1 760	1 760
Total	57 845	60 672	99 585

Claims History

	1992-93	1993-94	1994-95
Workers' Compensation	3	3	5
Motor Vehicles	0	2	0
Property	0	0	0
Public Liability	0	0	0
Miscellaneous	0	0	0
Total	3	5	5

V FINANCIAL REPORT

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
Statement in Accordance With Section 41C(1)(c)
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 1995.

(b) the financial statements have been prepared in accordance with Statements of Accounting Concepts, applicable Australian Accounting Standards, the requirements of the Public Finance and Audit Act and Regulations, and the Financial Reporting Directives published in the Financial Reporting Code Under Accrual Accounting for Inner Budget Sector Entities.

(c) we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading, or inaccurate.

SIGNED: *T W. Waddell*

DATE: *4 August 1995*

CHAIRPERSON
ARCHIVES AUTHORITY

SIGNED: *John Cross*

DATE: *4 August, 1995*

PRINCIPAL ARCHIVIST

SIGNED: *E. Cox*

DATE: *4 August 95*

MEMBER
ARCHIVES AUTHORITY

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements

30 June 1995

CONTENTS

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Operating Statement
For the year ended 30 June 1995

	Notes	Actual 1995 $'000	Budget 1995 $'000	Actual 1994 $'000
EXPENSES				
Operating Expenses				
Employee Related	4(a)	3 491	3 392	3 211
Other Operating Expenses	4(b)	2 423	2 396	2 245
Maintenance		163	160	114
Depreciation	4(c)	445	473	346
Total Expenses		6 522	6 421	5 916
REVENUES				
User Charges	5(a)	108	261	160
Grants & Subsidies	5(b)	120	—	248
Other	5(c)	2 603	2 308	2 278
Total Revenues		2 831	2 569	2 686
Net loss on sale of Property, Plant and Equipment		—	—	(12)
Net cost of services before Abnormal Items		(3 691)	(3 852)	(3 242)
Abnormal Items	4(d)	(250)	—	—
NET COST OF SERVICES AFTER ABNORMAL ITEMS	3	(3 941)	(3 852)	(3 242)
GOVERNMENT CONTRIBUTIONS				
Consolidated Fund Recurrent Appropriation		3 592	3 585	3 693
Consolidated Fund Capital Appropriation		—	—	408
Acceptance by State of Authority liabilities	5(d)	241	175	184
Surplus for the year		(108)	(92)	1 043
Accumulated Surplus at the beginning of the year		13 516	13 516	12 473
Accumulated Surplus at the end of the year		13 408	13 424	13 516

The accompanying notes form part of these statements.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Statement of Financial Position
As at 30 June 1995

	Notes	Actual 1995 $'000	Budget 1995 $'000	Actual 1994 $'000
Current Assets				
Cash	6	1 084	952	552
Receivables	7	426	370	384
Inventories	8	96	100	102
Total Current Assets		1 606	1 422	1 038
Non-Current Assets				
Receivables	7	169	—	1
Property, Plant and Equipment	9(a)	18 705	19 215	19 662
Other	9(b)	70	—	—
Total Non-Current Assets		18 944	19 215	19 663
TOTAL ASSETS		20 550	20 637	20 701
Current Liabilities				
Creditors	10	227	180	154
Provisions	11a	243	205	203
Other	10	176	—	—
Total Current Liabilities		646	385	357
Non-Current Liabilities				
Borrowings	11b	2 000	2 000	2 000
Other	11c	229	—	—
Total Non-Current Liabilities		2 229	2 000	2 000
TOTAL LIABILITIES		2 875	2 385	2 357
NET ASSETS		17 675	18 252	18 344
Equity				
Accumulated Surplus		13 408	13 424	13 516
Reserves	12	4 267	4 828	4 828
TOTAL EQUITY		17 675	18 252	18 344

The accompanying notes form part of these statements.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Cash Flow Statement
For the year ended 30 June 1995

	Notes	Actual 1995 $'000	Budget 1995 $'000	Actual 1994 $'000
CASH FLOW FROM OPERATING ACTIVITIES				
Payments:				
— Employee Related		(3 263)	(3 217)	(2 993)
— Maintenance & Working		(2 682)	(2 484)	(2 262)
— Other		(154)	(154)	—
		(6 099)	(5 855)	(5 255)
Receipts:				
— User Charges		340	240	160
— Grants & Subsidies		120	—	248
— Interest Received		80	50	65
— Other		2 629	2 400	2 215
		3 169	2 690	2 688
Net Cash outflow on Operating Activities		(2 930)	(3 165)	(2 567)
CASH FLOW FROM INVESTING ACTIVITIES				
Purchase of Property, Plant & Equipment	15	(130)	(20)	(3 318)
Net cash outflow on Investing Activities		(130)	(20)	(3 318)
Net Cash outflow on Operating and Investing Activities		(3 060)	(3 185)	(5 885)
GOVERNMENT FUNDING ACTIVITIES				
Consolidated Fund Recurrent Appropriation		3 592	3 585	3 693
Consolidated Fund Capital Appropriation		—	—	408
Total Net Cash Provided by Government		3 592	3 585	4 101
Net Increase/(Decrease) in Cash		532	400	(1 784)
OPENING CASH BALANCE	6	552	552	2 336
CLOSING CASH BALANCE	6	1 084	952	552

The accompanying notes form part of these statements

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

1. REPORTING ENTITY

The Archives Authority of New South Wales (Authority) comprises all the operating activities and entities under the control of the Authority. It also encompasses funds which, while they may be restricted for specified uses by the grantor or donor, are nevertheless controlled by the Authority.

All transactions and balances between the funds and entities comprising the Authority have been eliminated in the process of preparing the financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(1) BASIS OF PRESENTATION

The Authority's Financial Report has been prepared in accordance with Statements of Accounting Concepts, applicable Australian Accounting Standards (AAS), the requirements of the Public Finance and Audit Act and Regulations, and the Financial Reporting Directives published in the Financial Reporting Code Under Accrual Accounting for Inner Budget Sector Entities (the Code).

The Operating Statement and Statement of Financial Position are prepared on an accrual basis. The Cash Flow Statement is prepared on a cash basis using the direct method.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

(2) ACCOUNTING RECORDS

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

(3) ACCOUNTING POLICIES

a) The amounts expected to be paid to employees for their pro rata entitlement to annual leave are measured at nominal amounts as per AAS 30, "Accounting for employee entitlements".

The cost of employee entitlements for long service leave and superannuation are included in employee related expenses. However, as the Authority's liabilities, with regard to the Archives Office and Records Management Office, for long service leave and superannuation are assumed by the State, the Authority's accounts for the liability as having been extinguished via the non-monetary revenue account described as "Acceptance by State of the Authority's liabilities".

As the Government Records Repository (GRR) is an off-budget sector activity it is required to meet all liabilities for both long service leave and superannuation. As a contributor to the Non-Budget Long Service Leave Pool GRR makes long service leave payments directly to the employees and subsequently receive reimbursement from the pool for all of the payments made. Therefore as per para 41 of AAS 30, the amount of payments expected to be made to employees and an equivalent amount being the sum expected to be reimbursed by the pool had been recognised as liabilities and assets separately. Nominal method was used in calculating the liability and expense for long service leave entitlements since the difference arising from the use of the nominal method compared to the use of a present value calculation, does not result in a material difference in the financial statements. In respect of Superannuation, payments are made to the State Authorities Superannuation Board on an estimated fully funded basis. In conjunction with the Treasury and the Government Actuary action is proceeding to determine the extent of any unfunded liability which may exist.

Liability for non-vesting sick leave entitlements has not been recognised in the financial statements as sick leave taken by the Authority's employees each year is unlikely to be more than the sick leave accrued during the year.

b) Land and buildings are revalued at no more than five yearly intervals. Independent assessments are obtained of the value of land and buildings based on existing use. Valuations adopted in the financial statements do not exceed these independent assessments. The Valuer General last valued land and buildings in August 1994.

The Authority's archive collection, which will be retained in perpetuity, is valued at $1. The basis of this value is the result of the "Accounting Guidelines for Reporting Physical Assets in the Budget Sector" issued by Treasury in November 1989 and the adoption of the Code (Refer point 2(1) of the Code). Additions to the Authority's archive collection are valued at cost. The Authority's archive collection is not depreciated.

All other assets are recorded at cost, in accordance with the historical cost convention.

c) Depreciation is provided for on a straight line basis so as to write off the carrying amount of fixed assets during their expected useful life, with the exception of individual assets acquired for less than $5,000, which are written off in the year of acquisition.

d) Inventories are stated at the lower of cost or net realisable value. Cost is determined using the "first in first out" method of stock valuation.

3. BUDGET REVIEW

The actual net cost of services was higher than budget by $89 000.

	1995 $'000	1994 $'000

4. EXPENSES

(a) Employee related expenses comprise the following specific items:

	1995 $'000	1994 $'000
Salaries and wages	2 709	2 548
Payroll tax and fringe benefit tax	190	179
Recreation leave	196	187
Workers compensation insurance	34	10
Superannuation	278	215
Long service leave	84	72
	3 491	3 211

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

	1995 $'000	1994 $'000
(b) Other operating expenses comprise the following specific items:		
Rent	1 304	1 318
Gas and Electricity	204	201
Minor Stores	75	159
Consultants	39	45
Motor Vehicle Expenses	164	96
Postage, Telephone and Printing	116	136
Promotional Advertising	22	63
Other	499	227
	2 423	2 245
(c) Depreciation & Amortisation are charged as follows:		
Buildings	370	292
Office Furniture & Fittings	38	27
Computers	33	27
Amortisation – Motor Vehicles under lease	4	—
	445	346
(d) Abnormal Items:		
Downward revaluation of land	250	—
	250	—

5.   **REVENUES**

	1995 $'000	1994 $'000
(a) User charges comprise the following items:		
Sale of Publications	57	26
Sale of Microfilm	6	37
Sale of Boxes	42	49
Sale of Souvenirs	3	48
	108	160

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

			1995 $'000	1994 $'000
(b)	Grants & Subsidies comprise the following items:			
	Ministry for the Arts	(i)	120	248
			120	248
(i)	Ministry for the Arts			
	Stage III Funding		—	128
	Rental Increase Funding		120	120
			120	248
(c)	Other comprise the following items:			
	Storage		1 581	1 184
	File Retrieval		475	414
	Consultancy		189	278
	Interest Received		37	84
	Photocopies		60	52
	Royal Commission		6	14
	Training		64	86
	Destruction		119	61
	Other		72	105
			2 603	2 278
(d)	State Accepted Liabilities			
	Superannuation		188	129
	Long Service Leave		53	55
			241	184
6.	CURRENT ASSETS — Cash			
	Cash		1 084	552
			1 084	552

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

	1995 $'000	1994 $'000
7. CURRENT ASSETS — Receivables		
Trade debtors	355	370
	355	370
Prepayments	16	14
Security Deposits	1	1
Other	54	—
	426	385
Current Assets — Receivables	426	384
Non Current Assets — Receivables (Note 3a)	169	1
Balance 30 June	595	385

There is no provision for doubtful debts as all trade debts are considered collectible.

8. CURRENT ASSETS — Inventories		
Stock on hand	96	102
Balance 30 June	96	102

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

9.a)   NON-CURRENT ASSETS — Property, Plant and Equipment

	Land [note (a)] $'000	Buildings at valuation [note (a)] $'000	Buildings at cost $'000	Buildings work in progress $'000	Office Furniture & Fittings $'000	Computers $'000	Total $'000
At cost or valuation							
Balance 1 July 1994	4 500	11 590	4 637	—	418	243	21 388
Additions/Transfer	—	4 637	—	261	25	9	4 932
Disposals/Transfer			(4 637)	—	—	(84)	(4 721)
Revaluation	(250)	(2 127)	—	—	—	—	(2 377)
Balance 30 June 1995	4 250	14 100	—	261	443	168	19 222
Accumulated depreciation							
Balance 1 July 1994	—	1 429	2	—	132	163	1 726
Depreciation for the year	—	370	—	—	38	33	441
Writeback on disposal/revaluation	—	(1 564)	(2)	—	—	(84)	(1 650)
Balance 30 June 1995	—	235	—	—	170	112	517
Written Down Value							
At 1 July 1994	4 500	10 161	4 635	—	286	80	19 662
At 30 June 1995	4 250	13 865	—	261	273	56	18 705

Notes:

(a) Buildings have been valued on the basis of other appropriate replacement buildings having a similar service potential or future economic benefit to the existing buildings. Land has been valued on an existing use basis subject to any enhancements or restrictions arising from development activities since acquisition. The August 1994 valuation was carried out by the Valuer General's Office.

(b) In accordance with AAS10 "Accounting for the Revaluation of Non-Current Assets", the Authority, being a "not for profit entity" has not adopted the recoverable amount test to Non Current Assets, the service potential of which is not related to the generation of Net Cash Inflow.

(c) The details of fully depreciated assets, as at 30 June 1995 are as follows:
      Computer hardware $27686
      Furniture and fittings $47029
      Total $74715

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

	1995 $'000	1994 $'000
9.b) NON CURRENT ASSETS — Other		
Motor vehicles under lease	74	—
Less Accumulated Amortisation	(4)	—
	70	—
10. CURRENT LIABILITIES — Creditors		
Creditors & Accrued Charges	227	154
Balance 30 June	227	154
CURRENT LIABILITIES — Other		
Accrued Charges — Buildings – Work in Progress	165	—
Lease Liability — Current	11	—
	176	—
11. a) CURRENT LIABILITIES — Provisions		
The movement in the provision for employee annual leave is as follows:		
Balance 1 July	203	170
Increase/(Decrease) in provisions	7	33
	210	203
Long Service Leave — Payable to Employees (Note 3a)	33	—
	243	203

Recreation leave paid has been charged directly to the operating statement.

	1995 $'000	1994 $'000
b) NON CURRENT LIABILITIES — Borrowings		
NSW Treasury Corporation	2 000	2 000
Balance 30 June	2 000	2 000

The above loan was taken out for the purpose of funding the construction of Stage III at Kingswood (GRR). The maturity date of the loan is 01 July 1999. Interest is payable every 6 months.

	1995 $'000	1994 $'000
c) NON CURRENT LIABILITIES — Other		
LSL — Payments to employees (Note 3a)	169	—
Lease Liability — Non Current	60	—
	229	—

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

	1995 $'000	1994 $'000
12. RESERVES — Asset Revaluation		
Balance 1 July	4 828	4 828
Movements during the year	(561)	—
Balance 30 June	4 267	4 828

13. COMMITMENTS FOR EXPENDITURE

(a) Capital Commitments

Aggregate capital expenditure contracted for at balance date but not provided for in the accounts payable

Not later than one year	229	—
Later than one year but not later than 2 years	—	—
Later than 2 years but not later than 5 years	—	—
Later than 5 years	—	—
	229	—

Proposed extension to Government Records Repository at Kingswood at a total cost of $490 000 less work in progress of $261 000 as at 30 June 1995.

(b) Lease Commitments

Aggregate operating lease expenditure contracted for at balance date but not provided for in the accounts:

Not later than one year	1 304	1 344
Later than one year but not later than 2 years	1 304	1 329
Later than 2 years but not later than 5 years	2 674	3 913
Later than 5 years	—	—
	5 282	6 586

This non cancellable lease represents the lease of 2 Globe Street, The Rocks. It is a 10 year lease commencing May 1989 with a two yearly review of rental commencing December 1990. The Authority, as a sub-lessee of the building, has been offered a new 4½ year memorandum of agreement, the conditions of which are still under negotiation.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1995

	1995 $'000	1994 $'000
(c) Lease Commitments — Finance Lease		
Aggregate finance lease expenditure contracted for at balance date:		
Not later than one year	10	—
Later than one year but not later than 2 years	13	—
Later than 2 years but not later than 5 years	47	—
Later than 5 years	—	—
	70	—

This finance lease represents the lease of three motor vehicles taken in 1994/95. Finance charges and amortisation expense amounted to $2 555 and $3 675 respectively. The details of leased assets are as follows:

Motor vehicles under lease	74
Less Accumulated Amortisation	(4)
	70

14. **CONTINGENT LIABILITIES**

The Authority is unaware of any contingent liability pending at the date of this report.

15. **NOTE TO CASH FLOW STATEMENT**

(a). **RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, the Authority considers cash to include cash on hand and in the bank, including operating and commercial activities accounts. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled at Note 6.

(b). **RECONCILIATION OF CASH FROM OPERATING ACTIVITIES TO NET COST OF SERVICES**

NET COST OF SERVICES AFTER ABNORMAL ITEMS	(3 941)	(3 242)
Adjustments for items not involving cash:		
Acceptance by the Crown of Agency Liabilities	241	346
Depreciation	445	184
Other Non-cash Expenses	250	—
(Increase)/Decrease in Receivables	(42)	14
(Increase)/Decrease in Inventories	6	11
(Increase)/Decrease in Other Assets	(242)	—
Increase/(Decrease) in Payables	73	115
Increase/(Decrease) in Other Liabilities	280	—
Net (gain)/loss on sale of property, plant and equipment	—	5
NET CASH FROM OPERATING ACTIVITIES	(2 930)	(2 567)

	1995 $'000	1994 $'000

15(c).

Purchases of Property, Plant and Equipment

Additions at cost	130	3 318
Cash Paid	130	3 318

Disposal of Property, Plant and Equipment

Cost or value	—	11
Less: Accumulated depreciation	—	6
Loss on sale	—	(5)
Cash Received	—	—

If applicable, 50% of the proceeds of any sale would have been transferred to the State.

Interest Paid:

Interest Paid on T-Corp Loan	154	—
	154	—

	1995 $'000	1994 $'000

	Notes	1995 $'000	1994 $'000

16. PROGRAM INFORMATION

Budget Number and Program: 69.1.1. Archives Authority

Program Objective: To preserve, maintain and administer the State archives, to promote efficient records management in the public sector and to provide repository facilities.

	Notes	1995 $'000	1994 $'000
Expenses			
Grants & subsidies		—	—
Other		(6 522)	(5 916)
Total Expenses		(6 522)	(5 916)
Revenue			
User charges		108	160
Other revenue		2 723	2 526
Gain/(loss) on sale of non-current Assets		—	(12)
Net Cost Of Services before Abnormal Items		(3 691)	(3 242)
Abnormal Items		(250)	—
Net Cost Of Services after Abnormal Items		(3 941)	(3 242)
Government allocations	(a)	3 833	4 285
Surplus/(Deficit) for the year		(108)	1043
Total Assets		20 550	20 701
(a) Government Allocations			
Consolidated Fund recurrent appropriation		3 592	3 693
Consolidated Fund capital appropriation		—	408
State acceptance of liabilities		241	184
		3 833	4 285

17. AUDIT FEES

		1995 $'000	1994 $'000
The fee for the audit of the Authority's accounts and records by the Audit Office of New South Wales was		19	20

The Auditor-General received no other benefits.

End of audited Financial Statements.

BOX 12 GPO
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

To Members of the New South Wales Parliament and Members of the Archives Authority of New South Wales

Scope

I have audited the accounts of the Archives Authority of New South Wales for the year ended 30 June 1995. The preparation and presentation of the financial statements consisting of the accompanying statement of financial position, operating statement and statement of cash flows, together with the notes thereto, and the information contained therein is the responsibility of the Board of the Authority. My responsibility is to express an opinion on these statements to Members of the New South Wales Parliament and Members of the Authority based on my audit as required by sections 34 and 41C(1) of the *Public Finance and Audit Act 1983*. My responsibility does not extend here to an assessment of the assumptions used in formulating budget figures disclosed in the financial statements.

My audit has been conducted in accordance with the provisions of the Act and Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the requirements of the *Public Finance and Audit Act 1983*, Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view which is consistent with my understanding of the Authority's financial position, the results of its operations and its cash flows.

This audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial statements of the Archives Authority of New South Wales comply with sections 41B and 41BA of the Act and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Authority as at 30 June 1995 and the results of its operations and its cash flows for the year then ended.

P. K. Brown

P. K. BROWN, FCPA
PRINCIPAL AUDITOR
(duly authorised by the Auditor-General of New South Wales
under section 41C(1A) of the Act)

SYDNEY
28 September 1995

Budget Number and Program: 69.1.1 Archives Authority

Detailed Budget in Accordance with Section 7 (1) (a) (iii) of Annual Reports (Statutory Bodies) Act, 1984 — For Financial Year 1994-95 — Cash Basis

Archives and Records Management Office

Item		Allocation 1994/95 ($)	Expenditure 1994/95 ($)
SALARIES AND PAYMENTS			
A.1	Salaries and Wages, Penalties etc.	1 859 000	1 823 102
A.3	Overtime	35 000	36 973
A.5	Workers Compensation Insurance	21 000	21 397
A.7	Payroll Tax Expense	105 000	107 319
Sub-total "A" Items		**2 020 000**	**1 988 791**
MAINTENANCE AND WORKING EXPENSES			
B.2	Expenses in Connection with Building		
	Rent	1 184 000	1 303 991
	Rates	3 000	2 195
	Maintenance	94 000	88 455
	Cleaning	30 000	17 480
B.3	Subsistence and Transport		
	Travelling and Subsistence	15 000	16 577
	Motor Vehicles and Running Costs etc.	18 000	15 478
B.4	General Expenses		
	Training and Seminars	30 000	19 637
	Advertising and Publicity	5 000	3 710
	Books and Periodicals	12 000	13 796
	Fees for Services Rendered	65 000	70 660
	Gas and Electricity	160 000	163 410
	Other Insurance	40 000	42 127
	Postal and Telephone	55 000	57 962
	Printing	30 000	31 114
	Stores and Equipment	125 000	161 393
	Minor Expenses	5 000	2 331
	Maintenance Contracts	12 000	10 625
Sub total "B" Items		**1 883 000**	**2 020 941**
PROGRAM TOTAL		**3 903 000**	**4 009 732**

Detailed Budget in Accordance with Section 7(1)(iii) of Annual Reports (Statutory Bodies)
Act, 1984 — For Financial Year 1995-96

BUDGET ALLOCATION — 1995/96

Archives and Records Management Office

Item	Allocation 1995-96 ($)
REVENUE	
CONSOLIDATED FUND — RECURRENT	4 180 000
ARCHIVES OFFICE REVENUE	180 000
RECORDS MANAGEMENT OFFICE REVENUE	80 000
INTEREST RECEIVABLE	10 000
USE OF RESERVES	64 000
ACCEPTANCE BY STATE OF AGENCY LIABILITIES	276 000
Total Revenue	**4 790 000**
EMPLOYEE RELATED PAYMENTS	
A.100 Salaries, Wages, Penalties etc.	2 297 000
A.300 Overtime	40 000
A.500 Workers Compensation Insurance	22 000
A.700 Payroll Tax	111 000
Total Employee Related Payments	**2 470 000**
MAINTENANCE AND WORKING EXPENSES	
B.201 Building Rent and Cleaning	1 304 000
B.202 Rates	3 000
B.203 Maintenance	100 000
B.205 Cleaning — Kingswood	20 000
B.301 Travelling and Subsistence	12 000
B.302 Motor Vehicles and Running Costs	20 000
B.303 Training and Seminars	15 000
B.401 Advertising	4 000
B.402 Books and Periodicals	10 000
B.403 Fees for Services Rendered	60 000
B.404 Gas and Electricity	160 000
B.406 Insurance	50 000
B.407 Postal and Telephone	50 000
B.408 Printing	20 000
B.409 Stores	110 000
B.410 Minor and Out of Pocket Expenses	5 000
B.412 Maintenance Contracts	12 000
Total Maintenance And Working Expenses	**1 955 000**
Special Projects	365 000
TOTAL	**4 790 000**

ADDITIONAL INFORMATION

APPENDICES 1 – 3

CORPORATE SERVICES

ORGANISATION STRUCTURE

ARCHIVES AUTHORITY OF NEW SOUTH WALES   **MINISTRY FOR THE ARTS**

PRINCIPAL ARCHIVIST

DEPUTY PRINCIPAL ARCHIVIST

ARCHIVES OFFICE

DISPOSAL SERVICES	SYSTEMS	COLLECTION SERVICES	PRESERVATION SERVICES	REFERENCE SERVICES	CORPORATE SERVICES	REPOSITORY SERVICES	RECORDS MANAGEMENT OFFICE
Manager (AG4)	Manager (AG6)	Manager (AG6)	Manager	Manager (AG4)	Senior Admin Officer (A&C 7/8)	Manager (A&C12)	Manager (A&C9)
SA, Disposal	Systems Co-ordinator	Processing Coordinator Processing Supervisor, Kingswood	Assistant Conservator	SA, Research SA, Reference Client Liaison Officer Publications Officer	Admin Officer Finance Officer Executive Assistant Records Officer Receptionist OIC Support Services 2IC Support Services	Deputy Manager Marketing Manager Senior Consultant SA, Consultancy Records Manager OIC Retrieval Admin Officer	Records Management Officers (3) Administrative Assistant

Establishment = 74

Archivists and support staff are distributed among the sections on a rotational basis according to availability and priorities.

73

June 1995

Appendix 1

PERMANENT STAFF AS AT 30 JUNE 1995

Principal Archivist
John Cross

Deputy Principal Archivist
Frances Lemmes

Archives Office

Manager, Systems
Christine Shergold

Manager, Collection Services
Richard Gore

Manager, Disposal Services
Amanda Barber

Manager, Preservation Services
John Davies

Manager, Reference Services
Christine Yeats

Systems Co-ordinator
Michael Allen

Senior Archivist, Research
Gail Davis

Senior Archivist, Reference (Kingswood)
Janet Knight

Processing Co-ordinator
Wendy Gallagher

Client Liaison Officer
Martyn Killion

Senior Archivist, Disposal
Stephen Bedford

Processing Supervisor
vacant

Assistant Conservator
Clara Cesarone

Publications Officer
Sandra Orellana

Photographic Officer
Vacant

Archivists
Rhonda Campbell
Vanessa Follett (part time)
Emily Hanna
Leonie Jennings
Angela Kavuzlu (part time)
Fabian LoSchiavo
Cheri Lutz
Lynette Milton (on secondment)
Janette Pelosi
Laraine Tate
Kathleen Verdich
Vacant

Corporate/Support Services

Senior Administrative Officer
Surangani Kulasinghe

Administrative Officer
Nigel Richardson

Finance Officer
Elizabeth Page

Executive Officer
Glennis Keevers

Records Officer
Bee Leong Pang

Officer In Charge — Support Services
John Maugueret

Second In Charge — Support Services
Jimena Galleguillos

Clerical Officers
Patricia Beavis
George Chapman
Andrew Delves
Rosana Guevara
Michael Holland (part time)
Tuula Lepisto
Heather Lighezzolo
Dianne Morgan (part time)
Norbert Ricaud
Coral Searle
Bruce Wright (part time)
Vacant

Receptionist
Vacant

Records Management Office

Manager
David Roberts

Records Management Officers
Denise Bechert (LWOP)
David Brumby (secondment)
Catherine Robinson

Administrative Assistant
Annette Lennon-Finch

Government Records Repository

Manager
John Burke

Deputy Manager
Jennifer Stapleton

Marketing Manager
Sally Irvine-Smith

Senior Consultant
Deborah Sims

Senior Archivist — Consulting
Vacant

Senior Archivist — Consulting
Vacant

Records Manager
Robert Wright

Officer In Charge — Retrieval/Returns
Sue Coleman

Second In Charge — Retrieval
Douglas Slade

Second In Charge — Returns
Sheryl Coles

Administrative Officer
Vacant

Clerical Officers
Robert Byrne
Alan Cartwright
Mary Cleanthous
Josephine Lee
Richard Taylor
3 vacancies

Drivers/General Assistants
Stephen Hauer
John McGuiggan
Tom Pittman

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

CODE OF CONDUCT

1. Introduction

1.1   The Archives Authority of New South Wales is a statutory corporation 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. The officers and employees of the Archives Authority are subject to the provisions of the Public Sector Management Act, 1988, the Public Finance and Audit Act, 1983, and other relevant legislation/regulations.

1.2   The *New South Wales Public Sector Code of Conduct* (1991) sets out the general obligations and responsibilities of public servants in relation to ethical conduct. The *Archives Authority Code of Conduct* is designed as a supplementary code for all staff and other persons working for or on behalf of the Archives Authority of New South Wales (including permanent, temporary and seconded staff, and persons employed as consultants), and should be used in conjunction with the *Public Sector Code*.

1.3   The code will be supplemented where appropriate by clauses in individual contracts covering projects or consultancies in other organisations. Staff should also be aware of the existence of codes of ethics prepared by professional associations, as these may assist in clarifying some aspects of particular ethical issues.

2. General principles of conduct

2.1   You are specifically required to carry out diligently and conscientiously the policies of the Archives Authority of New South Wales as directed by the Principal Archivist, and to accept responsibility for your own acts or omissions.

2.2   In all aspects of your work you must maintain the dignity, good reputation and standards of the Archives Authority.

2.3   All Archives Authority staff should promote and encourage sound and efficient records management practices throughout the records continuum in the NSW public sector.

2.4   If you are a supervisor or manager, you are responsible for ensuring that staff under your direction understand what their duties are and how they should be carried out, what results are expected, and that their performance will be regularly and formally appraised. The best results will only be achieved, however, when leadership is exercised in a climate of consultation, co-operation and mutual support.

3. Confidentiality of information

3.1   All staff are covered by the confidentiality clauses of the *Archives Act*, 1960. You therefore have a special responsibility to treat as confidential information in restricted records (including records in government agencies, semi-active records and archives). Information from such records in Authority custody may be given only to officials of the creating agency, or to

persons with specific formal authorisation from the head of that agency (see *Archives Act*, 1960, Section 14 (6) (a), (b), (c) — extract attached as *Appendix A*). You should also treat as confidential any similar information given verbally by agency staff during the course of discussions on appraisal, transfer or access matters.

3.2 You are entitled to examine restricted public records in the course of your duties. Such records should, however, be examined only when a demonstrated need exists, eg. during the course of appraisal/processing, for file retrieval or following a request for information from the creating/transferring agency, or for other official research purposes. You should not examine any restricted records or other material containing confidential information on individuals out of idle curiosity, or because someone you know may be mentioned in the records. It is essential that the privacy of living persons is protected at all times.

3.3 With regard to the Authority's own records, the FOI section of the *Annual Report* sets out guidelines for providing access to this material for members of the public.

4. Conflict of interest/outside employment

4.1 You must notify the Principal Archivist of any outside employment (including part-time or casual work).

4.2 You must ensure that outside employment, personal interests and activities (including financial interests) do not conflict with your work. Conflicts of interest may arise in a wide range of areas, for example you may have a financial interest in, or be a relative or friend of a person involved with, a company tendering or quoting for the supply of goods or services to the Archives Authority.

4.3 You are responsible for being aware of potential conflicts of interest, and for bringing them to the attention of senior management. If you have any doubts as to whether a conflict might exist, you should consult senior staff. As a general rule, disclosure is always preferable.

4.4 You must not use your knowledge of operational matters or any information gained during consultancy or other work for personal financial gain or any other private purpose.

5. Responsibilities of persons undertaking consultancy work

5.1 You are responsible for maintaining the highest professional standards when providing reports and advice to clients.

5.2 You should treat all material obtained during the course of consultancy as confidential unless:

☐ it is already in the public domain or can be shown to be readily available to the public;

☐ the client has requested disclosure of designated material in writing;

☐ you have sought and received written permission to divulge designated material in a specified way.

5.3 It is vital that clear understanding and agreement is reached with the client as to the nature and scope of a consultancy before work commences. Full details of the terms of any consultancy should be documented, and agreement should be confirmed in writing by both parties.

5.4 As far as practicable, you should ensure that the terms of agreement reached with a client are fully complied with during the course of a consultancy.

5.5   When dealing with clients, due regard should be taken of their obligations under all relevant legislation or regulations. In particular, when consultancy work involves public records in New South Wales public offices, you must ensure that all recommendations made conform to the provisions of the *Archives Act*, 1960.

5.6   You should avoid gratuitous criticism of clients or other organisations, and should not comment adversely on the services provided by rival consultants.

5.7   Should doubts be raised as to the appropriateness or legality of the activities or recommendations of other consultants, you should consult with your supervisor or manager before taking action to alert a client.

5.8   You must take particular care not to inadvertently pass on commercially confidential information to competitors, eg. when socialising during conferences or meetings of professional associations.

6.   Improper or corrupt conduct

6.1   All Archives Authority staff must avoid conduct which could be interpreted as improper or corrupt. Corrupt conduct is defined in the *Independent Commission Against Corruption Act*, 1988. The definition is intentionally as broad as possible, in order to avoid loopholes, but one of the key notions is misuse of public office in the public sector. Corrupt conduct happens when:

☐   A public official carries out public duties dishonestly or unfairly;

☐   Anyone (including a public official) does something that could result in a public official carrying out public duties dishonestly or unfairly;

☐   Anyone (including a public official) does something that has a detrimental effect on official functions, and which involves any of a wide range of matters, including (for example) fraud, bribery, official misconduct, violence;

☐   A public official (or former public official) breaches public trust; or

☐   A public official (or former public official) misuses information or material obtained in the course of duty.

Conduct is not corrupt unless it involves (or could involve):

☐   a criminal offence;

☐   a disciplinary offence; or

☐   reasonable grounds to dismiss a public official.

6.2   If you become aware of improper or corrupt conduct, you should notify your manager, or senior management. Any complaints made in good faith will be dealt with by senior management. Complaints about corrupt conduct may also be made to the Independent Commission against Corruption.

6.3   Sanctions may be applied if any person is involved in

☐   unsatisfactory performance of duties

☐   breaches of terms and conditions of employment

☐   breaches of codes of conduct

☐ actions which may be prosecuted as breaches of the ICAC Act

The sanctions to be applied will depend on how serious the breaches are, and/or how often they are repeated. They may include:

☐ counselling by supervisors or senior management

☐ a record of behaviour documented and placed on file

☐ not being recommended for permanency, a further term of employment or a salary increment

☐ dismissal

☐ prosecution

7. Post-separation employment

The following general provisions apply to all staff leaving the employ of the Archives Authority. Persons working under contract may also be subject to more specific requirements under the terms of their contract.

7.1 You may legitimately make use of the experience gained during your employment with the Authority. You must not, however, make public or otherwise use any confidential knowledge or information gained as a consequence of your employment with the Authority eg. commercially confidential information relating to product development, clients or pricing.

7.2 At the end of your employment you must return any documents or copies of documents (in whatever format) or other items which relate to the Authority's work and which are not otherwise publicly available.

7.3 You must respect Crown copyright in any non-confidential materials publicly or commercially available from the Authority, eg. publications, training materials.

DECLARATION

I have read, fully understand and undertake to observe the provisions of the *New South Wales Public Sector Code of Conduct* and the *Archives Authority Code of Conduct*.

--- --- --

Name of Officer   Signature   Date

~~Revised edition~~ ✓
~~March 1994~~ Reviewed annually.
last revised March 1994

APPENDIX A

Extract from the *Archives Act*, 1960

SECTION 14 "(6) (A) Where the person in charge of any public office makes available to the Authority any public records he may, by notice in writing given to the Authority –

(i)   inform the Authority that any such public record contains information, the disclosure or divulging of which by any person is by virtue of any enactment prohibited; or

(ii)   impose such conditions as he thinks fit prohibiting the Authority from making any such public record available for inspection by any person for any period specified in the notice or restricting the class of persons to whom the Authority may make any such public record available for inspection.

(b)   Any conditions referred to in subparagraph (ii) of paragraph (a) may be varied or revoked by the person for the time being in charge of the public office from which the public records were made available to the Authority.

(c)   Notwithstanding any other provision of this Act, it shall be the duty of the Authority and every member and employee thereof -

(i)   not to disclose or divulge any information contained in any public record referred to in any notice given to the Authority under subparagraph (i) of paragraph (a) except with the approval of the person in charge of the public office from which such public record was made available to the Authority; and

(ii)   not to make any public record to which a notice given under subparagraph (ii) of paragraph (a) relates available for inspection by any person in contravention of any condition applicable to such public record under this subsection."

APPENDIX 4

FREEDOM OF INFORMATION

ARCHIVES AUTHORITY OF NEW SOUTH WALES

Supplementary Information required under the Freedom of Information Act 1989

A.   Major kinds of documents held by the Archives Authority

1. **Files**

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

   b) *Policy files*
   These records contain reports and correspondence on the full range of matters of concern to the Authority, from Records Management and Repository Services to Collection Services and reference activities.

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

   d) *Reference files*
   These comprise inquiries from individuals and institutions seeking information from archival records held by the Archives Authority.

2. **Records relating to Archives Authority meetings (Minutes and Meeting Papers)**

3. **Disposal/accession and related records**
   These give details of records approved for destruction or transfer as State archives.

4. **Reference Services — working records**
   Reference Services maintains a range of records, the most significant of which relate to Search Room/Research Services.

5. **Procedure Manuals**
   These are chiefly designed for Authority staff and other government employees.

6. **Publications — brochures and pamphlets**
   The Archives Authority publishes an extensive range of maps, posters and souvenir items as well as guides, finding aids, technical papers and publications relating to records management and disposal. Detailed and summary lists of publications are available on request to the City Office.

   A range of brochures outlining services offered by the Government Records Repository is available from the Kingswood Repository. Reference Services has also prepared a number of leaflets to assist researchers, covering family/local history research, Search Room, Research, Photographic and Extension Services.

B.   Availability/Access to records/publications

1.   General

To gain access to information in the records listed under 1-5 above, enquirers should contact the Manager, Collection Services (2 Globe Street, The Rocks, Sydney 2000; telephone: (02) 237 0132. Where possible, informal access will be arranged, and if copies are required charges will be levied. Where informal access is not possible, formal FOI procedures and fees will apply. Access would normally be given during office hours (9.00 am to 5.00 pm, Monday to Friday).

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

Head Office: *Repository:*

66 Harrington Street
~~2 Globe Street~~
The Rocks   O'Connell Street
Sydney NSW 2000   Kingswood NSW 2747

Telephone:
(02) 237 0254   (02) 673 1788
       9   9

Leaflets on Repository Services are available only from the Repository.

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

2.   Documents concerning personal affairs

The only Archives Authority records relating to personal affairs are the Reader's ticket register and Reference files. Individuals may access their own entry or file, and all requests should be made to the Manager, Reference Services (Head Office) during office hours.

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

There were no FOI requests during ~~1994-95~~ 1995-96.

APPENDICES 5 – 8

THE PROGRAMS OF THE ARCHIVES AUTHORITY

COLLECTION SERVICES STATISTICS

(Figures are in metres unless otherwise specified)

Table 1 **State of the collection as at 30 June 1995**

A. IN ARCHIVES AUTHORITY PREMISES	
Processed records	
Archives Office strokes [1]	36 345
Regional strokes [2]	835
Total strokes	37 180
Non-standard material [3]	152
Total [4]	37 332
Maps/plans/documents	120 653 items
Records awaiting appraisal/culling, processing	
Accessioned records awaiting appraisal/culling	2 618 52.2 cubic metres of maps/plans
Unaccessioned records awaiting appraisal/culling [5]	
archival storage	2890
semi-active storage	c.2200
Total	c.5090
Total records awaiting appraisal/culling	7 708 52.2 cubic metres of maps/plans
Accessioned records awaiting processing [6]	2 192 128.1 cubic metres of maps/plans
Unaccessioned records awaiting processing (semi-active storage)	c.1 400
Total records awaiting processing	3 592 128.1 cubic metres of maps/plans
Total records in semi-active storage awaiting appraisal/culling or processing	c.3600
Total records awaiting appraisal/culling, processing	11 300 180.3 cubic metres of maps/plans
Total archival holdings in Archives Authority premises	48 632 120 653 maps/plans/documents 180.3 cubic metres of maps/plans
Proportion of holdings awaiting appraisal/culling [7]	15.85%
Proportion of holdings awaiting processing [7]	7.39%
Proportion of holdings awaiting appraisal/culling and/or processing [7]	23.24%
B. IN REGIONAL REPOSITORIES	1 612 4 265 maps/plans
C. TOTAL ARCHIVAL HOLDINGS	50 244 metres 124 918 maps/plans/documents c.180.3 cubic metres of maps/plans

[1] *A "stroke" is a block of location numbers for "standard" material (boxes and volumes)*

[2] *The quantity of regional strokes in Archival Authority premises decreased (despite additions of 65 metres) due to the transfer of 285 metres of records to Armidale in October 1994*

[3] *Microfilms, tapes, discs, glass negatives, cassettes, videos, films etc.*

[4] *Increase is less than total metres processed as some of the yearly processing total is re-processing of records already in the collection*

[5] *Includes 2 210 metres in semi-active storage awaiting appraisal/culling, and 2 890 metres of Land Titles Office and Local Land Board Office records in archival storage*

[6] *In semi-active storage awaiting transfer*

[7] *Excludes maps and plans*

Table 2   **Accessioning, destruction and processing of records**

	City			Kingswood			Total		
	1992-93	1993-94	1994-95	1992-93	1993-94	1994-95	1992-93	1993-94	1994-95
Quantity of records accessioned (metres):									
non-continuing	287.37	166.5	67.92	67.41	430.59	129.03	354.78	597.09	196.95
continuing	203.42	194.29	337.53	972.62	844.33	167.25	1 176.04	1 038.62	504.78
for appraisal	263.68	290.84	257.07	16.27	40.77	205.35	279.95	331.61	462.42
total	754.47	651.63	662.52	1 056.30	1 315.69	501.63	1 810.77	1 967.32	1 164.15
Other accessions:[1]									
microfilm (reels)	7	14	17	—	—	—	7	14	17
film (rolls)	—	—	20	—	—	—	—	—	20
cassettes			15						15
maps/plans	7	146	268	—	—	200	7	146	468
Quantity of records destroyed [2]	154.81	106.41	58.90, 2 rolls of plans	74.61	109.58	22.00	229.42	215.99	80.90, 2 rolls of 8 plans
Net increase in holdings [3]							1 581.35	1 751.33	1 048.20 [4]
Quantity of records processed	604.02 1 194 plans	468.61	229.21, 320 maps/plans	747.14 303 microfilms	1 355.85	451.51 21 microfilms	1 351.16 1194 plans, 303 microfilms	1 824.46	743.72 320 maps/plans 21 microfiche

[1] *These figures relate to "non-standard" material, quantities of which cannot be readily expressed in metres.*

[2] *The "records destroyed" figure relates only to the destruction of accessioned records culled by Archives Office staff. It does not cover records destroyed by or on behalf of government agencies acting on decisions of the Archives Authority*

[3] *"Net increase" equals accessions minus destructions ("standard" records only)*

[4] *This does not take into account the 285 metres of records removed from the collection and transferred on loan to the University of New England Archives, Armidale*

PRESERVATION SERVICES STATISTICS

	1992-93	1993-94	1994-95
Repair:			
Manuscripts:			
Paper	1 146	3 327	2 005
Parchment	—	13	7
Maps	1	19	—
Plans	321	88	241
Prints and drawings	96	2 008	2 190
Encapsulation/lamination	—	228	702
Binding, rebinding and repairs to binding:			
State Archives	71	1	41
Reference books and guides	91	7	42
Mounting for display in exhibitions	74	48	2
Preparing records for microfilming	—	11 726	—
Storage Containers:			
Solander boxes	5	1	1
Phase preservation cases	53	460	8
Slip cases/map folders	141	603	—
In-house Microfilming Program:			
Microfilms (35mm roll films):			
Master negatives	68	65	49
Duplicate negatives	—	30	162
Positive print working copies	—	41	300
Testing of microfilms:			
Silver Sulphide Densitometric Method	46	2	3
Methylene Blue Photometric Method	71	100	54
Photography:			
Film negatives/frames	560	356	109
Photographic prints	301	87	—
Reader/printer copies	297	223	50

REFERENCE SERVICES STATISTICS

Table 1   **Number of Users**

	1993-94	**1994-95**	**Variation (%)**
Number of new readers tickets issued	3 382	3 303	-2.3
Number of readers tickets renewed	1 202	1 362	13.3
Total readers tickets	4 584	4 665	1.8
Proportion of new/total readers tickets	73.7%	70.8%	n/a
Number of daily undertakings (temporary tickets)	1 423	1 509	6
Total number of users	6 007	6 174	2.8
Average number of visits per user	2.6	2.6	0

Table 2   **Search Room Statistics**

	1992-93			**1993-94**			**1994-95**		
	City	**K/w**	**Total**	**City**	**K/w**	**Total**	**City**	**K/w**	**Total**
No. of originals issued (volumes/boxes)	9 964	13 209	23 173	9 293	11 929	21 222	11 676	10 712	22 388
No. of original maps issued	913	1 764	2 677	857	1 801	2 658	1 361	1 964	3 325
No. of aperture card maps issued	3 700	104	3 804	3 381	79	3 460	3 945	49	3 994
No. of microfilm reels issued	19 092	11 405	30 497	17 430	17 885	35 315	20 073	16 255	36 328
No. of microfiche issued	18 511	28 119	46 630	19 341	23 184	42 525	15 144	17 475	32 619
No. of CODs issued (Xerox copies of original documents)	4 808	782	5 590	4 581	815	5 396	5 106	997	6 103
Total no. of issues	56 988	55 383	112 371	54 883	55 693	110 576	57 305	47 452	104 757
Total no. of reader/visits	9 637	5 481	15 118	9 677	5 747	15 424	10 418	5 556	15 974
Average no. of issues per user	5.9	10.1	7.4	5.6	9.6	7.2	5.5	8.5	6.5

Table 3   **Research Service Statistics**

Correspondence dealt with	1992-93	1993-94	1994-95
Inquiries returned/referrals/forms sent	920	732	998
Non-standard correspondence	133	51	49
Quotations sent	563	522	525
Total written inquiries	1 616	1 305	1 572
Paid Research:			
Quotations accepted	334	346	406
Convict research inquiries	52 (*56)	38 (*52)	69 (*78)
Deceased Estate inquiries	51 (*92)	32 (*55)	59 (*105)
+Shipping	—	—	98
+Bankruptcy	—	—	17
+One Name Extraction Service	—	—	33
+Source Analysis	—	—	—
Other paid research inquiries	3	2	—
Total paid research inquiries	440	418	682
Revenue:			
Quotations	17 162	16 423	21 838
Convict Research	4 130	4 107	12 288
Deceased Estates	2 280	1 287	2 562
Total revenue	23 572	21 817	36 688
Refunds	312	1 035	1 492
Net revenue	$23 260	$20 782	$35 196
Telephone inquiries	6 434	6 564	6 375
Permission to publish	58	87	74

* *Total number of Convicts or Deceased Estate records/files checked on behalf of enquirers*

+ *These services were introduced in October 1994*

Table 4   Extension Service Statistics

	1992-93	1993-94	1994-95
Activities for which fees were charged	18	26	34
Free talks/tours for groups	34	23	44
Individual visitors:			
Archivists/librarians, etc.	3	4	27
Work experience students	13	18	4
Other:			
Papers given at outside conferences	—	—	1
Stalls/publicity activities	4	2	1

Table 5   Photographic Service Statistics

	1992-93			1993-94			1994-95		
	City	K'wood	Total	City	K'wood	Total	City	K'wood	Total
In the Search Rooms:									
Photocopies	16 984	26 526	43 510	23 106	24 253	47 359	24 128	24 365	48 493
Reader/Printer copies	8 408	2 956	11 364	8 555	3 562	12 117	8 057	3 112	11 169
Aperture Card negatives	204	200	404	153	121	274	238	127	365
Photographic prints	181	11	192	92	3	95	144	—	144
Arising from Written Inquiries:									
Photocopies			5 226			4 317			4 313
Reader/Printer copies			982			721			1 007
Aperture Card negatives			114			99			120
Photographic prints			9			17			7
Totals:									
Photocopies			48 736			51 676			52 806
Reader/Printer copies			12 346			12 838			12 176
Aperture card negatives			518			373			485
Photographic prints			201			112			151
Unpublished microfilms			170			40			61

CURRENT PUBLICATIONS OF THE ARCHIVES AUTHORITY

External publications which the Archives Authority purchases at a wholesale rate for resale in its Search Rooms have not been included.

For a complete list of the publications of the Archives Authority, see the Archives Authority of NSW, Annual Report, 1989-1990 Appendix 2.

(a)   Inventories and Guides

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)

13   Concise Guide to the State archives of New South Wales (Second edition, 1992)

14   Guide to Convict Records in the Archives Office of New South Wales. (Second edition, 1981; with Supplement, 1985)

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)

19   Government (Colonial) Architect, 1837-c.1970 (1979)

21   Immigration: Index to Assisted Immigrants arriving Sydney, 1880-96 (1980)

23   Surveyor General: Select List of Maps and Plans, 1792-1886 (1980)

24   Clerk of the Peace: Part 1 — Quarter Sessions Records, 1824-1920 (1982)

26   Surveyor General: Select list of Maps and Plans, 1792-1886. Supplement (1984)

27   Immigration: Index to Assisted Immigrants arriving Moreton Bay (Brisbane), 1848-59 (1985)

28   Immigration: Index to Assisted Immigrants arriving Sydney, 1860-79 (1985; with Supplement, 1985)

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

30   Index to the Papers of the New South Wales Colonial Secretary, 1788-1825 (1990)

(b)   Information Leaflets

2   Publicans' Licences

3   Electoral Rolls

4   Birth, Death and Marriage Records

6   Maps and Plans

7   Land Grants, 1788-1856

11   Colonial Secretary: Indexes and Registers of Letters Received, 1826-1900

14   Surveyor-General: Surveyors' Field Books, 1794-1830

24   Department of Education: Subject files, 1875-1948

29   Returns of the Colony — 'Blue Books'

35   Attorney General and Justice — Registry of Births, Deaths and Marriages: Microfilm copies of
      Registers of Baptisms, Burials and Marriages, 1787-1856

37   How to Use the Genealogical Research Kit

38   Muster and Census Records

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

40   The Colonial Secretary's Papers, 1788-1825

41   Professions and Occupations: A Select List of Sources

42   Probate Index, 1800-1984

43   An Introduction to Sources for Genealogical Research

45   Indexes in the Archives Office Search Rooms

(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

5   Guide to the Salvage of Water Damaged Records

(d)   Publications in Microform

- Genealogical Research Kit
  The *Genealogical Research Kit* (*GRK*) comprises the most important and heavily-used New
  South Wales official records relevant to family history research. It was published in four stages
  between 1984 and 1988, and consists of 523 reels of microfilm, 416 microfiche and a number of
  associated indexes, guides, leaflets and finding aids (see *GRK* order forms for full details).

- Colonial Secretary's Papers, 1788-1825
  These papers are available on 72 reels of 35mm vesicular roll microfilm and 312 diazo
  microfiche. Two printed publications — an index (Guide No.30), comprising a printed handbook
  and 63 microfiche, and Information Leaflet No.40, a guide to the microforms — complete the
  package (see Prospectus for full details).

(e)   Other Publications

- Annual Reports of the Archives Authority of New South Wales

- Archeion: The Magazine of the State Archives

- ArchiVista: News and Views from the State Archives

- For The Record: Managing Records in the New South Wales Public Sector

(f)   Greeting Cards

- The Spectre by Harold Cazneaux

- Waiting for the Ferry by Harold Cazneaux

- Circular Quay West and the Harbour Bridge by Harold Cazneaux

- Six Ferries and the Sydney Skyline by Harold Cazneaux

(g)   Maps

- An outline of the settlement of New South Wales, 1817

- Plan of the Settlement and Garrison Farm, Norfolk Island, May 1829

(h)   Posters

- Sydney Harbour Bridge Celebrations, 1932

- The Australian Mail Steamer "Orient"

- Waiting for the Ferry by Harold Cazneaux

(i)   Souvenirs

- Plague Proclamation tea towel

- Emigration Poster tea towel

- Ticket of leave blank

- Family History Starter Kit

(j)   Standards and Guidelines

1   General Records Disposal Schedule — Personnel

2   Records Scheduling and Disposal Handbook. Guidelines on how to write and implement a disposal schedule

3   How to Dispose of Public Records

4   General Records Disposal Schedule — Accounting Records

(k) **Records Management Publications**

1   File format

2   File creation

3   File Movement and Resubmit Systems

10   Records Storage Information Handbook

11   File Titling and Indexing

12   Handle with Care

13   Keyword Classification

14   Checklist for use in selecting records management software

15   General Administrative Authority List

16   Alphabetical Filing

17   Managing Mail

18   Records and Recordkeeping

(l) **Government Records Repository Publications**

- The *General Records Disposal Schedule for Local Government in New South Wales*

- Records Management Checklist for Local Government