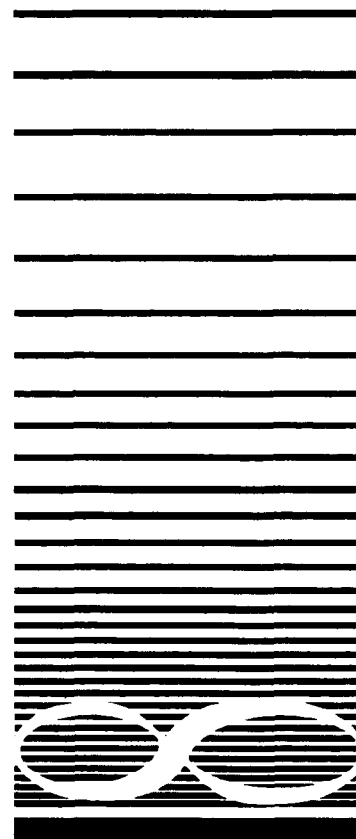# *annual report*

THE ARCHIVES
AUTHORITY OF
NEW SOUTH WALES

1993-94

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

28 October 1994

Dear Mr Collins,

The Archives Authority of New South Wales takes pleasure in forwarding, for presentation to Parliament in accordance with the provisions of the Annual Reports (Statutory Bodies) Act, 1984 and of the Archives Act, 1960, its thirty fourth Annual Report and Financial Statements, covering the year ended 30 June 1994.

On behalf of the Authority,

Yours sincerely,

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

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

Peter Collins Q.C., M.P.
Minister for the Arts

NEW SOUTH WALES

Minister for the Arts

The Archives Authority has managed not only to maintain but to increase, its revenue raising activities in 1994. Total revenue earned exceeded that of previous years. The Authority's financial operations now form an integral part of its corporate strategy.

Profits generated by the Government Records Repository have largely funded construction of the Stage 3 extension to the Repository complex at Kingswood, which was officially opened on Monday 18 April, 1994. This new "state of the art" storage facility takes the Authority's total storage capacity to 160,000 linear metres.

During the year strong emphasis continued to be placed on customer service initiatives and strategies to promote community awareness of the functions and services of the Authority, particularly the view that archives and good records management are vital to the activities of government and a key to accountability. A new corporate logo based on the infinity symbol, signifying the permanent and continuing nature of the work of the Authority, was also developed.

February 1994 saw publication of the inaugural issue of For the Record: Managing Records in the New South Wales Public Sector, and in March the Authority republished, in a limited edition, Major T.L. Mitchell's Map of the Colony of New South Wales, 1834, from the original engraved copper plates. In addition, work began on development of standards and codes of best practice for the management of official records, in preparation for new archives legislation, and the General Records Disposal Schedule: Accounting Records, was completely revised. This schedule identifies permanently valuable accounting records for retention and provides for the continuing and timely destruction of the remainder, resulting in substantial cost savings to government agencies.

I congratulate the Members of the Authority and the staff on their fine work, their commitment to quality archives and records services and on the achievement of successful results during 1994.

Peter Collins, Q.C., M.P.
Minister for the Arts

REPORT

OF THE

ARCHIVES AUTHORITY

OF NEW SOUTH WALES

1993-94

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INDEX TO ANNUAL REPORT REQUIREMENTS

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.

Chairman, Government Community Services Committee

Chairman, Government Environment Committee

Member, Government Ethnic Affairs Committee

Member, Government Education Committee

Member, Joint Standing Committee of Legislative Council on Social Issues

Member, Joint Select Committee on Water Board

Member, Joint Select Committee on Waste Management

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

➢ The Hon. Thomas W. Waddell, Q.C., 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, Department of Planning/Department of Housing

Member, Heritage Council of NSW

Member, Central Sydney Planning Committee

➢ Associate Professor Beverley Kingston, B.A. (Hons.), Ph.D., School of History, University of New South Wales

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

Council Member and Honorary Archivist, Society of Australian Genealogists

Council Member, Royal Australian Historical Society

Fellow, University of Technology, Sydney

➤ 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

Chairperson, NSW Committee, Australian Council of Libraries and Information Services (ACLIS)

Member, National Council of ACLIS

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

Member, Sydney Committee Ltd

Member, Australian Museum Trust

Chief Film Critic, The Australian

ATTENDANCES AT MEETINGS

There were seven meetings of the Archives Authority during 1993-94, of which six were ordinary business meetings and one was a special meeting held to consider the Proposed Economic Analysis of the Authority's operations in regard to storage of semi-active and archival records. The attendances were as follows:

Mr G.R. Ireland 6
(Excused for his absence from one meeting)

Mrs G. Kibble..5
(Excused for her absence from two meetings)

Associate Professor B. Kingston..7

Dr K.W. Knight (Chairperson)..6
(Excused for his absence from one meeting)

Mr. D.T. Richmond (Deputy Chairperson)..7

The Hon. J.F. Ryan..3
(Excused for his absence from four meetings)

Mr K.G. Schmude 7

The Hon. T.W. Waddell..4
(Excused for his absence from three meetings)

Mr. F.E. Williams..3
(Excused for his absence from four meetings)

The 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. Six meetings were attended by the Deputy Principal Archivist and two by the Acting Deputy Principal Archivist.

COMMITTEES

Neither of the Authority's two Committees - the Committee on Culling of Documents Relating to Primary Applications or 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, ACMA, 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.
	Acting Manager, Disposal Services	Mr Stephen Bedford, 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.

In 1993-94 the Principal Archivist, Mr John Cross, was President of the Australian Council of Archives.

STRUCTURE

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

☐ the Archives Office of New South Wales

☐ the Records Management Office of New South Wales

☐ the Government Records Repository

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

A *Management Committee* meets regularly to set policy, access 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 of New South Wales
The State Archives
66 Harrington Street
The Rocks
SYDNEY NSW 2000

Telephone:
(02) 237 0120

Government Records Repository
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 1993-94

The principal achievements of a long and very busy year were:

ACCOMMODATION

The completion, on time and within budget, of the Stage 3 extension to the New South Wales State Archives and Government Records Repository (GRR) at Kingswood. The building, which is equipped with archival standard air conditioning, sprinklers, smoke and heat detectors and a full electronic surveillance system, all of which are controlled by a state-of-the-art computer system, was officially opened by the Minister for the Arts, the Hon. Peter Collins, Q.C., M.P., on Monday, 18 April 1994.

The Stage 3 building takes the total storage capacity of the Repository complex to 160 km. and in addition to providing additional expansion space for the GRR's clients and office accommodation for administrative and consultancy staff, it will also be used to store over 50,000 boxes of valuable State archives, ranging from Lands Department records from the 1870s to records of the Darling Harbour Authority of the 1980s. At long last the Authority's immediate storage requirements are under control but further expansion will be required to see it over the hump as government agencies increasingly move from paper to electronic records.

In December 1993, the recurring problem of the leaking flat roof of Stage 1 of the Repository was finally resolved when funds were made available to replace the existing roof membrane with a low level sloped metal roof.

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 increased dramatically during the 1980s as revenue raising measures were put in place, continues to show a steady growth. Total revenue raised in 1993-94 was $2 559 517. The Archives Office raised $281 659 in revenue exceeding the target figure of $133 000. It was also another very successful year financially for the Government Records Repository which operates off-budget and achieved a cash flow revenue of $2 140 333 despite the recession and increased competition. Total revenue raised by the Records Management Office was $137 525 (target $175 000).

DEVELOPMENT OF STANDARDS

During the year the Principal Archivist, as President of the Australian Council of Archives, liaised with the heads of other archival institutions on the development of standards and statements of preferred practice in records management and on defining the concept of "complete and accurate records". These records management standards, statements of practice and definitions are needed to underpin the proposed public records legislation and it is preferable that they be developed nationally rather than by New South Wales in isolation.

THE RECORDS MANAGEMENT OFFICE

The Records Management Office reduced its emphasis on consultancy work, and placed a greater emphasis on training, publications and the keyword thesaurus products. Training and publications were seen as a particularly effective way of contributing to the Authority's core objective of promoting sound and efficient records management practices throughout the NSW public sector. The Records Management Office started a major revision of the *General Administrative (GADM) Thesaurus*, and published the *General Administrative Authority List*, designed for small records systems. Two new

titles in the *Short Publications* series were issued and substantial work was done on the revision of two larger titles in the *Publications on Records Management* series. Staff also took an active role in work with Standards Australia on the development of a national records management standard.

ICAC

The ICAC's *Investigation into the Relationship between Police and Criminals*, 1994 discusses the importance of proper record keeping and quotes extensively from the Authority's submission to the Commission. The Police Service has set up a Taskforce to review existing practices in relation to all paper, computer and tape based information and records, with the aim of developing 'best practice' corporate records, policy and practice. The Principal Archivist is a member of the Taskforce's Steering Committee.

SUPREME COURT OF NEW SOUTH WALES RECORDS

A significant consultancy on the *Records of the Supreme Court of New South Wales* was successfully completed in July 1993. The consultancy addressed the statutory and administrative basis upon which records are created and maintained in the Supreme Court, and sought solutions to storage, disposal and records management problems of the Court. A committee, of which the Principal Archivist is a member, was established to examine and implement the consultancy's findings.

ELECTRONIC CONCISE GUIDE

The Archives Office spent considerable time on investigating the development and implementation of new computerised control systems. To enhance existing control systems, the *Electronic Concise Guide to the State Archives of New South Wales*, an unstructured free text database was completed and in July 1993, an exciting new service known as *FindIt!* was introduced in both the City and Kingswood Search Rooms to allow the public direct access to the *Electronic Concise Guide* database using ISYS software. This was well received by researchers and highly praised by the profession as a whole.

PUBLIC RELATIONS ACTIVITIES

During the year a number of strategies to heighten community awareness of the functions and services of the Authority were considered, including the development of a comprehensive promotion and publicity program. The aim of the program was to promote the view that archives are vital to the activities of government, and a key to accountability:

☐ the first step was the development of a new corporate identity, including a new logo based on the infinity symbol, signifying the permanent and continuing nature of the work of the Authority.

☐ February 1994 saw the publication of the inaugural issue of *For the Record: Managing Records in the New South Wales Public Sector*. This quarterly newsletter is aimed at personnel with records management responsibility and is designed to provide advice on a number of key issues such as conservation, training and archives legislation.

☐ the Archives Authority republished in 1994, in a limited edition, Major T.L. Mitchell's *Map of the Colony of New South Wales 1834*, from the original engraved copper plates.

LEGISLATION

During 1993-94 priority continued to be given to the proposed new public records legislation. A revised Cabinet Minute, financial impact statement and other supporting documents were submitted to the Minister late in 1993 and were re-circulated for further comment in January 1994.

CORPORATE STRATEGIES

The slow progress with the proposed new public records legislation has had a severe impact on the Authority's strategic planning and corporate direction. However, in the interim, action has been taken to develop a draft *Business Plan* for the Archives Office and an *Information Technology Plan* for the Archives Authority.

INFORMATION TECHNOLOGY PLAN

An Information Technology Working Party was formed in November 1993 to consider strategies for the most effective use of existing computer hardware and software, future acquisitions and applications in the context of drafting an Information Technology Plan (ITP). In June 1994 a draft IT Plan was prepared which identified actions and strategies for the management, co- ordination and better utilisation of IT resources available to the Authority for management, operational and administrative purposes.

PROCESSING

Processing continued as a priority during 1993-94 and by the end of June 1994 over 1 800 metres of records had been successfully processed (well in excess of the year's target).

PROGRAM EVALUATION

EVALUATIONS, 1993-94

Rationalisation of Accommodation (Phase 1) - Draft timetable for review process, 1993-97

In accordance with the Authority's three year rolling plan for program evaluation, a preliminary timetable was prepared for the review of accommodation requirements, 1993-97, and this was submitted to the Archives Authority in August 1993.

This report examined the background to the Authority's current storage/accommodation arrangements, and noted that it appeared to be feasible to renovate and extend the existing Stage 1 building at Kingswood to the point where it could accommodate most or all of the Authority's long-term archival storage requirements (by installing mobile compact shelving in the storage cells and/or by adding a third storey to the building). It was also noted that an upgraded Stage 1 building may allow for the long-planned rationalisation of staff and facilities between the City and Kingswood.

The emergence of this review as a significant evaluation and strategic planning exercise derives from a long-held need to achieve the correct balance with respect to the location of staff, functions, facilities and records between Kingswood and the Rocks; plus the potential to achieve this through an upgrade of the Kingswood Stage 1 building. The timetabling of the review, however, is driven by the expiry date of the lease on the Rocks building in May 1999 and the need to have all plans, construction, alterations and staff in place before that date.

The accommodation review process is the key activity through which the Authority will re-position itself with regard to accommodation between now and the year 2000. It will be a major on-going project involving many inter-dependent strands (organisational, operational, technical, architectural), and the draft timetable for reports, submissions, analyses, building work, etc. will almost certainly need to be adjusted in the future in response to changes in the operating environment (results of economic appraisal, budgetary pressures, unforeseen demands on storage space, etc.).

Microfilming/Photographic (laboratory/darkroom) programs
A report on this evaluation was submitted to the April 1994 meeting of the Archives Authority.

	Microfilming program	Photographic service (laboratory/darkroom)	Total
Estimated program cost	$70 315	$23 931	$94 246
Estimated % of organisational recurrent expenditure	2.08%	0.7%	2.78%
Income from program	$2 500	$7 500	$10 000

The aim of the evaluation was to examine the cost-effectiveness of the Archives Office in-house microfilming and photographic laboratory/darkroom operations, and to determine appropriate arrangements for these activities in the future.

The evaluation revealed that the in-house microfilming program was meeting all its current objectives, with the exception of the viability of in-house processing and duplication of microfilm. The photographic laboratory/darkroom service, on the other hand, was fulfilling none of its current program objectives, particularly in relation to cost-effectiveness/cost recovery, and appropriate/efficient utilisation of staff, facilities and equipment.

The major recommendations of the evaluation relate to the continuation of the in-house microfilming program, and the contracting out of all laboratory/darkroom activities. Implementing the recommendations will result in (real) program savings of up to c.$5 000 per year (with the opportunity for further savings through the deletion of the photographer's position), ensure that appropriate staff are used efficiently and productively, and allow the Office, for the first time, to fully recover all the costs of its photographic service to the public.

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.

Schedule of programs to be evaluated

Year 1	Year 2	Year 3
1. Rationalisation of Accommodation	1. Rationalisation of Accommodation	1. Rationalisation of Accommodation
2. Research Service	2. Archives Office Publications	2. Statutory reform

III THE PROGRAMS OF THE ARCHIVES AUTHORITY

THE RECORDS MANAGEMENT OFFICE OF NEW SOUTH WALES
— RECORDS MANAGEMENT

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

The Records Management Office of New South Wales is located in the State Archives building, The Rocks. Its core objective is to improve the quality and keeping of official records of the State so that they facilitate the transaction, monitoring and auditing of official business. The Office pursues this objective by offering a range of services and products including consultancy services; 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 Public Service Board in 1976. Its responsibilities do not derive from the Archives Act, but the Archives Authority formally undertook supervision of its activities, by agreement with the Public Service Board, in 1978.

FINANCIAL MANAGEMENT

Since August 1992 the Records Management Office has operated under the Consolidated Fund as a C4 core agency activity, while continuing to earn revenue from most of its activities. In 1993-94 the Office's revenue was derived as follows: training (46%), consultancy (35%), keyword thesaurus (13.5%), publications (5%) and training room hire (0.5%).

The Office's revenue target for 1993-94 was $175 000. The Office achieved a 24% increase in revenue from consultancy work, a 120% increase from the sale of publications and a steady level of revenue from training, compared with 1992-93. However, the small number of sales of the *General Administrative (GADM) Thesaurus* resulted in overall revenue performance falling well short of target. This shortfall was balanced by a cautious level of expenditure.

NEW DIRECTIONS

The proposed new public records legislation has as one of its purposes the development and promotion of Government-wide standards and codes of best practice for the management of official records in all formats — paper, film and electronic. It is proposed that the Records Management Office should take a leading role in this work. At the end of June, however, the method and timing for moving to this new role, and what should happen to each of the Office's commercially-oriented activities, had yet to be determined.

CONSULTANCY

The Records Management Office offers a range of consultancy services. These include reviewing all aspects of records systems and programs, implementation of new systems and recommendations made in a review, plus assistance in specific areas such as the staffing of records management programs, the development of corporate recordkeeping, records management and archival policies, the identification of user requirements and the evaluation of records management software, plus the preparation of procedures manuals, user guidelines and other recordkeeping systems documentation. As a matter

of policy the Office currently seeks consultancy business exclusively within the New South Wales public sector.

In 1993-94 consultancy jobs were undertaken for the Department of Industrial Relations, Employment, Training and Further Education, the New South Police Service, the Information Technology Service, the South Western Sydney Area Health Service, Southern Mitchell Electricity, the National Parks and Wildlife Service, Western Region, the State Transit Authority, the TAFE Basic Work Skills Training Division and the Sydney Market Authority.

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. As noted in the 1992-93 Annual Report, the Office undertook a fundamental review of its training courses in May and June 1993, resulting in a restructured program better focused on the needs of specific market segments and reflecting the modern recordkeeping and records management environment.

In 1993-94 this new program was implemented and the courses further refined. The 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 of New South Wales.

Overall in 1993-94 the Records Management Office conducted thirty-three regular courses which were attended by a total of 272 people, compared with twenty-four courses and 237 people in 1992-93.

In addition to the regular courses, the Office conducted customised training for the Central and Western Regions of the National Parks and Wildlife Service and for Alice Springs Town Council. In July the Office presented a three-day *Records Management for Managers* course for sixteen managers from the Ministry of Public Works of Indonesia, under contract with the School of Information, Library and Archive Studies at the University of New South Wales. The Manager presented a lecture on the management of electronic records and took part in panel sessions for the UNSW Diploma in Information Management (Archives Administration) course.

KEYWORD CLASSIFICATION

The Keyword Classification System, developed by the Records Management Office, 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 1993-94 three organisations, in New South Wales, Queensland and Tasmania respectively, purchased licences to use the *Thesaurus*, bringing the total number of organisations using it around Australia to 131. In addition, Edith Cowan University in Western Australia acquired a licence for use of the *Thesaurus*

in teaching records management courses. The Office compiled a functional keyword thesaurus for the Sydney Opera House Trust on a consultancy basis.

The *General Administrative Thesaurus* is revised regularly, with the current edition released in 1991. In March 1994 the Office commenced a major revision of the *Thesaurus*, starting with extensive consultation with users. The next revision is expected to be released by the end of 1994. The Office filled a gap in the thesaurus market by publishing the *General Administrative Authority List*, designed for small records systems and using a core set of terms from the *General Administrative Thesaurus*.

PUBLICATIONS

The Records Management Office produces a number of publications on records management subjects. In 1993-94 the Office continued a program to revise the *Publications on Records Management* series, originally published over the period 1978 to 1985, with two further titles, on file creation and on records management policies, procedures and guidelines respectively, close to completion at the end of June. Two additional short publications, *Managing Mail — A Guide to the Management of Mail as Records* and *Alphabetical Filing — A Guide to Using Names in Alphabetical Filing Systems*, were published.

Performance Measurement

Revenue/targets

1992-93	1993-94		1994-95
Revenue	Target	Revenue	Target
$159 338	$175 000	$137 525	$70 000

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 of the GRR's activities in 1993-94 included:

☐ Stage 3 extension completed on time and within budget

☐ revenue increased by nearly 17%

☐ operational surplus increased by over 130%

☐ the "Records Management Checklist for Local Government" launched, achieving full cost-recovery within three months

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.

The GRR functions in a commercially competitive market in which there are no legislative or administrative requirements overriding normal market forces. Therefore, the GRR is reliant on its resources and excellence of service to maintain its business. Its advantages derive from its economies of scale, its longevity and good reputation, and its pro-active, entrepreneurial approach to business.

The Authority views the GRR as a viable, efficient and competitive business unit which has demonstrated a capacity to withstand the competition posed by its numerous private sector counterparts.

The effectiveness of the Authority's strategy in developing the GRR as a commercial business unit is reflected in the various statistics and performance measures maintained by the Repository: construction of Stage 3 has been completed; the net increase in holdings is substantial but sustainable; records disposal is very active; the percentage of unscheduled records has dropped; sales of storage boxes are strong; file retrieval is increasing; consultancy services are growing; and revenue has been rising.

PERFORMANCE MEASUREMENT

The GRR continued to operate satisfactorily in accordance with its Business Plan. The GRR achieved its targets in terms of financial management and gaining new business.

FINANCIAL MANAGEMENT

The GRR is continuing to perform satisfactorily in the depressed economic conditions and despite strong market competition from an increasing number of competitors.

Since 1 July 1990, the GRR has operated as an off-budget commercialised business unit. The GRR receives no money from the Consolidated Fund and is entirely self-sufficient. 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.

The GRR's financial situation is complicated because of expenditure on the Stage 3 extension coupled with a change from cash flow to full accrual accounting for the recurrent budget. However, the GRR is performing satisfactorily and has strengthened its financial position. Total expenditure for 1993-94 was $3 956 000, which included capital investment in the Stage 3 extension. The resulting deficit ($1.48M) was funded by way of a loan arranged in June 1993 and reported previously. All financial targets were met and actually exceeded as shown in the table below, which has been converted to an accrual basis. It should be noted that net profit increased from $200 488 in 1992-93 to $463 110 in 1993-94. The Archives Authority wishes to highlight the strong performance of the GRR in the past year.

Performance Measurement

Revenue/targets

Year	Expenditure		Revenue		Surplus	
	Target ($)	Actual ($)	Target ($)	Actual ($)	Target ($)	Actual ($)
1992-93	1 300 000	1 555 000	1 700 000	1 755 000	400 000	200 000
1993-94	1 550 000	1 583 000	1 985 000	2 046 000	400 000	463 000
1994-95	1 870 000		2 270 000		400 000	

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, provides a reception area, facilities for the public and special vaults. The Stage 3 extension, opened in April 1994, extends the storage capacity and provides office areas for the GRR's Administrative and Consultancy sections. The Repository complex covers nearly 20 000 sq.m. and holds 165 linear kilometres of shelving.

The Stage 3 extension comprises 3 400 sq.m. of floor space and has nearly 40 kilometres of mobile compact shelving. It is built to archival standards and has specialised air-conditioning. The cost of the building, including shelving and office fit-out, was $4 229 000, which was within budget. This expenditure was covered by the GRR except for a sum of $978 000 from the Consolidated Fund to meet the storage requirements of the Archives Office.

Stage 3 was officially opened by the Hon. Peter Collins, Q.C., M.P., Minister for the Arts on 18 April 1994. The Authority is most pleased to report the completion of the Stage 3 extension and notes that it was possible to self-fund it as a result of the GRR's commercial activity. The continuing expansion of the GRR's business will, of necessity, require further accommodation enhancements in the near future. However, these additions will be smaller and entirely financed by the GRR as need arises and funds permit.

While the Authority is aware of the GRR's on-going storage requirements, the Authority has commenced reviewing its overall accommodation situation, including its rented premises at The Rocks; proposals to refurbish the Stage 1 building at Kingswood; and the role of regional repositories. In general, these proposals are separate from the GRR's needs because of the commercial pressures which determine the Repository's operation.

The Archives Authority has previously expressed concern at the deterioration of the roof membrane on Stage 1 of the Repository. Following an assessment of the options by Public Works, funds were made available in 1993-94 permitting the roof to be covered by a sloping metal structure preventing further water penetration. The Authority is most appreciative that this work has finally been completed.

STAFF

As at 30 June 1994, the GRR was operating on an Effective Full Time staff establishment of 31.5 positions, which is the same as last year. These positions were allocated to the following activities: Administration 5; Building services and transport 10; Records

retrieval 10.5 and Consultancy 6. Cleaning, maintenance of plant and grounds maintenance were outsourced.

The 31.5 positions actually comprised 33 staff consisting of 30 full-time and 3 part-time. Only 17 staff were permanent. The GRR employs four categories of staff and the respective numbers are: Clerical Officers 17; Archivists 6; Drivers 7 and Clerks 2. All staff are employed under the Public Sector Management Act and appropriate Public Service awards. Staff do not receive commissions, bonuses or incentives of any kind.

Excluding salary costs, the GRR spent 1.5% of its salaries allocation on staff training. Staff attended various courses including clerical officers learning word processing and senior staff attending courses on performance management, business planning, marketing and sales.

During 1993-94, no GRR staff were promoted and no additional staff made permanent.

HOLDINGS

The quantity of semi-active records accessioned in 1993-94 was 17 892 linear metres, compared with 14 377 linear metres in 1992-93. Allowing for the disposal of records the overall effect of this was to increase Repository holdings by 15% compared with 13% in the previous year.

Performance Measurement

% Increase in Holdings

Year	Target (%)	Actual (%)
1992-93	15	13
1993-94	10	15
1994-95	15	

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 publication achieved cost-recovery, including research and development, within three months. As part of this project, the Consultancy Section ran training courses attended by 140 participants. 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 is actively seeking to store public hospital records, and two of Sydney's largest public hospitals are now major GRR clients.

Furthermore, as part of the overall commercialisation process, the GRR stores records for non-government bodies seeking quality service.

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 103 069 in 1993-94, compared to 94 544 in 1992-93.

Retrieval Service Statistics

	1991-92	**1992-93**	**1993-94**
Number of files requested	54 219	51 685	56 860
Number of files issued	48 140	46 572	50 404
Number of files returned	34 973	36 448	41 766
Number of files added to existing boxes in the Repository	1 432	2 001	2 406
Number of items attached to existing files in the Repository	1 282	4 410	2 037
Total Retrieval Operations Performed	91 906	94 544	103 069

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 1993-94 increased by over 9% on the previous year.

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 (%)
1992-93	90	90
1993-94	90	89
1994-95	90	

During 1993-94 the percentage of files issued to files requested was 89%, compared with 90% in 1992-93. 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 1993-94 was 5 048 linear metres, compared with 5 198 linear metres in 1992-93.

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 small 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 been reduced. 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 five professional staff 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 Repository quotes and tenders for referral jobs. This relatively new activity appears to successfully fill a market niche. The Stage 3 extension provides space allowing the continued development of this important initiative.

ARCHIVES PROCESSING AND REFERENCE WORK

The Kingswood Repository stores most of the State archives that the City office is unable to accommodate. Statistics on archives processing and reference services are given elsewhere in this report.

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

DISPOSAL SERVICES

(Acting Manager Mr S. Bedford, B.A., Dip.Arch.Admin.)

This section's 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.

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 result is 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 1993-94, the Authority dealt with 275 recommendations for the disposal of records, compared with 204 recommendations in 1992-93. The recommendations covered 2 483 series of records. The known quantity of records covered by these recommendations is 3 643.61 metres.

Disposal of public records authorised by the Archives Authority

	1992-93	**1993-94**
Quantity authorised for transfer and retention	690 metres	1 077.52 metres*
Known quantity authorised for transfer and further evaluation	unknown	12.55 metres
Total quantity authorised for transfer	690 metres	1 090.07 metres*
Known quantity authorised for destruction	2 562 metres, 230 000 plans	2 553.54 metres*

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 495 metres of records as State archives. In addition, 582.78 metres of records became State archives as a result of the implementation of previous decisions of the Archives Authority. All records in the latter category were held as accessions by the Archives Office or as time expired records in the Government Records Repository.

DESTRUCTION OF PUBLIC RECORDS

Authorisation was given during the year for the destruction of a known quantity of at least 1 195.12 metres of records. In addition, 1 358.42 metres of records 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

	1993-94	
	Target (metres)	**Actual (metres)**
Government Records Repository	2 000	2 411.31
Accessions	500	460.09

DISPOSAL SCHEDULES

Disposal schedules are listings of records which plan the life of the records from creation to disposal, which is either by destruction or retention as State archives. During 1993-94 the *General Records Disposal Schedule - Accounting Records*, was revised and re-published. The Schedule outlines the retention period and disposal action of every major accounting record in every NSW government public office.

Disposal schedules relating to individual departments are usually compiled by departmental staff and submitted to the Archives Authority for approval. In 1993-94 76 disposal schedules were submitted for approval to the Archives Authority, a significant increase over the 30 submitted in 1992-93. This increase is due to the provision of a

joint training program in disposal scheduling by Disposal Services and the Records Management Office, the publication of the Records Scheduling and Disposal Handbook, and a major scheduling program by units of Sydney Electricity.

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 the client's needs. During the year disposal schedules were compiled for the records of the State Transit Authority and the Engineering Services Group of Pacific Power and a major consultancy concerning the status and disposal of the records of the Supreme Court was also successfully completed.

SPECIAL APPRAISAL ACTIVITY

One of Disposal Services' most significant achievements during 1993-94 was the completion of the appraisal of 1 975.24 metres of records of the Corporate Affairs Commission. These records were occupying valuable space at the Repository.

OTHER SERVICES

Disposal Services staff, in conjunction with the Records Management Office, co-presented eight workshops on the culling, scheduling and disposal of records. The courses were attended primarily by records managers/officers from NSW Public Sector agencies. In addition, a course detailing procedures for disposal of public records was also presented by Disposal Services and Collection Services staff.

Revenue/targets

1992-93	1993-94		1994-95
Revenue ($)	Target ($)	Revenue ($)	Target ($)
4 850	20 000	50 384*	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.

THE CONCISE GUIDE

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, which was published in March 1992, has continued to sell steadily. 92 copies of the *Guide*, which consists of a printed Handbook and 22 microfiche, were sold during the year.

To provide enhanced searching of the *Concise Guide* the Systems Unit set up the *Electronic Concise Guide* in April 1993. The *Electronic Concise Guide* is an unstructured free-text database consisting of the text of the *Concise Guide*, 2nd edition, stored electronically as a number of word processing documents which can be searched by means of the text retrieval software ISYS. ISYS is designed to provide rapid access to information contained within huge amounts of textual data in any number of individual 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. The *Electronic Concise Guide* has proven to be a most valuable tool and has been embraced enthusiastically by Archives Office reference and technical staff, and researchers.

In March 1994, the *Electronic Concise Guide* was significantly enhanced by the incorporation of various listings of Special bundles and Special files. The listings relate to nine Information Leaflets and two Special bundle Appendices (C & G) of the unpublished guide to the Correspondence records of the Colonial Secretary.

Activities associated with the *Electronic Concise Guide* include the conducting of two demonstrations, one for members of the Archives Authority and the other for members of the Authority's Customer Council, in October and November 1993 respectively. In addition, on 16 March 1994, as the guest speakers at a monthly meeting of the Sydney Branch of the Australian Society of Archivists attended by approximately 30 members, Systems staff spoke about and demonstrated the *Electronic Concise Guide*.

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 was a major activity undertaken under this program during the year. Systems staff visited the Australian Archives, the Archives Office of Tasmania, the University of Sydney Archives and the Westpac Banking Corporation Archives during the second half of 1993 to examine their control systems.

Two discussion papers, prepared in August 1993 and March 1994, were circulated widely to staff throughout the organisation to inform them of potential changes to the control systems, issues associated with any such changes, alternative approaches which can be taken in automating control systems, and to seek their comments and ideas.

Some preliminary examination of the software and hardware issues relating to automation of control systems has also been undertaken as has prototyping/experimentation with modelling data in various modules of the projected automated system. One particular aspect of automation which has consumed much time has been the work on agency relationships (eg. the handling of superior, subordinate and other relationships) and dating functions.

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.

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.

While, overall, the level of inquiry relating to the Chelmsford Commission has declined, there were periods of heavy demand which consumed significant staff resources.

Reviews of the special administrative and funding arrangements, which were put in place to allow the effective management of records, were carried out in October 1993

and February 1994. The effect of the October review, made in a climate of reduced activity, was to reduce storage charges pending the re-location of a proportion of the records to Repository storage. The second review was made during a period of increased demand for access but while future adjustments to storage charges were mooted, none were made at that time. As reflected in the following table, the effect of these reviews has been significantly reduced revenue received for storage.

Mrs Felicity Siro, Information Co-ordinator — Chelmsford, who had been employed to·manage access to the Chelmsford records, resigned on 1 October 1993. Since then the management of the Chelmsford records has fallen more heavily upon the Systems Unit, with requests for access being handled by permanent Clerical Officers as an adjunct to normal duties.

Revenue

		Revenue 1991-92 ($)	Revenue 1992-93 ($)	Revenue 1993-94 ($)
Storage		—	29 000	8 184
Copying		15 985	5 315	1 755
Other		15 814	2 103	3 084
	Total	31 799	36 418	13 023

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 number of possible archival estrays; producing the tenth edition of the annual magazine *Archeion* as well as various in-house guides and leaflets; and in formatting and/or typesetting several documents and publications, including the Authority's 1992-93 Annual Report; a consultancy report for the Supreme Court; the Authority's Corporate Plan 1994-1997; the first and second issues of a newsletter for government agencies, *For the Record*; a draft Information Technology Plan and a draft Business Plan for the Archives Office. Staff have also been heavily involved in advising other sections of the organisation on design and layout of divers documents, in designing covers for publications, and in converting the new corporate logo to an electronic format compatible with Archives Authority applications.

A task which Systems commenced during 1992-93 was the conversion of documents from the Remington NBI word processing system to the MS-DOS environment. This is necessary as the Remington system will eventually be completely superseded and it is important that the labour associated with the original production of the many guides, information leaflets and operational documents typed into the system over the last eleven years is not lost. During 1993-94 the conversion program was significantly accelerated and large quantities of documents transferred, including published guides to immigrants arriving; the Court of Criminal Jurisdiction (internal) guide; various Information Leaflets; the Disposal Recommendation Index and Disposal Recommendations; shelflists; the Index to the Colonial Secretary's Papers, 1788-1825 (part only); and divers other documents.

The conversion of the Index to Disposal Recommendations from NBI to the MS- DOS environment made it possible for the Index to be accessed by means of the ISYS text retrieval software. The Index database was created in October 1993, and has greatly

facilitated the retrieval of information concerning disposal decisions made by the Archives Authority since August 1983.

Under Systems' direction, during the period August to December 1993, a combined readers' ticket and archives issuing system using the database software Paradox for Windows was developed. Introduced into the City and Kingswood Search Rooms in January 1994, this system has proved to be very effective in managing the administrative and operational aspects of Search Room procedures.

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 priorities, regional repositories and access policy.

OVERVIEW

The main priorities in the processing area have continued to be achievement of the target output, and basic documentation of, and control over, the large quantity of accessioned records awaiting appraisal and/or processing. Both of these objectives were met despite limited staff resources, the many disruptions at Kingswood due to water leakage problems, and the commencement of a major move of records to the new Stage 3 building. Substantial processing arrears remain, however (2 023 metres), in addition to accessioned records awaiting appraisal (2 509 metres) and unaccessioned records awaiting appraisal (5 100 metres). As of 30 June 1994, the processed collection is 36 917 metres and 120 434 maps, plans and documents. Full statistics are supplied in Appendix 5.

One of the most important events of the year was the opening of the Stage 3 building at Kingswood on 18 April 1994. This building will house both semi-active and archival records, and will provide much needed storage space for State archives. The move of over 50 000 boxes from Stage 1 commenced in April and by 30 June, some 27 698 boxes had been moved to the new premises.

In view of the fact that only part of the new building is available for archival storage, there remains a mere 2-5 years storage reserves for State archives at Kingswood, chiefly in the Stage 1 building. Accommodation/storage planning continued to be a priority during the year, and a preliminary assessment of projected collection growth was prepared during June 1994. Work also commenced on an examination of the various refurbishment/upgrade options for the provision of additional storage accommodation in the Stage 1 building.

There was considerable activity relating to regional repositories during the year, with an inspection of State archives at the University of New England, Armidale; and two visits to the Charles Sturt University Regional Archives in Wagga Wagga to assist with operational and policy matters following the resignation of the former Manager in January 1994.

Microfilming activity continued to concentrate on high-priority fragile 19th century records, and a number of reports and submissions were prepared in relation to privacy/access issues, most significantly in response to the two Privacy/Data Protection Bills circulated during the year.

ACCESSIONS

Significant records accessioned during 1993-94 included:

☐   Public Works: Historical folders (Water supply, 1926-82; Sewerage, 1928-80)

☐   Royal Botanic Gardens: Correspondence files, 1905-80

☐   Premier's, Cabinet Office: Records relating to Casino bids, 1983-88; Sydney Harbour Tunnel development, 1984-87; Darling Harbour Development and monorail, 1984-88

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 Bench of Magistrates, Gosford: Day book, 1848-55.

PROCESSING

The overall target figure of 1 400 metres was exceeded in 1993-94, with 1 824.46 metres processed during the year. Archives Office staff processed 1 090.74 metres, while 733.72 metres was processed by Government Records Repository staff, chiefly arising from major consultancy jobs.

Apart from routine Police and Local Court records, material processed included:

☐   Registrar General, Companies Branch: Documents lodged under the Companies Act, 1915-c.1945

☐   Law Reform Commission: Administrative files/records of inquiries, c.1965-92

☐   Public Works: Papers re conservation of Elizabeth Farm, 1978-81

Performance Measurement

Processing output

1992-93		1993-94		1994-95
Target	**Output**	**Target**	**Output**	**Target**
1 200 metres, 1 000 plans	1 351.16 metres, 1 194 plans	1 400 metres	1 824.46 metres	*600 metres

* *The processing output for 1994-95 is expected to be substantially lower than the 1993-94 figures, as GRR processing is likely to be minimal, and Archives Office figures will be lower, due to considerable staff involvement in the move of records to Stage 3, and greater emphasis on high-priority, difficult processing tasks.*

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 specially confidential nature or contain information, the disclosure of which might harm individuals or infringe upon their rights. The conditions of access to the State archives, while ultimately determined by creating agencies, are reviewed annually by the Authority. Major activities in the access area during the year included providing advice on access conditions to the Independent Commission Against Corruption, and work on responses to the 1992 Data Protection Bill and the 1994 Privacy and Data Protection Bill.

STATE ARCHIVES ON LOAN

For many years it has been the policy of the Authority to place records which have been created in public offices in country areas, and which are therefore of particular interest to researchers in those areas, on long-term loan with local universities 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, the University of Newcastle, the University of Wollongong, the Newcastle Region Public Library, and the Broken Hill City Library. In all, approximately 1 200 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 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.

An inspection of State archives at the University of New England, Armidale was carried out on 14 December 1993.

Visits were made to the Charles Sturt University Regional Archives at Wagga Wagga on 22-23 February and 17-18 March 1994. These visits were arranged following the resignation of the former Manager, in January 1994, and the subsequent appointment of a caretaker Manager. Substantial progress has been made since January in improving the storage of records, documentation of holdings, and identification of unscheduled records of no permanent value. To assist with improving operational efficiency, a one week intensive training/work experience program was provided for the two operational staff of the Charles Sturt University Regional Archives during the period 6-10 June 1994.

**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.

CONSERVATION AND BINDING

During the year work continued on conserving Government Architect plans and drawings dating back to 1879 as well as a large collection of photographic prints of Power Stations and sites of the Electricity Commission. Full traditional repair was applied to Documents lodged under the Companies Act which were in varying states of repair. Most staff time, however, was devoted to repairing and preparing records for microfilming.

MICROFILMING

The in-house microfilming program continues to progress despite the resignation of the Photographic Officer in January 1994. The continuity of the program was maintained by using part-time assistance from Support Services staff. A total of 65 rolls (35mm x 30.5m) master negative microfilms, 30 duplicate negatives and 41 positive print microfilms were produced during the year, and some of the more significant records copied include:

☐ Colonial Secretary: Register of absolute and conditional pardons, 1800-09

☐ Denominational School Board: Inspectors' reports, 1856-66

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

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

☐ Colonial Secretary: Letters received, Port Philip, Post Master General, 1839

PHOTOGRAPHY

With the resignation of the Photographic Officer, production of photographic prints ceased in January 1994. Orders for prints of items in the archives are now processed at the State Library of New South Wales. However, orders for film negatives continue to be processed at the laboratory.

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.

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

Usage figures have begun to stabilise at current levels after declining steadily since the mid-1980s.

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 remains fairly constant with around 30 readers per day. The Kingswood Search Room is open from Tuesday to Saturday (a total of 38 hours per week), and the number of researchers has increased slightly during the past year. Usage of original records has remained high at Kingswood, with the Deceased Estate files still in considerable demand. With the current levels of demand, staff are able to provide an efficient, high quality service.

Search Room Statistics — Summary

	1992-93	1993-94	Variation (%)
Total number of users	6 091	6 007	-1.4
Total number of reader/visits	15 118	15 424	2.0
Total number of issues	112 371	110 576	-1.6

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 (i.e. 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)

1992-93	1993-94		1994-95
Success rate	Target	Success rate	Target
30 minutes (c.98%)	30 minutes (95%)	30 minutes (c.96%)	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 new electronic tool designed to assist researchers to take full advantage of the recently published *Concise Guide to the State Archives of New South Wales*, 2nd edition has been installed at both Search Rooms. Known as *FindIt!* or the *Electronic Concise Guide* the new tool has proven very popular with researchers.

Management of the Readers' Tickets and issues of State archives has been enhanced by the development of a new computerised database. This new database contains information from both Search Rooms and will be an invaluable aid in studying usage patterns and planning and prioritising future microfilming and conservation programs.

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:

	1991-92	1992-93	1993-94
Issues of documents to Government agencies	2 347	2 722	3 958
Research of State archives on behalf of Government agencies	10	8	2
Telephone inquiries from Government agencies	316	427	370

Retrieval — Revenue (City Office only)

Revenue 1992-93	Revenue 1993-94
$3 529	$2 043

RESEARCH SERVICE

Reference Services provides a user-pays mail-order research service covering photographic orders, convict research, Deceased Estate files, and other topics at the Office's discretion. The 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 history of the Chinese in New South Wales, Harold Cazneaux's photographs and the Graeme Thorne murder. Extensive research associated with the re-publication of Major T.L. Mitchell's map of the Colony of New South Wales was also undertaken.

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

Summary Statistics

	1991-92	1992-93	1993-94
Written inquiries received	1 643	1 616	1 305
Paid research inquiries completed	201	440	418
Revenue	$8 450	$23 260	$20 782
Telephone enquiries received	5 818	6 434	6 564
Permission to publish	74	58	87

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

Revenue/targets

1992-93		1993-94		1994-95
Target	Revenue	Target	Revenue	Target
$9 000	$23 260	$20 000	$20 782	$20 000

Performance Measurement

Response times

	1992-93		1993-94		1994-95
	Target	Success rate	Target	Success rate	Target
Quotations — preparation	4 weeks	76%*	4 weeks	91%	4-5 weeks
Quotations — completion of orders	2 weeks	92%	2 weeks	90%	2 weeks
Convict research	6-8 weeks	51%	6-10 weeks	98%	6-10 weeks
Deceased Estates	4 weeks	95.6%	4 weeks	94%	4 weeks

* These figures apply from January 1993 only.

The user-pays research service, introduced in January 1992, has now been in operation for two full years. The revenue earned in 1993-94 was consistent with the target for the year, although there were fewer enquiries than in the previous year. 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 107 files/records were searched in 70 Convict and Deceased Estate enquiries.

The target for the Convict Research service, previously set at 6-8 weeks, was reviewed at the end of the last financial year and changed to 6-10 weeks. This has resulted in a 98% success rate in 1993-94 compared with 51% in 1992-93. Although there has been

a 91% success rate in meeting the target of 4 weeks for preparing quotations, the advertised target has been extended to 4-5 weeks 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 extension and educational 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:

☐ Senior Citizens Week talks and tours (March 1994)

☐ Heritage Week talks and tours (April 1994)

☐ Production of the inaugural issue of *For The Record*, the Authority's newsletter for government agency personnel (February 1994)

☐ Talks and tours for students of information studies

☐ Local Know How — local history seminar (November 1993)

☐ Workshops on the Colonial Secretary's Correspondence

☐ Publicity and sales stall at the Annual Conference of the Royal Australian Historical Society.

Revenue/targets

1992-93	1993-94		1994-95
Revenue	Target	Revenue	Target
$3 383	$3 000	$9 608	$13 000

Statistics on extension activities are provided in Appendix 7, Table 4.

Exhibitions

The long running display mounted in the City Office entitled *Mapping New South Wales — Sydney and the Bush* was taken down during the year. Small exhibitions entitled *Dunbar, a Melancholy Wreck* and *First the Dream then the Reality* depicting the wreck of the Dunbar and the building of the Sydney Opera House respectively were mounted. The exhibition at Kingswood entitled *Days of Innocence? A look at the lives of children in New South Wales* was replaced in April 1993 by a new display entitled *Fact and Fiction*.

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 final series is new and consists of standards and guidelines.

In March the Office re-published, as a limited edition of prints taken directly from the original copper plates, Major Sir Thomas Mitchell's *Map of the Colony of New South Wales*, 1834. This publication was a joint venture with W.C. Penfold and Co. Pty Ltd and was launched by the Association of Consulting Surveyors Australia (ACSA), in conjunction with the XX Congress of the International Federation of Surveyors, held in Melbourne 5-12 March 1994. The prints are selling briskly.

The Archives Office commenced selling a number of publications, purchased at a trade discount rate from other organisations.

Performance Measurement

Publication sales — Revenue/targets

	1992-93	1993-94		1994-95
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Col. Sec. Papers	2 500	3 000	18 960	10 000
GRK	32 911	10 000	20 101	10 000
Other publications	20 780	10 000	24 061	70 000*
Total	56 191	23 000	63 122	90 000

* Includes revenue from sale of Mitchell map.

Revenue from sales of publications forms a major part of the Archives Office's revenue agreement. As the table shows, sales of the *Colonial Secretary's Papers* and *Index* were above the targets set, due to a discount in retail price. Sales of all Archives Office publications exceeded targets, as a result of an active and targeted marketing approach.

The *ArchiVista/Archeion* subscription was raised to $20 in order to cover increasing production costs. The following table shows subscription and re-subscription rates:

Subscriptions current as at June 1993	Subscriptions current as at June 1994
685	465

Subscriptions — Revenue/target

1992-93	1993-94		1994-95
Revenue	Target	Revenue	Target
$1 647	$8 000	$7 934	$1 000*

* Subscriptions cover a 2 year period. Approximately 85 subscriptions will fall due during 1994-95.

The Publications and Promotions Committee was inaugurated in October 1990 and is convened by the Manager, Reference Services. The Committee is responsible for co-ordinating the production, pricing and marketing of publications, and for promoting

the Office and its services. The Committee met regularly during 1993-94. The publications currently offered for sale by the Archives Authority are listed in Appendix 8.

PHOTOGRAPHIC SERVICE

A review of the Photographic Service, analysing both the full cost to the Office of providing this service to the public and the utilisation of staff time and equipment, was undertaken in 1991. Following the review a policy of full cost recovery for the photographic service was implemented. The service is currently equipped with photocopiers, two Canon NP780 plain paper reader/printers, a Nikon FM2 SLR camera, a planetary microfilm camera, a print processor, and a photographic darkroom fitted out with basic equipment required for the development and production of film and prints respectively.

In addition to the "standard" copies produced in the Search Rooms or the photographic laboratory, the Office supplied copies of 40 unpublished microfilms to individuals, societies and libraries, resulting in additional revenue of $1 885. Of these, two orders involved in-house microfilming and duplication.

Performance Measurements

Revenue/targets

	1992-93	1993-94		1994-95
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Search Room/Laboratory service*	35 000	18 000	36 500	30 000
Unpublished microfilms	5 170	4 000	1 885	4 000

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

Response times

	1992-93	1993-94	1994-95
	Target (Success rate)	Target (Success rate)	Target
Search Room Service:			
copies from microforms	30 minutes (99%)	30 minutes (96%)	30 minutes
Xerox copies:			
small orders (20 pages or less)	1 hr (100%)	1 hr (97%)	1 hr
large orders	5 working days (100%)	5 working days (80%)	5 working days
Laboratory Service:			
standard	4 weeks (100%)	4 weeks (95%)	4 weeks
urgent orders	5 working days (100%)	5 working days (90%)	5 working days

Problems with response times for the photographic service arise from delays in repairing specialised laboratory equipment, which can extend response times by up to two weeks.

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 was one Freedom of Information request received during the year, which was processed within the required 21 day period (see Appendix 4 for full details).

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

1992-93	1993-94		1994-95
Revenue	Target	Revenue	Target
$159 338	$175 000	$137 525	$70 000

GOVERNMENT RECORDS REPOSITORY

Revenue/targets

Year	Expenditure		Revenue		Surplus	
	Target ($)	Actual ($)	Target ($)	Actual ($)	Target ($)	Actual ($)
1992-93	1 300 000	1 555 000	1 700 000	1 755 000	400 000	200 000
1993-94	1 550 000	1 583 000	1 985 000	2 046 000	400 000	463 000
1994-95	1 870 000		2 270 000		400 000	

Holdings

% Increase in Holdings

Year	Target (%)	Actual (%)
1992-93	15	13
1993-94	10	15
1994-95	15	

Retrieval

% of files Issued to Requested

Year	Target (%)	Actual (%)
1992-93	90	90
1993-94	90	89
1994-95	90	

ARCHIVES OFFICE

COLLECTION SERVICES

Processing Output

1992-93	1993-94		1994-95
Output	Target	Output	Target
1 351.16 metres, 1 194 plans	1 400 metres	1 824.46 metres	*600 metres

* The processing output for 1994-95 is expected to be substantially lower than the 1993-94 figures, as GRR processing is likely to be minimal, and Archives Office figures will be lower, due to considerable staff involvement in the move of records to Stage 3, and greater emphasis on high-priority, difficult processing tasks.

REFERENCE SERVICES

Search Room Services

Response time (request for original material)

1992-93	1993-94		1994-95
Success rate	Target	Success rate	Target
30 minutes (c.98%)	30 minutes (95%)	30 minutes (c.96%)	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

	1992-93		1993-94		1994-95
	Target	Success rate	Target	Success rate	Target
Quotations — preparation	4 weeks	76%*	4 weeks	91%	4-5 weeks
Quotations — completion of orders	2 weeks	92%	2 weeks	90%	2 weeks
Convict research	6-8 weeks	51%	6-10 weeks	98%	6-10 weeks
Deceased Estates	4 weeks	95.6%	4 weeks	94%	4 weeks

* These figures apply from January 1993 only.

Publications

Publication sales — Revenue/targets

	1992-93	1993-94		1994-95
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Col. Sec. Papers	2 500	3 000	18 960	10 000
GRK	32 911	10 000	20 101	10 000
Other publications	20 780	10 000	24 061	70 000*
Total	56 191	23 000	63 122	90 000

* Includes revenue from sale of Mitchell Map.

Photographic Service

Revenue/targets

	1992-93	1993-94		1994-95
	Revenue ($)	Target ($)	Revenue ($)	Target ($)
Search Room/Laboratory service*	35 000	18 000	36 500	30 000
Unpublished microfilms	5 170	4 000	1 885	4 000

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

Response times

	1992-93 Target (Success rate)	1993-94 Target (Success rate)	1994-95 Target
Search Room Service:			
copies from microforms	30 minutes (99%)	30 minutes (96%)	30 minutes
Xerox copies:			
small orders (20 pages or less)	1 hr (100%)	1 hr (97%)	1 hr
large orders	5 working days (100%)	5 working days (80%)	5 working days
Laboratory Service:			
standard	4 weeks (100%)	4 weeks (95%)	4 weeks
urgent orders	5 working days (100%)	5 working days (90%)	5 working days

Problems with response times for the photographic service arise from delays in repairing specialised laboratory equipment, which can extend response times by up to two weeks.

CONSUMER RESPONSE

ARCHIVES OFFICE

No complaints concerning the Office's services were received during the year. However, one suggestion was raised concerning the purchase of additional resources for the City Search Room. The reply explained the rationale when purchasing material for both Archives Office Search Rooms.

The Authority's Customer Council met four times last year providing advice on a broad range of issues.

The Authority's *Guarantee of Service* documents were revised over the course of the year to reflect client feedback.

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 has been greatly reduced.

During the year the *Code of Conduct* was reviewed and reissued to Archives Authority staff as a supplement to the Office of Public Management's New South Wales Public Sector Code of Conduct. See Appendix 3.

STAFFING

At the end of June 1994 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

	1990-91 (%)	1991-92 (%)	1992-93 (%)	1993-94 (%)
Administration	11	8	9	9
Archives Office	51	55	54	55
Records Management Office	8	8	8	7
Government Records Repository	29	29	29	29
Parliament House	1	—	—	—
Total	100	100	100	100

At the end of June 1994 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

	1990-91 (%)	1991-92 (%)	1992-93 (%)	1993-94 (%)
Senior Executive Service	1	1	1	1
Archivists	43	41	40	39
Clerks	11	12	13	13
Clerical Officers	38	38	38	39
Other (eg. Conservator, etc)	7	8	8	8
Total	**100**	**100**	**100**	**100**

During the year, the positions of Senior Archivist, Machine Readable Records was reclassified and upgraded to Senior Archivist, Disposal (Archivist Grade 3). In February 1994, the management of the PABX was transferred to British Telecom Australasia, the switchboard was relocated to the reception area on level 3 and the position of receptionist (Clerical Officer Grade 1) together with salary funding was transferred to the Archives Authority. A full list of permanent staff is given in Appendix 2.

Details of Employee Related Costs

	1990-91 ($)	1991-92 ($)	1992-93 ($)	1993-94 ($)
Salaries, wages, national wage	2 207 289	2 270 533	2 472 624	2 676 880
Leave on Termination — Provision	49 464	—	16 750	60 287
Overtime	46 227	34 381	53 239	68 944
Workers Compensation	13 344	7 202	7 366	10 628
Payroll tax	144 032	164 453	131 501	173 125
Superannuation	64 791	—	183 456	185 672
Total	**2 525 147**	**2 476 569**	**2 864 936**	**3 175 536**

CONSULTANTS AND CONTRACTORS

During the year 1993-94 the Archives Authority engaged the services of five consultants at a total cost of $21 709.37 ($69 815.56 in 1992-93). Consultancies undertaken included: development of a corporate identity for the Archives Authority; oversight of accounting systems and provision of advice; and provision of legal and technical advice.

The Archives Authority is fully committed to obtaining value for money by competitive tendering and contracting. The following services were contracted out in 1993-94: cleaning; building maintenance; fleet maintenance; printing; training; travel; furniture and equipment disposal; payroll; and stores/equipment.

A draft policy on contracting and market testing and an action plan were submitted to the Ministry for the Arts in May 1994.

PERFORMANCE MANAGEMENT

The Authority's Performance Management System was introduced progressively, applying to all staff from the Deputy Principal Archivist down, following a series of training workshops held in August 1993. The System is designed to take a standardised approach while allowing flexibility in the actual evaluation process to accommodate differences between various sections and services.

JOB EVALUATION

In July 1993 the Authority joined with the Ministry for the Arts to take a portfolio-wide approach to the introduction of job evaluation using the OCR process. The aim was to train and accredit selected staff in specific techniques to enable the Authority to determine the classification and gradings of positions in-house. Accreditation was received on 28 June 1994 from the Department of Industrial Relations, Employment, Training and Further Education (DIRETFE) and the authority to grade and classify positions was sub-delegated to the Principal Archivist on 30 June 1994.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Archives Authority supports equality of employment opportunity. The EEO Annual Report for 1992-93 and the EEO Management Plan for 1993-94 were prepared and circulated to all staff in September 1993. 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, assist with drafting a Disability Plan and involvement in other areas as necessary. A draft disability strategic plan was prepared and presented to the Office on Disability in June 1994.

Action was also taken during 1993-94 to include specific EEO responsibilities into 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

	1992-93		1993-94	
	Total Staff	Aboriginal People	Total Staff	Aboriginal People
Total	95	2 2.1%	86	1 1.1%
Recruited in the year	19	1 5.25%	7	0 0%

Representation of EEO Target Group Members

	1992-93				1993-94		
EEO salaries @ 2.8.91	Total Staff	Women	NESB*	EEO salaries @ 14.1.94	Total Staff	Women	NESB*
Below $15 866 pa.	0	0	0	Below $20 127 pa.	1	1	0
$15 866 - $24 093	38	22	5	$20 128 - $26 438	36	17	6
$24 094 - $27 636	18	14	7	$26 439 - $29 554	13	11	6
$27 637 - $37 016	24	18	0	$29 555 - $37 401	18	14	1
$37 017 - $47 892	9	5	1	$37 402 - $48 365	11	7	1
$47 893 - $58 132	4	2	1	$48 366 - $60 457	5	2	2
Above $58 132 pa	2	1	0	Above $60 458 pa.	2	1	0
Total	95	62	14		86	53	16

Non-English Speaking Background.

STAFF TRAINING AND STAFF DEVELOPMENT

The total expenditure for the Archives Authority on eligible training activities for 1993-94 was $84 182. This accorded with the provisions of the Training Guarantee Act, 1990, which required a minimum expenditure of $42 092. 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.

Furthermore, a Human Resources Management Information System (HRMIS), which is a staff training and development database, was established in March 1994.

LEAVE

Roslyn Beard, Amanda Barber and Linda McConnell all took maternity leave during the year.

Frances Lemmes took extended leave during the year.

PROMOTIONS AND APPOINTMENTS

Annette Lennon-Finch was promoted to the position of Administrative Assistant, Records Management Office on 23 July 1993.

George Chapman was appointed as Clerical Officer, Grade 1/2 on 18 January 1994.

Norbert Ricaud was appointed as Clerical Officer, Grade 1/2 on 24 January 1994.

Bruce Wright was appointed as Clerical Officer, Grade 1/2 on 24 January 1994.

Catherine Robinson was appointed as Records Management Officer, Clerk Grade 4 on 4 March 1994.

Stephen Bedford, B.A., Dip.Arch.Admin, was promoted to the position of Senior Archivist, Disposal on 23 March 1994.

Surangani Kulasinghe, ACMA, AIB(SL), was appointed as Senior Administrative Officer on 2 May 1994.

RESIGNATIONS AND RETIREMENTS

Linda McConnell resigned on 31 December 1993.

Phillip Martin transferred to the Sheriff's Office on 3 January 1994.

Rudi Gottl resigned on 14 January 1994.

Roslyn Beard resigned on 7 February 1994.

Bernard Edwards transferred to Property Services Group on 4 March 1994.

Robin Carlysle resigned on 24 June 1994.

PROFESSIONAL ACTIVITIES

Michael Allen attended the Windows World Conference on 1-2 July 1993.

Christine Shergold, Richard Gore and Christine Yeats attended a 'Non-Court Dispute Resolution' seminar run by Australian Commercial Disputes Centre on 12 August 1993.

Eighty-two staff attended Performance Management Training conducted by First State Computing on 17-18 August 1993.

David Brumby and Catherine Robinson attended an Appraisal of Electronic Records course run by the Australian Society of Archivists, NSW Branch on 31 August 1993.

David Brumby attended a Solving Information Management Problems for Government and Large Corporations course run by The Practical Management Group on 1 September 1993.

Denise Bechert, Catherine Robinson and Jennifer Stapleton attended the National Records Management Association of Australia conference in Hobart on 5-8 September 1993.

Shannon Searle attended a Records and Resources course run by the National Management Education Centre on 14 September 1993.

Annette Lennon attended a DOS course run by First State Computing on 20 September 1993.

Martyn Killion attended the Royal Australian Historical Society Conference on 9-10 October 1993.

David Brumby attended a Modern Business Writing course run by the Training and Development Centre on 11 October 1993.

David Brumby attended a Strategic Thinking course run by the Training and Development Centre on 14 October 1993.

Seven staff attended Job Analyst Training for Job Evaluation run by Organisation Consulting Resources on 18 October 1993.

John Davies and Clara Cesarone attended a lecture entitled "Book Conservation: a priority or expensive luxury?" given by the Reverend Dr Peter Jaggar, St. Deiniol's Library, North Wales, UK, at the History House Auditorium on 20 October 1993.

Amanda Barber and Stephen Bedford attended a Project Management course run by Pryor Resources on 22 October 1993.

Martyn Killion attended a Public Relations Fundamentals course run by APM Training Institute for 1 night per week for 7 weeks during October and November 1993.

Ten staff attended a Windows Introduction course run by First State Computing on 3 November 1993.

Four staff attended a Quality Service seminar run by the Australian Customer Service Association on 9 November 1993.

John Cross attended an Internal Audit in NSW Public Sector seminar run by the NSW Treasury on 12 November 1993.

John Davies attended a talk at the State Library given by Dr Jan Lyall, Director of the National Preservation Office entitled "The establishment of the National Preservation Office at the National Library of Australia" on 18 November 1993.

Christine Shergold and Richard Gore each attended, one day of the Royal Institute of Public Administration Association National Conference on 18-19 November 1993.

Twenty staff attended a Word for Windows Introduction course run by First State Computing on 22-23 November 1993.

Eight staff attended the Terry Cook seminar on Archives in the Post Custodial Age run by the Australian Society of Archivists, NSW Branch on 25 November 1993.

Six staff attended the Terry Cook seminar on Appraisal of Archives run by the Australian Society of Archivists, NSW Branch on 26 November 1993.

Eight staff attended the Terry Cook seminar on Description and Documentation run by the Australian Society of Archivists, NSW Branch on 26 November 1993.

Nine staff attended Job Evaluation Panel Training run by Organisation Consulting Resources on 30 November 1993.

Richard Taylor took Driving Lessons (Class 3 Licence) run by ABC Driving School during November 1993.

Sally Irvine-Smith attended various Quality Assurance Seminars run by Seminar Services, Standards on 7 December 1993.

John Davies and Clara Cesarone attended a talk given by Mr Mario Aleppo, Head of Conservation, Public Record Office, London entitled "Conservation at the Public Record Office, London", at the State Library on 8 December 1993.

Four staff attended an Enterprise Agreement Information Sharing Forum run by the Department of Industrial Relations, Employment, Training and Further Education on 10 February 1994.

Andre Queree and Sally Irvine-Smith attended a Novell Upgrade 3.11 to 3.12 course run by Magmedia on 10 February 1994.

Sally Irvine-Smith attended the Imaging and Workflow Summit '94 run by IIR Pty Ltd on 9-11 March 1994.

Michael Allen and Christine Shergold attended an Introduction to Networking course run by Network Logic on 28 March 1994.

Fabian LoSchiavo and Laraine Tate attended The Road seminar run by the Historic Houses Trust on 9-10 April 1994.

Richard Gore and John Davies attended Microfilming and Digital Technology Seminars run by the State Library of NSW on 29 April and 3 May 1994.

John Davies attended a talk given by Ralph W. Manning, Senior Co- ordinator for Standards, National Library of Canada entitled "From microfilm to mass deacidification" at the State Library of New South Wales on 29 April 1994.

John Davies attended a talk given by Anne R. Kenney, Associate Director, Department of Conservation and Preservation, Cornell University entitled "Perfect one day, digital the next: the digital technologies testbed at Cornell University Library" at the State Library of New South Wales on 3 May 1994.

John Cross attended the Australian Society of Archivists' Annual Conference and and the Australian Council of Archives Annual Meeting on 8-12 May 1994.

Sixteen staff attended a Writing Skills course run by the Public Works Department Staff Development held at the Archives Office of New South Wales on 9 May 1994.

David Roberts attended a David Bearman workshop on Electronic Records Management run by Monash University on 14 May 1994.

Sixteen staff attended a Project Management course run by the Public Works Department Staff Development held at the Archives Office of New South Wales on 16 May 1994.

Sally Irvine-Smith, Ann Hastings and Beth Phillips attended Windows 3.1 training run by First State Computing on 23 May 1994.

Sixteen staff attended a Supervision/Management Training course conducted by the Training Services, Commercial Service Group at the Archives Office of New South Wales on 25, 31 May and 7 June 1994.

John Cross attended a Senior Management Residential Conference run by Premier's Department on 27 May 1994.

John Davies and Clara Cesarone attended the Sydney Cultural and Custodial Institutions Disaster Preparedness Group meeting at the Australian National Maritime Museum, Sydney, on 1 June 1994.

Ann Hastings and Beth Phillips attended an Access course run by Drake Training on 22-23 June 1994.

John Davies attended the Heads of Conservation Laboratories meeting held at the Australian Museum on 27 June 1994.

Bernard Edwards and Elizabeth Page attended several "Accounting and Finance Officers Group" meetings throughout the year.

Bernard Edwards and Nigel Richardson attended several "Personnel Management Group" meetings throughout the year.

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

Videos bought for training purposes throughout the year were: "Paradox Windows ObjectPal"; "Enterprise Bargaining"; "Essential Training Tips"; "Customer Service"; "How to Successfully Manage your Time"; "A Guide to Consultative Selling"; "Display Screen Equipment".

Computer based training packages bought this year were: "Smart Pak Windows 3.1"; "Smart Pak Lotus 123 v4"; "Word 2 to Word 6 Upgrade Wise Guide".

FINANCIAL RESOURCES

The Archives Authority's financial statements have been prepared on an accrual accounting basis for the year ending 30 June 1994. Details of these are provided in the financial statements section of this report.

The internal audit program for the year reviewed the following areas: Collections and Banking - City Office and GRR; Storage of Semi-Active Records (GRR); Accounts Payable; Purchasing; Payroll and Personnel Records. The audits were conducted by the Internal Audit Bureau as part of the Ministry for the Arts overall audit program.

In 1993-94 the Archives Authority paid an audit fee of $20 000 in respect of its accounts to the Auditor General's Office ($20 000 in 1992-93).

During this period Mr Nicholas Stafford-Gaffney, B.Bus (Acc), ASCPA, continued to be employed as a consultant on a part-time basis for the purpose of advising, assisting and monitoring the procedures related to financial operations.

In 1992-93 the Archives Authority ordered four hundred and fifty copies of the Annual Report to be printed at a cost of $11.91 each. In 1993-94 four hundred and fifty copies have been ordered at a cost of $11.10 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; 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

	1991-92 (%)	1992-93 (%)	1993-94 (%)
Salaries and Allowances	52.3	54.8	56.09
Rental and Cleaning	25.9	23.6	26.59
Equipment and Purchases	6.8	6.3	2.95
Printing and Publications	0.6	1.1	2.11
Gas and Electricity	3.9	4.4	3.73
Other	10.5	9.8	8.53
Total	100	100	100

REVENUE

Over the past four 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 (cash basis)

	1991-92 ($)	1992-93 ($)	1993-94 ($)
Archives Office	197 078	185 050	281 659
Government Records Repository	1 719 200	2 044 735	2 140 333
Records Management Office	213 767	139 242	137 525
Total	2 130 045	2 369 027	2 559 517

CAPITAL WORKS

The new Stage 3 extension to the Kingswood Repository was completed during the year at a total project cost of $3 318 000. The Archives Office share of the funding during 1993-94 amounted to $336 000 from the Consolidated Fund and a grant of $128 000 received from the Ministry for the Arts.

Also roof repairs to Stage 1 of the Kingswood Repository, which houses the State archives, were completed at a project cost of $408 000, which was totally funded by the Consolidated Fund - Other.

PAYMENT PERFORMANCE INDICATORS

The following payment performance indicators for 1993-94 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 1993-94

	No.	September Amount	%
Current (within due date)	401	2 101 578	89.91
Less than 30 days overdue	42	37 662	9.42
Between 30 and 60 days overdue	2	84	0.45
Between 60 and 90 days overdue	1	592	0.22
More than 90 days overdue	0	0	0.00
Total	446	2 139 916	100

Accounts Paid in 1993-94

	No.	December Amount	%
Current (within due date)	356	2 319 179	93.44
Less than 30 days overdue	22	7 820	5.77
Between 30 and 60 days overdue	0	0	0.00
Between 60 and 90 days overdue	3	656	0.79
More than 90 days overdue	0	0	0.00
Total	381	2 327 655	100

Accounts Paid in 1993-94

	No.	March Amount	%
Current (within due date)	313	2 145 617	85.75
Less than 30 days overdue	48	297 828	13.16
Between 30 and 60 days overdue	3	2 839	0.82
Between 60 and 90 days overdue	0	0	0.00
More than 90 days overdue	1	86	0.27
Total	365	2 446 370	100

Accounts Paid in 1993-94

	No.	June Amount	%
Current (within due date)	361	1 616 515	84.55
Less than 30 days overdue	60	123 647	14.05
Between 30 and 60 days overdue	2	2 201	0.47
Between 60 and 90 days overdue	1	550	0.23
More than 90 days overdue	3	1 055	0.70
Total	427	1 743 968	100

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

	1991-92 ($)	1992-93 ($)	1993-94 ($)
Workers' Compensation	7 202	7 366	10 513
Motor Vehicles	4 575	6 795	6 475
Property	32 300	38 244	38 244
Public Liability	4 600	3 680	3 680
Miscellaneous	1 800	1 760	1 760
Total	50 477	57 845	60 672

Claims History

	1991-92	1992-93	1993-94
Workers' Compensation	5	3	3
Motor Vehicles	1	0	2
Property	1	0	0
Public Liability	0	0	0
Miscellaneous	0	0	0
Total	7	3	5

	1991-92	1992-93	1993-94

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 1994.

(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: *Kenneth W Knight*   SIGNED: *[signature]*

DATE: 2. 8. 94   DATE: 4/8/94

CHAIRPERSON   PRINCIPAL ARCHIVIST
ARCHIVES AUTHORITY

SIGNED: *[signature]*

DATE: 2. 8. 94

MEMBER
ARCHIVES AUTHORITY

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

30 June 1994

CONTENTS

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Operating Statement
For the year ended 30 June 1994

	Notes	Actual 1994 $'000	Budget 1994 $'000	Actual 1993 $'000
EXPENSES				
Operating Expenses				
Employee Related	4(a)	3 211	2 996	2 922
Other Operating Expenses	4(b)	2 245	2 330	2 012
Maintenance		114	161	113
Depreciation	4(c)	346	338	362
Total Expenses		5 916	5 825	5 409
REVENUES				
User Charges	5(a)	160	223	79
Grants & Subsidies	5(b)	248	128	40
Other	5(c)	2 278	2 185	1 947
Total Revenues		2 686	2 536	2 066
Net loss on sale of Property, Plant and Equipment		(12)	—	(11)
Abnormal Items	4(d)	—	—	(168)
NET COST OF SERVICES	3	(3 242)	(3 289)	(3 522)
GOVERNMENT CONTRIBUTIONS				
Consolidated Fund Recurrent Appropriation		3 693	4 062	3 352
Consolidated Fund Capital Appropriation		408	408	528
Acceptance by State of Authority liabilities	4(e)	184	170	163
Surplus/(Deficit) for the year		1 043	1 351	521
Accumulated Surplus/(Deficit) at the beginning of the year		12 473	12 473	11 952
Accumulated Surplus/(Deficit) at the end of the year		13 516	13 824	12 473

The accompanying notes form part of these statements.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Statement of Financial Position
As at 30 June 1994

	Notes	Actual 1994 $'000	Budget 1994 $'000	Actual 1993 $'000
Current Assets				
Cash	6	552	597	2 336
Receivables	7	384	464	414
Inventories	8	102	96	97
Total Current Assets		1 038	1 157	2 847
Non-Current Assets				
Receivables	7	1	1	1
Property, Plant and Equipment	9	19 662	19 784	16 695
Total Non-Current Assets		19 663	19 785	16 696
TOTAL ASSETS		20 701	20 942	19 543
Current Liabilities				
Creditors	10	154	115	72
Provisions	11a	203	175	170
Total Current Liabilities		357	290	242
Non-Current Liabilities				
Borrowings	11b	2 000	2 000	2 000
Total Non-Current Liabilities		2 000	2 000	2 000
TOTAL LIABILITIES		2 357	2 290	2 242
NET ASSETS		18 344	18 652	17 301
Equity				
Accumulated Surplus/(Deficit)		13 516	13 824	12 473
Reserves	12	4 828	4 828	4 828
TOTAL EQUITY		18 344	18 652	17 301

The accompanying notes form part of these statements.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Cash Flow Statement
For the year ended 30 June 1994

	Notes	Actual 1994 $'000	Budget 1994 $'000	Actual 1993 $'000
CASH FLOW FROM OPERATING ACTIVITIES				
Payments:				
— Employee Related		(2 993)	(2 827)	(2 866)
— Maintenance & Working		(2 262)	(2 491)	(2 138)
— Other		—	—	(20)
		(5 255)	(5 318)	(5 024)
Receipts:				
— User Charges		160	223	79
— Grants & Subsidies		248	128	—
— Interest Received		65	35	25
— Other		2 215	2 150	2 175
		2 688	2 536	2 279
Total Net Cash Outflow on Operating Activities		(2 567)	(2 782)	(2 745)
CASH FLOW FROM INVESTING ACTIVITIES				
Purchase of Property, Plant & Equipment	15	(3 318)	(3 427)	(1 563)
Total Net Cash Outflow on Investing Activities		(3 318)	(3 427)	(1 563)
CASH FLOW FROM FINANCING ACTIVITIES				
Proceeds from Borrowings		—	—	2 000
Total Net Cash Inflow from Financing Activities		—	—	2 000
Net Cash Outflow From Operating, Investing and Financing Activities		(5 885)	(6 209)	(2 308)
GOVERNMENT FUNDING ACTIVITIES				
Consolidated Fund Recurrent Appropriation		3 693	4 062	3 352
Consolidated Fund Capital Appropriation		408	408	528
Total Net Cash Provided by Government		4 101	4 470	3 880
Net Increase/(Decrease) In Cash		(1 784)	(1 739)	1 572
OPENING CASH BALANCE	6	2 336	2 336	764
CLOSING CASH BALANCE	6	552	597	2 336

The accompanying notes form part of these statements

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Cash Flow Statement
For the year ended 30 June 1994

Notes to the Cash Flow Statement.

1. RECONCILIATION FOR CASH

For the purposes of the Cash Flow Statement, 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 is reconciled at Note 6.

2. RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO NET COST OF SERVICES

	1994 $'000	1993 $'000
Cash Flow From Operating Activities		
NET COST OF SERVICES	(3 242)	(3 522)
Adjustments for items not involving cash:		
Depreciation	346	362
Acceptance by the State Authority liabilities	184	163
Non-cash revenues	—	(40)
(Increase)/decrease in receivables	14	244
(Increase)/decrease in inventories and prepayments	11	32
Increase/(decrease) in payables	115	(47)
Net (gain)/loss on sale of property, plant and equipment	5	63
NET CASH USED ON OPERATING ACTIVITIES	(2 567)	(2 745)

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 1994

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, 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 accrued annually at current pay rates.

The cost of employee entitlements for long service leave and superannuation (except for the State Superannuation Fund) 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 (except for the State Superannuation Fund) are assumed by the State, the Authority accounts for the liability as having been extinguished via the non-monetary revenue account described as "Acceptance by State of the Authority's liabilities". The Ministry for the Arts includes in its financial statements amounts in regard to the State Superannuation Fund.

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. Liabilities for long service leave are extinguished by contributions to the Treasury's Long Service Leave Pool account. 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.

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 1989.

The Authority's archive collection, which will be retained in perpetuity, is valued at $1.00. 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.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

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 lower than budget by $47 000.

	1994 $'000	1993 $'000

4. EXPENSES

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

	1994	1993
Salaries and wages	2 548	2 333
Payroll tax and fringe benefit tax	179	129
Recreation leave	187	216
Workers compensation insurance	10	7
Superannuation	215	185
Long service leave	72	52
	3 211	2 922

(b) Other operating expenses comprise the following specific items:

	1994	1993
Rent	1 318	1 194
Gas and Electricity	201	197
Minor Stores	159	152
Consultants	45	48
Motor Vehicle Expenses	96	70
Postage, Telephone and Printing	136	87
Promotional Advertising	63	38
Other	227	226
	2 245	2 012

(c) Depreciation & Amortisation are charged as follows:

	1994	1993
Buildings	292	290
Office Furniture & Fittings	27	32
Computers	27	40
	346	362

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

				1994 $'000	1993 $'000
(d)	Abnormal Items:				
	Superannuation				
		Government Records Repository		—	107
	Fixed Assets under $5 000 written off				
		Archives Office		—	33
		Government Records Repository		—	19
		Records Management Office		—	9
				—	61
				—	168
(e)	State Accepted Liabilities				
	Superannuation			129	109
	Long Service Leave			55	54
				184	163
5.	**REVENUES**				
(a)	User charges comprise the following items:				
		Sale of Publications		26	14
		Sale of Microfilm		37	23
		Sale of Boxes		49	41
		Sale of Souvenirs		48	1
				160	79
(b)	Grants & Subsidies comprise the following items:				
		Chelmsford Royal Commission		—	20
		Public Works Department		—	20
		Ministry for the Arts	(i)	248	—
				248	40
(i)	Ministry for the Arts				
		Stage III Funding		128	—
		Rental Increase Funding		120	—
				248	—

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

		1994 $'000	1993 $'000
(c)	Other comprise the following items:		
	Storage	1 184	1 024
	File Retrieval	414	429
	Consultancy	278	260
	Interest Received	84	25
	Photocopies	52	52
	Royal Commission	14	37
	Training	86	63
	Destruction	61	16
	Other	105	41
		2 278	1 947

6. CURRENT ASSETS — Cash

	1994 $'000	1993 $'000
Cash	552	2 336
Balance 30 June	552	2 336

7. CURRENT ASSETS — Receivables

	1994 $'000	1993 $'000
Trade debtors	370	391
Provision for doubtful debts	—	(7)
	370	384
Prepayments	14	30
Security Deposits	1	1
	385	415
Current Assets — Receivables	384	414
Non Current Assets — Receivables	1	1
Balance 30 June	385	415

8. CURRENT ASSETS — Inventories

	1994 $'000	1993 $'000
Stock on hand	102	97
Balance 30 June	102	97

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

9.   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 1993	4 500	11 590	—	1 478	306	208	18 082
Additions/Transfer	—	—	4 637	2 891	112	46	7 686
Disposals/Transfer	—	—	—	(4 369)	—	(11)	(4 380)
Balance 30 June 1994	4 500	11 590	4 637	—	418	243	21 388
Accumulated depreciation							
Balance 1 July 1993	—	1 139	—	—	106	142	1 387
Depreciation for the year	—	290	2	—	26	27	345
Writeback on disposal	—	—	—	—	—	(6)	(6)
Balance 30 June 1994	—	1 429	2	—	132	163	1 726
Written Down Value							
At 1 July 1993	4 500	10 451	—	1 478	200	66	16 695
At 30 June 1994	4 500	10 161	4 635	—	286	80	19 662

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 1989 valuation was carried out by the Valuer General's Department.

(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.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

	1994 $'000	1993 $'000
10. CURRENT LIABILITIES — Creditors		
Creditors & Accrued Charges	154	72
Balance 30 June	154	72
11. a) CURRENT LIABILITIES — Provisions		
The movement in the provision for employee annual leave is as follows:		
Balance 1 July	170	170
Increase/(Decrease) in provisions	33	—
Balance 30 June	203	170

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

	1994	1993
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).

	1994	1993
12. RESERVES — Asset Revaluation		
Balance 1 July	4 828	4 828
Movements during the year	—	—
Balance 30 June	4 828	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	—	872
Later than one year but not later than 2 years	—	—
Later than 2 years but not later than 5 years	—	—
Later than 5 years	—	—
	—	872

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

	1994 $'000	1993 $'000
(b) Lease Commitments		
Aggregate operating lease expenditure contracted for at balance date but not provided for in the accounts:		
Not later than one year	1 344	1 185
Later than one year but not later than 2 years	1 329	1 185
Later than 2 years but not later than 5 years	3 913	3 555
Later than 5 years	—	1 185
	6 586	7 110

This non cancellable lease represents the lease of 2 Globe St, The Rocks. It is a 10 year lease commencing May 1989 with a two yearly review of rental commencing December 1990.

14. CONTINGENT LIABILITIES

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

15. NOTE TO CASH FLOW STATEMENT

	1994 $'000	1993 $'000
Purchases of Property, Plant and Equipment		
Additions at cost	3 318	1 603
Non-cash donations and industry contributions	—	(40)
Cash Paid	3 318	1 563
Disposal of Property, Plant and Equipment		
Cost or value	11	246
Less: Accumulated depreciation	6	183
Loss on sale	(5)	(63)
Cash Received	—	—

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

ARCHIVES AUTHORITY OF NEW SOUTH WALES
Notes to and Forming Part of the Financial Statements
For the year ended 30 June 1994

	Notes	1994 $'000	1993 $'000

16. PROGRAM INFORMATION

Budget Number and Program: 67.1.1. 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	1994 $'000	1993 $'000
Expenses			
Grants & subsidies		—	—
Other		(5 916)	(5 577)
Total Expenses		(5 916)	(5 577)
Revenue			
User charges		160	79
Other revenue		2 526	1 987
Gain/(loss) on sale of non-current Assets		(12)	(11)
NET COST OF SERVICES		(3 242)	(3 522)
Government allocations	(a)	4 285	4 043
Surplus/(Deficit) for the year		1 043	521
Total Assets		20 701	19 543
(a) Government Allocations			
Consolidated Fund recurrent appropriation		3 693	3 352
Consolidated Fund capital appropriation		408	528
State acceptance of liabilities		184	163
		4 285	4 043

17. AUDIT FEES

		1994 $'000	1993 $'000
The fee for the audit of the Authority's accounts and records by the New South Wales Auditor General's Office was		20	20

The Auditor-General received no other benefits.

End of audited Financial Statements.

BOX 12 GPO
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

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 1994. 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*, and Australian accounting standards 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.

The 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 the financial position of the Authority as at 30 June 1994 and the results of its operations and its cash flows for the year then ended.

R.C. HENDERSON, FCA
DIRECTOR OF AUDIT
(duly authorised by the Auditor-General of New South Wales
under Section 41C(1A) of the Act)

SYDNEY
21 September 1994

Budget Number and Program: 67.1.1 Archives Authority

Detailed Budget in Accordance with Section 7 (1) (a) (iii) of Annual Reports (Statutory Bodies) Act, 1984 — For Financial Year 1993-94 — Cash Basis

Archives and Records Management Office

Item		Allocation 1993/94 ($)	Expenditure 1993/94 ($)
SALARIES AND PAYMENTS			
A.1	Salaries and Wages, Penalties etc.	1 678 000	1 724 527
	National Wage adjustment	16 000	26 000
A.3	Overtime	33 000	39 537
A.5	Workers Compensation Insurance	6 300	6 329
A.7	Payroll Tax Expense	100 000	106 857
Sub-total "A" Items		**1 833 300**	**1 903 250**
MAINTENANCE AND WORKING EXPENSES			
B.2	Expenses in Connection with Building		
	Rent	1 184 000	1 323 796
	Rates	4 000	2 741
	Maintenance	111 000	89 007
	Cleaning	26 000	25 509
B.3	Subsistence and Transport		
	Travelling and Subsistence	14 000	17 885
	Motor Vehicles and Running Costs etc.	14 000	18 935
B.4	General Expenses		
	Training and Seminars	43 700	33 536
	Advertising and Publicity	25 000	4 388
	Books and Periodicals	9 000	10 965
	Fees for Services Rendered	79 000	43 586
	Gas and Electricity	180 000	158 062
	Other Insurance	33 000	33 241
	Postal and Telephone	35 000	31 642
	Printing	14 000	38 203
	Stores and Equipment	132 000	125 587
	Minor and Out of Pocket Expenses	3 000	4 168
	Maintenance Contracts	8 000	6 754
Sub total "B" Items		**1 914 700**	**1 968 005**
CAPITAL WORKS			
F.100	Stage 3 Extensions — Kingswood Repository	464 000	464 000
F.102	Stage 1 Roof Repairs — Kingswood Repository	408 000	408 000
Sub total "F" Items		**872 000**	**872 000**
PROGRAM TOTAL		**4 620 000**	**4 743 255**

Budget Number and Program: 69.1.1 Archives Authority
Detailed Budget in Accordance with Section 7(1)(iii) of Annual Reports (Statutory Bodies)
Act, 1984 — For Financial Year 1994-95

Archives and Records Management Office

Item	Allocation 1994-95 ($)
REVENUE	
CONSOLIDATED FUND — RECURRENT	3 585 000
ARCHIVES OFFICE REVENUE	180 000
RECORDS MANAGEMENT OFFICE REVENUE	70 000
INTEREST RECEIVABLE	12 000
USE OF RESERVES	56 000
Total Revenue	**3 903 000**
EMPLOYEE RELATED PAYMENTS	
A.100 Salaries, Wages, Penalties etc.	1 859 000
A.300 Overtime	35 000
A.500 Workers Compensation Insurance	21 000
A.700 Payroll Tax Expense	105 000
Total Employee Related Payments	**2 020 000**
MAINTENANCE AND WORKING EXPENSES	
B.201 Building Rent and Cleaning	1 184 000
B.202 Rates	3 000
B.203 Maintenance	94 000
B.205 Cleaning — Kingswood	30 000
B.301 Travelling and Subsistence	15 000
B.302 Motor Vehicles and Running Costs	18 000
B.303 Training and Seminars	30 000
B.401 Advertising	5 000
B.402 Books and Periodicals	12 000
B.403 Fees for Services Rendered	65 000
B.404 Gas and Electricity	160 000
B.406 Insurance	40 000
B.407 Postal and Telephone	55 000
B.408 Printing	30 000
B.409 Stores	125 000
B.410 Minor and Out of Pocket Expenses	5 000
B.412 Maintenance Contracts	12 000
Total Maintenance And Working Expenses	**1 883 000**
TOTAL	**3 903 000**

VI   ADDITIONAL INFORMATION

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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

Photographer | SA, Research

SA, Reference

Client Liaison Officer

Publications Officer | Admin Officer

Finance Officer

Executive Assistant

Records Officer

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.

PERMANENT STAFF AS AT 30 JUNE 1994

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 (maternity leave)

Manager, Preservation Services
John Davies

Manager, Reference Services
Christine Yeats

Systems Co-ordinator
Michael Allen

Senior Archivist, Research
Gail Davis

Senior Archivist, Reference (Kingswood)
vacant

Processing Co-ordinator
Wendy Gallagher

Client Liaison Officer
Martyn Killion

Processing Supervisor
vacant

Senior Archivist, Disposal
Stephen Bedford

Assistant Conservator
Clara Cesarone

Publications Officer
Sandra Orellana

Photographic Officer
vacant

Archivists
Tracy Bradford
Rhonda Campbell
Vanessa Follett (part time)
Leonie Jennings
Angela Kavuzlu (part time)
Janet Knight
Fabian LoSchiavo
Cheri Lutz
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
vacant

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
Rachel McCormack
Dianne Morgan (part time)
Norbert Ricaud
Coral Searle
Bruce Wright (part time)
receptionist vacant

Records Management Office

Manager
David Roberts

Records Management Officers
Denise Bechert
David Brumby
Catherine Robinson

Administrative Assistant
Annette Lennon

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 (maternity leave)

Administrative Officer
Vacant

Clerical Officers
Robert Byrne
Alan Cartwright
Mary Cleanthous
Josephine Lee
Richard Taylor
2 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 authorization 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 organizations, 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

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:*
2 Globe Street	O'Connell Street
The Rocks	Kingswood NSW 2747
Sydney NSW 2000	
Telephone:	
(02) 237 0254	(02) 673 1788

Leaflets on Repository Services are available only from the Repository.

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

2.   Documents concerning personal affairs

The only Archives Authority records relating to personal affairs are the Reader's ticket register and Reference files. 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).

Freedom of Information Statistics

Note: There were no FOI requests during 1992-93

SECTION A		Numbers of new FOI requests					
FOI requests		**Personal**		**Other**		**Total**	
A1	New (including transferred in)	—	(8)	1	(9)	1	(10)
A2	Brought forward	—	(11)	—	(12)	—	(13)
A3	Total to be processed	—	(14)	1	(15)	1	(16)
A4	Completed	—	(17)	1	(18)	1	(19)
A5	Transferred out	—	(20)	—	(21)	—	(22)
A6	Withdrawn	—	(23)	—	(24)	—	(25)
A7	Total processed	—	(26)	1	(27)	1	(28)
A8	Unfinished (carried forward)	—	(29)	—	(30)	—	(31)

SECTION B		What happened to completed requests?			
Result of FOI Request		**Personal**		**Other**	
B1	Granted in full	—	(32)	1	(33)
B2	Granted in part	—	(34)	—	(35)
B3	Refused	—	(36)	—	(37)
B4	Deferred	—	(38)	—	(39)
B5	Completed	—	(40)	1	(41)

SECTION C		Ministerial Certificates		
C1	Ministerial Certificates issued		n/a	(42)

SECTION D		Formal consultations		
D1	Number of requests requiring formal consultations		n/a	(43)

SECTION E   Amendment of personal records

Result of Amendment Request	Total	
E1 Result of amendment — agreed	n/a	(44)
E2 Result of amendment — refused	n/a	(45)
E3 Total	n/a	(46)

SECTION F   Notation of personal records

F3 Number of requests for notation	n/a	(47)

SECTION G   FOI requests granted in part or refused

Basis of disallowing or restricting access	Personal		Other	
G1 Section 19 {applic incomplete, wrongly directed}	n/a	(48)		(56)
G2 Section 22 {deposit not paid}	n/a	(49)		(57)
G3 Section 22 {unreasonable diversion of resources}	n/a	(50)		(58)
G4 Section 25(1) (a) {exempt}	n/a	(51)		(59)
G5 Section 25(1) (b),(c),(d) {otherwise available}	n/a	(52)		(60)
G6 Section 25(1) (e) {documents more than 5 years old}	n/a	(53)		(61)
G7 Section 24(2) — deemed refused, over 45 days	n/a	(54)		(62)
G8 Totals	n/a	(55)		(63)

SECTION H   Costs and fees of requests processed

	Assessed Costs		FOI Fees Received	
H1 All completed requests	$60	(64)	$60	(65)

SECTION I   Discounts allowed

	Type of Discount Allowed	Personal		Other	
I1	Public interest	n/a	(66)		(67)
I2	Financial hardship — Pensioner/Child	n/a	(68)		(69)
I3	Financial hardship — Non profit organisation	n/a	(70)		(71)
I4	Totals	n/a	(72)		(73)
I5	Significant correction of personal records	n/a	(74)		(75)

* Request was processed within 21 days

SECTION J   Days to process

	Elapsed Time	Personal		Other	
J1	0 - 30 days	1	(76)	—	(77)
J2	31 - 45 days	—	(78)	—	(79)
J3	Over 45 days	—	(80)	—	(81)
J4	Totals	1	(82)	—	(83)

SECTION K   Processing time

	Processing Hours	Personal		Other	
K1	0 - 10 hours	—	(84)	1	(85)
K2	11 - 20 hours	—	(86)	—	(87)
K3	21 - 40 hours	—	(88)	—	(89)
K4	Over 40 hours	—	(90)	—	(91)
K5	Totals	—	(92)	1	(93)

APPENDICES 5 – 8

THE PROGRAMS OF THE ARCHIVES AUTHORITY

COLLECTION SERVICES STATISTICS

Table 1	State of the collection as at 30 June 1994

A. IN ARCHIVES AUTHORITY PREMISES

Processed records

Archives Office strokes [1]	35 713 metres
Regional strokes	1 055
Total strokes	36 768
Non-standard material [2]	149
Total	36 917 metres
Maps/plans/documents	120 434 items

Records awaiting appraisal/processing

Accessioned records awaiting appraisal	2 509 metres 52.2 cubic metres of maps and plans
Unaccessioned records awaiting appraisal [3]	5 100 metres
Total records awaiting appraisal	7 609 metres 52.2 cubic metres of maps and plans
Accessioned records awaiting processing	2 023 metres 128.1 cubic metres of maps and plans
Unaccessioned records awaiting processing [4]	1 190 metres
Total records awaiting processing	3 213 metres 128.1 cubic metres of maps and plans
Total records awaiting appraisal/processing	10 822 metres 180.3 cubic metres of maps and plans
Total archival holdings in Archives Authority premises	47 739 metres 120 434 maps/plans/documents 180.3 cubic metres of maps and plans
Proportion of holdings awaiting appraisal [5]	15.94%
Proportion of holdings awaiting processing [5]	6.73%
Proportion of holdings awaiting appraisal and/or processing [5]	22.67%

B. IN REGIONAL REPOSITORIES	1 200 metres 4 265 maps and plans

C. TOTAL ARCHIVAL HOLDINGS	48 939 metres 124 699 maps/plans/documents c.180.3 cubic metres of maps and plans

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

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

[3] *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*

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

[5] *Excludes maps and plans*

Table 2   Accessioning, destruction and processing of records

	City			Kingswood			Total		
	1991-92	**1992-93**	**1993-94**	**1991-92**	**1992-93**	**1993-94**	**1991-92**	**1992-93**	**1993-94**
Quantity of records accessioned (metres):									
non-continuing	989.83	287.37	166.5	119.62	67.41	430.59	1 109.45	354.78	597.09
continuing	249.16	203.42	194.29	639.55	972.62	844.33	888.71	1 176.04	1 038.62
for appraisal[1]		263.68	290.84		16.27	40.77		279.95	331.61
total	1 238.99	754.47	651.63	759.17	1 056.30	1 315.69	1 998.16	1 810.77	1 967.32
Other accessions:[2]									
microfilm (reels)	805	7	14	96	—	—	901	7	14
film (rolls)	74	—	—	—	—	—	74	—	—
plans	978	7	146	—	—	—	978	7	146
Quantity of records destroyed[3]	189.78	154.81	106.41	291.63	74.61	109.58	481.48	229.42	215.99
Net increase in holdings[4]							1 516.75	1 581.35	1 751.33
Quantity of records processed	608.12 c.1 100 maps/plans	604.02 1 194 plans	468.61	920.93	747.14 303 microfilms	1 355.85[5]	1 529.05 c.1 100 maps/plans	1 351.16 1194 plans, 303 microfilms	1 824.46[5]

[1] *Separate figures for this category have only been kept since January 1993. Prior to this date, records accessioned for further appraisal were recorded under "non-continuing"*

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

[3] *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*

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

[5] *This figure includes 733.72 metres processed by Government Records Repository staff*

PRESERVATION SERVICES STATISTICS

	1991-92	1992-93	1993-94
Repair:			
Manuscripts:			
Paper	5 345	1 146	3 327
Parchment	45	—	13
Maps	41	1	19
Plans	684	321	88
Prints and drawings	116	96	2 008
Binding, rebinding and repairs to binding:			
State Archives	16	71	1
Reference books and guides	27	91	7
Mounting for display in exhibitions	126	74	48
Preparing records for microfilming	—	—	11 726
Storage Containers:			
Solander boxes	5	5	1
Phase preservation cases	11	53	460
Slip cases/map folders	4	141	603
In-house Microfilming Program:			
Microfilms (35mm roll films):			
Master negatives	25	68	65
Duplicate negatives	—	—	30
Positive print working copies	—	—	41
Testing of microfilms:			
Silver Sulphide Densitometric Method	12	46	2
Methylene Blue Photometric Method	37	71	100
Photography:			
Film negatives/frames	912	560	356
Photographic prints	180	301	87
Reader/printer copies	616	297	223

REFERENCE SERVICES STATISTICS

Table 1 Number of Users

	1992-93	1993-94	Variation (%)
Number of new readers tickets issued	3 083	3 382	9.7
Number of readers tickets renewed	1 644	1 202	-26.9
Total readers tickets	4 727	4 584	-3.0
Proportion of new/total readers tickets	65.2%	73.7%	n/a
Number of daily undertakings (temporary tickets)	1 364	1 423	4.3
Total number of users	6 091	6 007	-1.4
Average number of visits per user	2.5	2.6	4.0

Table 2 Search Room Statistics

	1991-92			1992-93			1993-94		
	City	K/w	Total	City	K/w	Total	City	K/w	Total
No. of originals issued (volumes/boxes)	8 967	15 851	24 818	9 964	13 209	23 173	9 293	11 929	21 222
No. of original maps issued	451	2 233	2 684	913	1 764	2 677	857	1 801	2 658
No. of aperture card maps issued	2 994	122	3 116	3 700	104	3 804	3 381	79	3 460
No. of microfilm reels issued	17 939	11 146	29 085	19 092	11 405	30 497	17 430	17 885	35 315
No. of microfiche issued	15 317	24 201	39 518	18 511	28 119	46 630	19 341	23 184	42 525
No. of CODs issued (Xerox copies of original documents)	3 468	754	4 222	4 808	782	5 590	4 581	815	5 396
Total no. of issues	49 136	54 307	103 443	56 988	55 383	112 371	54 883	55 693	110 576
Total no. of reader/visits	8 824	5 262	14 086	9 637	5 481	15 118	9 677	5 747	15 424
Average no. of issues per user	5.6	10.3	7.3	5.9	10.1	7.4	5.6	9.6	7.2

Table 3 . **Research Service Statistics**

Correspondence dealt with	1991-92	1992-93	1993-94
Inquiries returned/referrals/forms sent	1 072	920	732
Non-standard correspondence	375	133	51
Quotations sent	+196	563	522
Total written inquiries	1 643	1 616	1 305
Paid Research:			
Quotations accepted	+113	334	346
Convict research inquiries	58	52 (*56)	38 (*52)
Deceased Estate inquiries	+29	51 (*92)	32 (*55)
Other paid research inquiries	1	3	2
Total paid research inquiries	201	440	418
Revenue: ~			
Quotations	3 742	17 162	16 423
Convict Research	3 960	4 130	4 107
Deceased Estates	1 310	2 280	1 287
Total revenue	9 012	23 572	21 817
Refunds	562	312	1 035
Net revenue	$8 450	$23 260	$20 782
Telephone inquiries	5 818	6 434	6 564
Permission to publish	74	58	87

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

+ *New system: January-June 1992 only*

Table 4   **Extension Service Statistics**

	1991-92	1992-93	1993-94
Activities for which fees were charged	13	18	26
Free talks/tours for groups	36	34	23
Individual visitors:			
Archivists/librarians, etc.	1	3	4
Work experience students	12	13	18
Other:			
Papers given at outside conferences	3	—	—
Stalls/publicity activities	1	4	2

Table 5   **Photographic Service Statistics**

	1991-92			1992-93			1993-94		
	City	K'wood	Total	City	K'wood	Total	City	K'wood	Total
In the Search Rooms:									
Photocopies	18 822	27 176	45 998	16 984	26 526	43 510	23 106	24 253	47 359
Reader/Printer copies	6 690	3 043	9 733	8 408	2 956	11 364	8 555	3 562	12 117
Aperture Card negatives	220	243	463	204	200	404	153	121	274
Photographic prints	54	21	75	181	11	192	92	3	95
Arising from Written Inquiries:									
Photocopies			1 426			5 226			4 317
Reader/Printer copies			741			982			721
Aperture Card negatives			40			114			99
Photographic prints			1			9			17
Totals:									
Photocopies			47 424			48 736			51 676
Reader/Printer copies			10 474			12 328			12 838
Aperture card negatives			503			518			373
Photographic prints			76			201			112
Unpublished microfilms			256			170			40

CURRENT PUBLICATIONS OF THE ARCHIVES AUTHORITY

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 to 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

(44) Attorney General and Justice — Registry of Births, Deaths and Marriages: Microfiche copies of Indexes to Births, Deaths and Marriages, 1788-1905

(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) Document Kits

(1) From Cato Street to Botany Bay: Convict Case Studies from material in the Archives Office of New South Wales (1979)

(e) Publications in Microform

(1) *Genealogical Research Kit*
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).

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

(f)   Other Publications

(1)   Annual Reports of the Archives Authority of New South Wales

(2)   Archeion: The Magazine of the State Archives

(3)   ArchiVista: News and Views from the State Archives

(4)   For The Record. Managing Records in the New South Wales Public Sector

(g)   Postcards

(1)   Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7th January, 1880

(9)   Construction of Sydney Harbour Bridge: View from McMahons Point, September, 1930

(10)   Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930

(11)   Construction of Sydney Harbour Bridge: Erecting the Deck, December, 1930

(12)   Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March, 1932

(13)   The Garden Palace Fire

(14)   Spanning the Harbour

(15)   Sydney Bridge

(16)   Sydney Heads

(h)   Maps

(1)   An outline of the settlement of New South Wales, 1817

(2)   Plan of the Settlement and Garrison Farm, Norfolk Island, May 1829

(i)   Posters

(2)   Sydney Harbour Bridge Celebrations, 1932

(3)   The Australian Mail Steamer "Orient"

(5)   Harbour Bridge construction from Circular Quay, c.1930

(6)   Harbour Bridge opening, March 1932

(j)   Hotel Plans

(1)   Proposed Lilly Bridge Hotel, corner of Ross and Wigram Streets, Forest Lodge, 1887

(k)   Souvenirs

(1)   Plague Proclamation tea towel

(2)   Emigration Poster tea towel

(3)   Ticket of leave blank

(4)   Chocolate Bars

(5)   Biscuits

(6)   National Register of Shipping Arrivals

(7)   Family History Starter Kit

(8)   State Library of NSW Pathfinder No.1 - NSW

(l)   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

(m)   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

(n)   Government Records Repository Publications

(1)   The General Records Disposal Schedule for Local Government in New South Wales

The Archives Authority is a New South Wales government organisation