

# ARCHIVES AUTHORITY OF NEW SOUTH WALES

ANNUAL REPORT

1990-91



The Hon. Peter Collins, M.P.,  
Attorney General and Minister for  
Consumer Affairs and the Arts  
Parliament House  
SYDNEY NSW 2000

30 October 1991

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 first Annual Report and Financial Statements, covering the year ended 30th June 1991.

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, M.P.  
Attorney General  
Minister for Consumer Affairs  
Minister for the Arts  
Member for Middle Harbour*



Minister for the Arts

It gives me great pleasure to table the 1991 report of the Archives Authority of New South Wales to Parliament.

The past year was an eventful one which saw many changes. In July, 1990 two of the Authority's offices began operating off-budget, the first archival organisations in Australia to attempt this. In November, 1990 the Authority undertook a comprehensive review of its Corporate Plan, the first such review for many years. The resulting new Corporate Strategy, 1991-94 is significant in committing the Authority to operating in all phases of the records management life cycle, or "continuum", from creation through transmission, maintenance, storage, disposal, archiving and preservation. Also in November, 1991 the Authority submitted a discussion paper on amending the Archives Act entitled Government Records in New South Wales from 1788 to the 21st Century: a Proposal for new Public Records Legislation for NSW.

During the year much effort was also devoted to financial matters, to a processing "blitz", and to the restructuring of the Government Records Repository and the Archives Office.

The Authority has become a pioneer in the commercialisation of records and records management services in Australia, and its financial operations now form an integral part of its corporate strategy. The receipts from the Authority's revenue-raising initiatives offer tangible evidence of the value of its resources and its progress with its mission.

I congratulate the Members of the Authority and the staff on their fine work, their commitment to the provision of archives and records services and their vital contribution to the Authority's achievements, particularly in light of the fact that these initiatives have been achieved during a time of economic stringency and reduced funding.

A handwritten signature in black ink, appearing to read 'Peter Collins'.

Peter Collins, M.P.  
Minister for the Arts



*The entrance to the Search Room, the State Archives Building,  
Globe Street, The Rocks, Sydney*

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**REPORT**  
**of the**  
**ARCHIVES AUTHORITY**  
**OF NEW SOUTH WALES**  
**1990/91**

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# **THE ARCHIVES AUTHORITY OF NEW SOUTH WALES**

## **CHARTER**

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

## **MISSION**

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

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

- . irrespective of their format, and
- . through every phase of their life cycle - creation, transmission, maintenance, storage, disposal, archiving and preservation.

Through the successful pursuit of its mission, the Authority hopes to evolve into one of the best and most progressive archives and records services in the world.

## **OBJECTIVES**

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

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

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

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

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

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

## OVERVIEW

The past year was an eventful one which saw many changes. In July, 1990 two of the Authority's offices began operating off-budget, the first archival organisations in Australia to attempt this. In November the Authority undertook a comprehensive review of its Corporate Plan, the first such review for many years. The resulting new Corporate Strategy, 1991-94 is only an interim document and will be revised later in 1991. But it is significant in committing the Authority to operating in all phases of the records management life cycle, or "continuum", from creation through transmission, maintenance, storage, disposal, archiving and preservation. This is generally accepted as being the key to effective records management, because without proper preparatory work in each phase of the "continuum" problems are passed to succeeding phases and the end product is defective. The weakness of the present Archives Act is that it is concerned only with the archiving phase and takes no account of the "continuum". In identifying various key result areas the Corporate Strategy therefore gave highest priority to statutory reform.

Also in November, 1990 the Authority's Sub-committee on Amending the Archives Act submitted to the Minister a discussion paper entitled Government Records in New South Wales from 1788 to the 21st Century: a Proposal for Public Records Legislation for NSW. The discussion paper was received favourably and the Authority is presently costing its proposals, preparatory to publishing it as a green paper. The Task Force on Guidelines for Machine Readable Records which was formed in 1990 also made progress during the year, with most of its energies being devoted to a survey and analysis of machine readable records held in departments.

Much effort was also devoted to financial matters, to the processing "blitz" and to restructuring the Government Records Repository and the Archives Office. These and related matters are outlined below.

Before turning to them the Authority wishes to convey its gratitude to its Minister, the Hon Peter Collins, M.P., Minister for the Arts, for his continuing support and assistance; and also warm thanks to its staff for their vital contribution to its achievements and for their commitment to the provision of archives and records services.

### Financial Strategy and Operations

The Authority is funded from the Consolidated Fund. It provides basic services to the public free of charge but derives substantial revenue from Repository and Records Management services, from an active publications program which includes the Genealogical Research Kit and The Colonial Secretary's Papers, 1788-1825, as well as a widening range of "value added" services to both government and the public. The Authority is now levying charges in nearly 30 separate areas and the revenue has increased dramatically in the past decade, from \$33 513 in 1981-82 to \$375 894 in 1985-86 and \$1 167 145 in 1989-90. The 1990-91 receipts totalled \$1 713 700 and there were outstanding invoices for a further \$634 902.

The Authority's financial operations now form an integral part of its corporate strategy. Like many other archives, the Authority began by levying charges to help offset the cost of special publications and projects such as the Concise Guide to the State Archives. From this it progressed to using charges as an administrative tool, first by charging for Repository services as a way of conserving storage space, and then by producing and selling its Genealogical Research Kit as a method of controlling demand for reader services. The success of these exercises opened the Principal Archivist's eyes and he realised that, through the judicious application of commercial principles, the Authority might be able to supplement its income to the point where, for the first time, it could operate successfully at all phases of the records management "continuum", or life cycle. As noted previously, this is the key to the effective and efficient management of Government records, and it has become the core of the Authority's mission.

Obviously the Authority still has a long way to go. However, it is proud of its revenue-raising initiatives and believes that the 1990-91 figures offer very tangible evidence of the value of its services and its progress with its mission. The Authority is also proud of having pioneered the commercialisation of archives and records management services in Australia. In the beginning it was fortunate to be one of the few State archives to operate independently of libraries, and to concentrate on the needs of its primary client, the government, unencumbered by overriding obligations to end users and a commitment to free access to information as is the case with public libraries. The Authority has built upon this advantage and for many years its annual revenues have far outstripped those of all other Federal and State Archives, combined. Several interstate agencies are now following its lead. In 1990-91 the Queensland and South Australian Governments both decided to commercialise their repository and records management services and sought the Authority's advice on procedures.

As reported last year, in June 1990 the Treasurer approved the Records Management Office and the Government Records Repository operating off-budget in 1990-91, as a first step towards full commercialisation, and provided them with a working capital advance of \$200 000, interest free and repayable after twelve months.

Despite a determined and commendable effort which saw its receipts increase from \$288 167 in 1989-90 to \$370 202 in 1990-91, the Records Management Office did not succeed in covering its operating costs and it ended the year with expenditure of \$526 722, and thus a shortfall of \$156 520. This was more than offset by the Repository's remarkable success. Its receipts totalled \$1 207 287 and its expenditure \$961 040, leaving a surplus of \$246 247 which Treasury has agreed shall be invested and, together with the resulting interest, used to offset the cost of repository extensions.

By April, 1991 it was apparent that while the Repository could support itself unaided, the Records Management Office could not. Further negotiations were held with Treasury which undertook to write off the Records Management Office's 1990-91 deficit on condition that it be combined with the Repository in 1991-92 as a Category C1 "Commercial Enterprise Activity" as defined in Treasury's 1990 policy document on net appropriation, The Classification and Control of User Charges within Inner Sector Budget Agencies. At the end of the year action was being taken to cut back the Records Management Office's costs, with a view to improving its financial viability and reducing any negative effect on Repository finances, as a first step towards preparation of a joint business plan for the Repository and the Records Management Office in 1991-92.

The Archives Office is also moving towards the net appropriation system and is currently negotiating a Revenue Agreement with Treasury whereby it will function as a Category C4 "Government Service Activity" in 1991-92.

Earlier this year the Archives Authority was advised of its preliminary budget allocation for 1991-92, a sum of \$3 280 000 which represents only a minor reduction in monetary terms on its allocation for 1990-91, but a significant cut in real terms after allowance is made for increased costs. It will oblige the Archives Office to put off four temporary staff in August and to leave positions vacant throughout 1991-92. The Authority recognises that the allocation reflects the country's poor economic position and it accepts that it must bear its share of cuts. Nevertheless, it has a duty to point out that the reduction will translate into reduced activity somewhere, and probably in the processing field. It also wishes to point out that cuts fall especially heavily upon it: first, because it has no trust funds to cushion it; and second, because 40.1 per cent of its budget goes on fixed costs such as rent (\$1 194 000) and power (\$125 000) which it cannot easily reduce. Indeed, the Authority is the only State cultural institution to be disadvantaged by having to pay rent on its city headquarters.



*The "State Archives Building", the city headquarters  
of the Archives Authority of New South Wales.*

At the end of the year the Authority was advised that the State's financial position had deteriorated further and that additional, heavier, cuts could be expected. The Authority is now greatly concerned that its growing success in funding the records creation, management and repository phases of the records life cycle will be offset by erosion of funding of the archives phase.

The Authority's financial statements have been prepared once again on an accrual accounting basis for the year ended 1990-91, whilst operations during the year have been carried out under a cash accounting basis.

During this period Mr Nicholas Stafford-Gaffney B.Bus. (Acc), ASCPA, has been employed as a consultant for the purpose of changing the financial operations to an accrual basis from 1 July 1991. This has involved the establishment of a computerised accrual accounting system and the implementation of associated policies and procedures.

In 1990-91 the Authority paid an audit fee of \$19 000 in respect of its accounts.

### **The Archives**

As reported last year, the winding-up of the Authority's Bicentennial Program and the success of its Genealogical Research Kit in reducing demands for reference services have permitted the Authority to reposition its staff and facilities to tackle the very large arrears of unprocessed records which have accumulated since the 1970s. Processing was given priority in 1990-91 with the Authority setting a target for the City office of 800 metres of records. This was comfortably exceeded. During the year the City office processed 1 350 metres of records while a further 790 metres were processed at Kingswood, making a total of 2 140 metres. Accessions during the year totalled 1 907 metres, so that for the first time since the 1960s the quantity of records processed actually exceeded the quantity accessioned. This progress was assisted by the production in March 1991 of a new manual for internal use, entitled A Practical Guide to Processing in the Archives Office of New South Wales. Unfortunately, the accelerating speed of administrative change in Government is causing public offices to dispose of records at a rapid rate so that although the Authority actually took in only 1 907 metres during the year it committed itself to accepting a total of 2 200 metres of records as State archives under new or continuing authorities. Moreover, as noted the budgetary situation will oblige the Authority to put off some staff during 1991-92 and this will hinder the processing program. Accordingly, despite recent progress the Authority's long-standing concern that in failing to catalogue its arrears of unprocessed records it is failing in its statutory obligations under Section 13 of the Archives Act remains very real.

In 1990-91 the Authority also continued to give priority to the publication of the long-deferred second edition of the Concise Guide to the State Archives. The Concise Guide, which is the major finding aid of the Archives Office, has been out of print for many years and its unavailability hampers the work of staff and researchers alike. The new edition is scheduled to appear early in 1992.

During the period 26 November-31 December 1990 the City Search Room was closed while a full stocktake of the State archives held in the State Archives Building was carried out. This was the first complete stocktake of City Office holdings to be held since the collection was moved to the Rocks in 1978. As a result a full and accurate list of items genuinely "missing" from the collection was compiled and 19 items were found to be misfiled, including a number of surveyor's field books and Colonial Secretary's Correspondence. The stocktake also identified some major and many minor conservation problems in the collection which will assist with future conservation planning. The Stocktake was a most worthwhile exercise and it will be repeated at regular intervals in the future.

### Accommodation

The Archives Authority is accommodated in two buildings: "The State Archives" building in Globe Street, Sydney which was completed in 1978, and the State Archives and Government Records Repository at Kingswood, which is 55 kilometres west of Sydney. The Kingswood building has been constructed in stages since 1973 with the latest extension, a new Services Building, being completed in 1987.

The space provided by this building program has been carefully husbanded and the Authority is pleased to report that it is still adequate for immediate needs. However, the very large intake of State archives and semi-current records in recent years is placing a heavy strain on the Authority's storage space and it is anticipated that it will be exhausted by late 1993 or early 1994.

The need to plan and construct new accommodation is therefore urgent. In December, 1990 the Authority received and endorsed a report recommending construction of additional accommodation at Kingswood for approximately 40 kilometres of records, together with offices and work areas for staff. The Authority is hopeful that it will be able to fund the storage accommodation for semi-active records from revenues received from Repository services, leaving the Government responsible for funding only specialised storage for archives and for the staff and work areas. Discussions followed with the Ministry for the Arts and the Authority has obtained its approval to proceed with planning, including a feasibility study and an economic appraisal. Preliminary advice from the Public Works Department suggests that the building could cost about \$4.5 million to which must be added a further \$1.5 million for shelving.

In the meantime, as noted earlier, the high and rising rent which the Authority pays on its Globe Street premises, presently \$1.19 million per annum, is imposing a heavy strain on its finances. In 1992 the Authority intends reviewing its entire accommodation program, in the hope of rationalising and reducing costs.



*The Services Building, State Archives and Government Records Repository, Kingswood.*

## **Staff Establishment and Restructuring**

This has been another very busy year in the staffing area.

In 1990 the staff establishment of the Repository Services Division was restructured in order to provide the planning, marketing, survey, disposal, and consultancy skills required by the Repository in its developing commercial role. The Manager's and Deputy Manager's positions were upgraded and four other positions were reclassified, with the cost being met from the Repository's revenues.

In February, 1991 the Technical and Reference Services Divisions of the Archives Office were abolished and combined into a single unit under the direction of the Assistant Principal Archivist. The Divisional structure had served the Office well during the period of the genealogical boom but in recent years has tended to act as an impediment to the rapid and flexible movement of resources around the Office. It also has been an obstacle to multi-skilling and devolution of responsibility under the Structural Efficiency Principle. The functions of the former Divisions have been distributed among five new sections: disposal, systems, collections services, preservation services and client services. This measure was the first in a series which will include the reclassification and regrading of many positions; the review and rationalisation of record holdings in the City office, in order to reduce rental costs and prepare the way for new appraisal and accessioning arrangements under amended legislation; and the progressive transfer of many technical functions to Kingswood. These changes will lead to a better-balanced and more effective and efficient organisation which is attuned to the needs of the 1990s.

The new Organisational structure, functions and priorities are set out in Appendices 1 and 2.

At the end of the year a start was made on restructuring the Records Management Office with a view to improving its financial viability in 1991-92.

## **Program Performance Evaluation**

In accordance with the Authority's rolling plan for Program Performance Evaluation the Archives Office's Research Services to the Public were evaluated during the year and a report on the findings was sent to the Ministry for the Arts.

The Archives Authority has provided a free letter inquiry or Research Service for readers ever since its inception in 1961. The Service began by providing in-depth research for occasional readers (less than 100 per year) but was progressively curbed after 1972 when demand began to soar with the developing genealogical boom, and since 1982 it has been severely restricted in terms of time spent on individual inquiries. The Authority has reviewed several aspects of the Research Service during the past ten years and was well aware of its limitations. The evaluation team was therefore charged with assessing its overall effectiveness and designing a service in keeping with the Archives Office's limited staff resources and overall priorities.

At the time of the evaluation the Service was handling about 2 500 inquiries per year, which fully occupied the time of 4.5 staff and cost \$132 000, or about 5.2 per cent of the Authority's annual recurrent expenditure. The evaluation found that while the Service provided a limited but useful service to clients and performed a valuable staff training function, it also

- was expensive to operate;
- handled many vague enquiries with a low success rate;
- used more staff resources than the Archives Office could afford, some of which would be more productively employed elsewhere; and
- used records which were widely available throughout Australia, as part of the Authority's Genealogical Research Kit.

Following the evaluation the Authority decided to abolish the current free Research Service with effect from 31 March 1991; introduce a limited user-pays service on selected topics only from January 1992; and re-deploy most Research Service staff in higher priority areas such as processing, microfilming, the documentation of administrative history, and the production of finding aids.

In 1991 the Authority also embarked upon evaluations of its Photographic Service and its Stock Control systems, and the Commercialisation of the Records Management Office. The first two evaluations will be completed by September, 1991 and the third by June, 1992. All will be reported upon in the next Annual Report.

The Authority has also reviewed its Schedule of Program Evaluations, following receipt of the Office of Public Management's Memorandum No. 91/3, which introduced new procedures effective from 1 March 1991. The procedures give agencies the option of adopting 3 or 5 year rolling plans for program evaluation and the Authority has chosen the former. Its experience suggests that in a period of rapid change five years is too long: items scheduled for evaluation late in the plan often have to be brought forward while items scheduled for early evaluation may become less significant. The Authority has therefore moved to a three year rolling plan containing a maximum of six high priority items.

**Schedule of programs to be evaluated**

Year 1	Year 2	Year 3
1. Commercialisation of Records Management	3. Rationalisation of Accommodation	5. Statutory Reforms
2. Archives Office Correspondence System	4. Archival finding Aids	6. Machine Readable Records

**THE ARCHIVES AUTHORITY**

**Membership**

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

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

- one is to be nominated jointly by the President of the Legislative Council and the Speaker of the Legislative Assembly: the appointee under this section is Mr John Booth, who until 25 May 1991 was Member of Parliament for the electorate of Wakehurst;
- one is to be nominated by the Chief Justice of the Supreme Court: the appointee under this section is presently the Hon. Mr. Justice Thomas Waddell of the Supreme Court;
- one is to be nominated by the Premier: the appointee under this section is presently Mr David Richmond, formerly with the Premier's Department and now Executive Director, Community Services, of the Benevolent Society of NSW (Deputy Chairperson of the Archives Authority);
- six are to be nominated by the Minister and must include at least one person who has knowledge of, or experience in, tertiary education: at present the appointees under this section are: Dr Arthur Davies, formerly the Senior Lecturer in Politics at the University of New England; Professor Brian Fletcher of the University of Sydney; Mr Graham Ireland, Executive Director, NSW Workcover Insurers Committee; Associate Professor Beverly Kingston of the University of New South Wales; Dr Kenneth Knight, formerly Principal of Kuring-gai College of Advanced Education (Chairperson of the Archives Authority); and Mr Evan Williams, Secretary of the Ministry for the Arts.

**Attendances at Meetings**

There were six meetings of the Archives Authority during 1990-91. The attendances were as follows:

Dr K.W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairperson) . . . . .	6
Mr J.D. Booth, B.A., LL.B., M.P. . . . .	3
(Excused for his absence from two meetings)	
Dr A.J. Davies, B.Ec., M.Sc.(Econ.)(Lond), Ph.D., Dip.Ed. . . . .	6
Professor B.H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S. . . . .	6
Mr G.R. Ireland, LL.B. . . . .	5
(Excused for his absence from one meeting)	
Associate Professor B. Kingston, B.A., Ph.D. . . . .	6
Mr. D.T. Richmond, M.Ec. (Deputy Chairperson) . . . . .	6
The Hon. Mr Justice T.W. Waddell, Q.C. . . . .	4
(Excused for his absence from two meetings)	
Mr. F.E. Williams . . . . .	6

The Principal Archivist and the Deputy Principal Archivist attended all 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.

### **Ward Memorial Manuscript Room**

The Ward Memorial Manuscript Room in the State Archives Building was set up as a memorial to Professor John Manning Ward and his wife, Mrs Patricia Bruce Ward, who were among those killed in the tragic Brooklyn railway accident on 6 May 1990. John Manning Ward, A.O., M.A., LL.B., F.A.H.A., F.A.S.S.A., F.R.A.H.S., former Vice-Chancellor of the University of Sydney and Challis Professor of History, was associated with the development of the State's archival institutions from the early 1950s. He was a foundation member of the Archives Authority from 1961 and its Chairman from November 1979 to May 1983. Patricia Bruce Ward, A.M., B.A., Dip. Ed., F.L.A.A., was a former teacher-librarian whose professional interests included education and training, local studies, archives, conservation, school and local libraries. From 1981 she was Secretary of the Action Committee on Local Government Records which was formed to encourage local government authorities to establish proper facilities for the management, storage and use of local archives.

The Ward Memorial Manuscript Room was dedicated on 16 May 1991 by the Hon. Peter Collins, M.P., Minister for the Arts.



*Mr D.J. Cross, Principal Archivist; Dr K. Knight, Chairman of the Authority; and the Hon. P. Collins, M.P., Minister for the Arts; at the dedication of the Ward Memorial Manuscript Room in the Search Room, The State Archives Building on 16 May 1991.*

### Committees

The Authority has four Committees: a Publications Committee; a Committee on Culling of Documents Relating to Primary Applications; a Sub-Committee on Amending the Archives Act; and a Task Force on Guidelines for Machine Readable Records.

Two longstanding committees, the Publications Committee, established in 1978, which is responsible for planning and overseeing its publication program, and the Committee on Culling of Documents Relating to Primary Applications, established in 1987, which is responsible for surveying blocks of unfiled records from the Land Titles Office and developing culling guidelines, were dormant for the entire year. These Committees are very much dependent upon input from the staff who were heavily involved in other projects and on other Committees throughout the year.

In October, 1989 a Sub-Committee on Amending the Archives Act was established in conjunction with the Ministry for the Arts. The Sub-Committee consists of Mr D. Richmond (Chairman), Mr Justice Waddell, Associate Professor B. Kingston, and Mr F. E. Williams (who also represents the Ministry for the Arts), together with the Chairman of the Archives Authority, the Principal Archivist and the Assistant Principal Archivist as ex-officio members. Dr Barbara Le Maistre served as the sub-committee's secretary. As noted earlier the Sub-Committee has produced a discussion paper entitled Government Records in New South Wales from 1788 to the 21st Century: A Proposal for Public Records Legislation for NSW.

The Authority's fourth Committee, a Task Force on Guidelines for Machine Readable Records was approved by the Premier on 28 December 1989 with the following terms of reference: "to develop guidelines and standards for machine readable records in the New South Wales Government sector, with particular reference to their creation, format, updating, maintenance, storage, disposal, access, and, in respect of records identified as having long-term value, their permanent preservation". The Task Force is chaired by the Principal Archivist with representation from the Attorney General's Department, the Auditor General's Department, First State Computing, the Land Titles Office, the Premier's Department, the State Library and the Treasury.

In addition to the Authority's committees, the Archives Office also has three Committees: a Computer Appraisal Group; an Institutional Consultative Committee; and a Publications and Promotions Committee.

The Computer Appraisal Group was established to review and appraise proposed computer purchases. The overall purpose of the group is to co-ordinate, rationalise and ensure compatibility, whenever practicable, of the Authority's computer equipment and to promote a broader understanding of its computer capabilities.

The Institutional Consultative Committee was established in May, 1990 to consider proposals to produce structural efficiencies within the Archives Authority and proposals to improve the career prospects, training opportunities and workskills of the Authority's employees.

The Publications and Promotions Committee was convened by the Extension Officer late in 1990 in order to rationalise and control the production, promotion and sale of publications, souvenirs etc.

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

The Authority's Principal Archivist and Chief Executive Officer is Mr John Cross, B.A., Dip.Lib. The other senior staff are the Deputy Principal Archivist and Secretary to the Authority, Mrs Frances Lemmes, B.A., M.Lib., A.L.A.A.; the Manager (Government Records Repository), Mr John Burke, B.A., Dip.Lib., Dip.Arch.Admin.; the Deputy Manager (Government Records Repository), Ms J.M. Stapleton, B.A., Dip.Arch.Admin.; the Manager (Disposal Services), Ms A.J. Barber, B.A., Dip.Arch.Admin.; the Manager (Systems), Mrs C.M. Shergold, B.A., Dip.Lib., Dip.Arch.Admin.; the Acting Manager (Collection Services), Mr R. Gore, B.A., Dip.Lib.; the Manager, (Preservation Services), Mr J. Davies, A.M.N.; the Acting Manager (Client Services), Ms G. Davis, B.A., Dip.Arch.Admin.; the Manager, Records Management Office, Mr Denis Comber, B.A. (Lib.Sc.), Dip.Lib.Rel.& Law; the Deputy Manager, Records Management Office, Mrs Joy Siller, B.A. (Lib.Sc.); and, the Senior Administrative Officer, Mr B.J. Edwards.

### **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 Australian Library and Information Association, and the Commonwealth Archivists Association. The Records Management Office is a member of the Records Management Association of Australia.

The Principal Archivist was a member of the Executive Committee of the Australian Council of Archives until May, 1991.

### **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 administrative section.

As mentioned previously, following the restructuring of the Archives Office in February 1991, the Technical and Reference Services Divisions were broken up into the following five sub sections:

1. Disposal
2. Systems
3. Collection Services
4. Preservation Services
5. Client Services

A summary breakdown of the functions of the new sections of the Archives Office are set out in Appendix 1 and an interim Organisation Chart is attached, as Appendix 2.

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

**Archives Office of New South Wales**

"The State Archives" Building

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" Building

66 Harrington Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0121

**Government Records Repository**

O'Connell Strett, KINGSWOOD 2747

Postal Address: PO Box 516

KINGSWOOD 2747

Telephone (02) 673 1788

**Public Access**

Hours of Opening:

Search Room and Exhibition, City

Monday	9.00 am - 5.00 pm
Tuesday	9.00 am - 5.00 pm
Wednesday	9.00 am - 6.00 pm
Thursday	9.00 am - 5.00 pm
Friday	9.00 am - 5.00 pm
Saturday	10.00 am - 4.00 pm

Search Room, Kingswood Repository

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

Closed Public Holidays

## **THE PROGRAMS OF THE ARCHIVES AUTHORITY**

### **Archives Office**

#### **I. Disposal Services** (Manager, Ms A.J. Barber, B.A., Dip.Arch.Admin.)

This section is located in the State Archives Building, Globe Street, Sydney. Its main function is to appraise, cull and dispose of public records referred to the Authority under the Archives Act, No.46 of 1960, section 14. 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 of Public Records***

The Archives Act provides that public records in the custody or under the control of a public office shall not be destroyed or disposed of otherwise than in accordance with a specified procedure. Under this provision a public office may thus retain custody of its own records 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 as that in which they were maintained in the public office.

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

In 1990-91, the Authority dealt with 259 recommendations for the disposal of records, compared with 271 recommendations in 1989-90. The recommendations covered 1 374 series of records. The known quantity of records covered by these records is 4 925 metres.

#### **1) Retention of public records**

During the year the Archives Authority authorised the transfer of approximately 1 402 metres of records as State archives. Not all these records have been transferred as yet, however this figure represents a known quantity of records for which the Archives Office has a future commitment to process and store.

In addition, a number of the disposal recommendations were functional records schedules and continuing authorities, and will result in an unknown quantity of records being transferred as State archives or for further inspection and appraisal.

#### **2) Destruction of public records**

Authorisation was given during the year for the destruction of a known quantity of at least 3 524 metres of 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 and destructions under such authorities are an agency responsibility. However, it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

### 3) Other Services

Disposal Services staff were also involved in various seminars, workshops and professional discussions of current appraisal practices and disposal issues. The most significant of these included: discussions with the Commonwealth Department of Administrative Services on appraisal techniques on 31 August 1990; a disposal workshop for the Department of Housing held on 12 February 1991; a visit to the Australian Archives Central Office, Canberra on 14-15 February 1991; and a seminar on the disposal of public records specifically for the Professional Historians Association at Kingswood on 20 April 1991.

## II. **Systems**

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

This section is located in the State Archives Building, Globe Street, 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, and Royal Commissions.

Since its establishment as a result of the restructuring of the Archives Office in February 1991, the Systems Unit has attempted to concentrate on its prime mission, the preparation of the second edition of the Concise Guide. Progress on the Concise Guide, however, has been restrained by considerable activity in other crucial areas for which the Unit is responsible.

By far the most prominent distractions have been the responsibilities associated with the records of Royal Commissions, particularly those of the Chelmsford and Blackburn inquiries. Since its inception the Systems Unit has furnished certified copies of some 12 500 pages, 14 audio tapes and 5 video tapes in respect of the Chelmsford Commission and 2 689 pages, 1 audio tape and 42 photographic prints in respect of the Blackburn Commission. Furthermore, 7 original exhibits of the latter Commission were uplifted by the Office of the Director of Public Prosecutions in March. In addition, certified copies of 746 pages, 21 video tapes and 21 photographic prints relating to the Blackburn Commission were supplied to the Crown Solicitor between October 1990 and February 1991. The Archives Office endeavours to recover costs associated with the supply of these records or copies thereof, but to date only \$1 289.58 has been received.

The Archives Authority took formal possession of the records of the Chelmsford Royal Commission, housed at the former Commission premises, in June 1991. Their physical transfer to the State Archives is still subject to negotiations between the Authority and the Premier's Department.

## III. **Collection Services**

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

As part of the re-structuring of the Archives Office, the responsibility for accessioning, processing, documentation, location and movement of records, space planning and setting conservation/reprography priorities have been brought together under Collection Services.

The major priority during the year has been the continuation of the intensive processing program which began in February, 1990. The program attempts to keep new accessions under control, and at the same time reduce the substantial processing arrears. Considerable success has been achieved in both these areas but unless staff levels can be maintained, processing arrears (currently at 4 000+ metres plus many thousands of maps and plans) will again rapidly increase, given that new accessions are being received at the rate of almost 2 000 metres per year.

The quantity of records being taken in is also placing considerable pressure on available storage space for State archives, and if current trends continue, archival space in the Repository will be exhausted within 2-3 years.

Another significant development during the year has been the establishment of a small processing unit at Kingswood, with a processing/culling work experience program for archivists based at Kingswood. While resources are limited, it is hoped that some progress can be made on processing and culling time-expired records in the Repository as well as on reducing the large quantity of accessions currently occupying archival storage.

<b>Summary statistics, accessioning, destruction and processing of records, 1990-91</b>			
	City	Kingswood	Total
<sup>1</sup> Quantity of records accessioned (metres)			
- non-continuing	*911	+644	1 555
- continuing	235	117	352
- total	1 146	761	1 907
<sup>2</sup> Quantity of records destroyed	153	-	153
Quantity of records processed	1 350	790	2 140

\* includes 382 metres of records "accessioned" prior to processing on site in Lands Department and State Rail Authority premises

+ includes 610 metres of files transferred for further appraisal from the State Rail Authority

**Notes**

1. This figure represents the total quantity of records taken into Archives Authority custody (ie. records transferred under standard or non-continuing recommendations as well as those received under continuing authorities).
2. The "records destroyed" figure relates only to the destruction of accessioned records which have been "culled out" by Archives Office staff, or otherwise temporarily held pending a decision of the Archives Authority and does not cover records destroyed by or on behalf of government agencies acting on decisions of the Archives Authority.

Substantial quantities of non-standard records (chiefly maps and plans) have also been accessioned during the year but have not been included as these quantities cannot be readily expressed in metres.

**Performance Indicator**

Target processing output (City):	800 metres
Actual output :	1 350 metres
Target exceeded by :	550 metres

## **Accessions**

A significant number of important records were accessioned during 1990-91, including:

- State Rail Authority records, notably records held by the SRA Archives Section, 1848-1990
- Roads and Traffic Authority - Bridge plans, c.1840s - c.1970s
- Maritime Services Board records, including records from the Board Library, c.1847-1990
- Records of the New South Wales Government Bicentennial Secretariat

A small number of estrays were accessioned during the year (estrays are public records which at some stage, have passed out of official custody and into private hands). The most significant of these was a collection of miscellaneous papers from the Newcastle Police Office, 1836-62 (transferred from the Mitchell Library).

From time to time, public records are also discovered amongst items to be sold by auction, and in instances where the sale is to take place in New South Wales, the auctioneers are instructed to withdraw the item from sale under the provisions of Section 18 of the Archives Act. An ex-gratia payment of \$40 was made for the return to official custody of a memo from the Detective Office, Sydney, to the Inspector General of Police concerning the arrival of Fenian agents, 1868 (obtained from James R Lawson, auctioneers).

## **Processing**

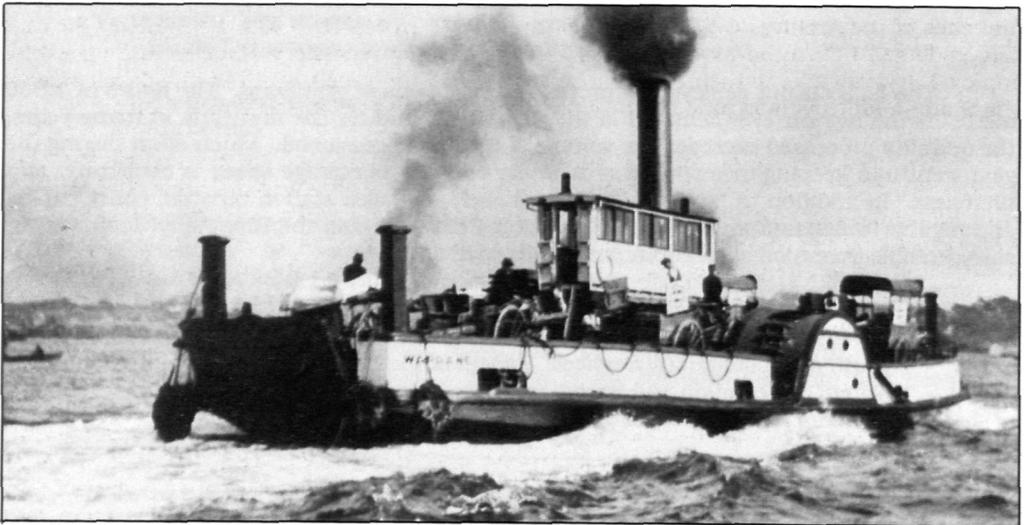
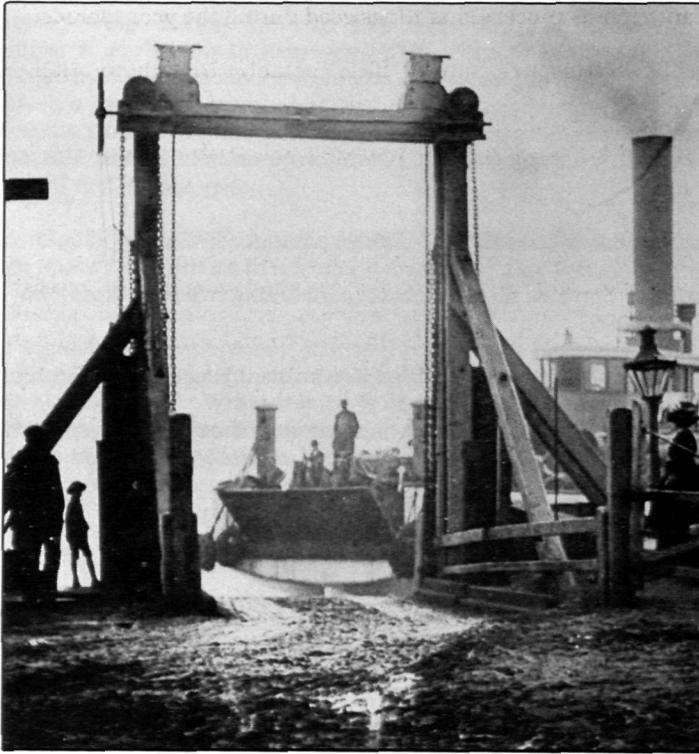
### 1. City Office

The high output achieved by processing staff is most gratifying. The figure of 1 350 metres is the highest ever achieved in the City Office, and for the first time in many years, the quantity processed exceeded the volume of records accessioned. Much effort during the year went into keeping incoming records under control, as storage space is constantly at a premium. In addition to "standard" material such as Police station records, court papers and regular transfers from Public Works, Water Resources and the Electricity Commission, some notable accessions have been processed, such as:

- Lands: Miscellaneous registers and other records, c.1852 - 1978
- Governor: records of Eric Woodward (1957-65) and Roden Cutler (1965-81)
- Youth and Community Services: Papers of the Director General, 1969-85
- Water Conservation and Irrigation Commission: Minutes, 1916-74
- Premiers - Office on Ageing: Correspondence files, 1978-89

### 2. Kingswood

As part of the restructuring, a position of Processing Supervisor, Kingswood was established in May 1991, and is currently being filled on a temporary/acting basis.



*Undated photographs from the Maritime Services  
Board records accessioned during 1990-91.*

Significant records processed at Kingswood during the year include:

- Psychiatric Hospital patient files, notably Broughton Hall, 1915-63, and Parramatta, 1930-89
- Education: School files, 1940-79
- Board of Fire Commissioners' records, 1885-1986

### **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 network of regional repositories, one in each of the State's 11 Regions which are outside metropolitan Sydney. These repositories would serve Government and people in the regions by:

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

Such repositories are clearly within the terms of the Archives Act, Section 11 of which provides that the Authority "either alone or by agreement and in conjunction with any other person or body may establish, maintain and control within New South Wales, branches of the Archives Office of New South Wales". 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.

At present, State archives of regional interest are on loan to the archives of the Charles Sturt University (which incorporates the former Riverina-Murray Institute of Higher Education), the University of New England, the University of Newcastle, the University of Wollongong, and the Newcastle Region Public Library. In all, approximately 3 100 metres of records and some 1 000 maps and plans are held in these institutions. In addition to the above institutions, the Broken Hill City Council was approved as a new regional repository by the Archives Authority in April 1991, and records will be sent to Broken Hill for storage in the City Library in the near future.

Since 1984 the Archives Authority has supplied components of the Genealogical Research Kit, as they became available, to the Charles Sturt University, the University of New England (UNE), the University of Wollongong, and the Newcastle Region Public Library, and they now hold complete sets of the Kit. 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, and the Newcastle Region Public Library.

Material at some of these institutions receive heavy public usage, particularly at the Local History Section of the Newcastle Region Public Library and the Riverina Archives at the Charles Sturt University. These institutions report that a substantial proportion of readers are attracted by the Genealogical Research Kit.

## **Parliamentary Archives**

In December, 1980 a position at the level of Assistant Senior Archivist (now Senior Archivist) was created on the Archives Authority's establishment to permit the appointment of an archivist to care for the records of the Legislative Assembly. Since January, 1985 the archivist has also been responsible for the records of the Legislative Council. He is therefore responsible to both the Clerk of the Parliaments and the Clerk of the Legislative Assembly, and operates under the professional guidance of the Principal Archivist.

At the beginning of 1989 the Presiding Officers of Parliament (the President of the Legislative Council and the Speaker of the Legislative Assembly) approved an 'Archives Policy' for the Parliament. This Policy now governs the operations of the Parliamentary Archives and gives it a legitimate role and function within the Parliamentary establishment.

During the past year, the Parliamentary Archivist released further parts of the Guide to the Archives of the New South Wales Parliament.

### **IV. Preservation Services** (Manager, Mr J. Davies, A.M.N.)

Preservation Services operates from three fully equipped conservation, photographic 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; reprographic services; and the provision of technical advice to Government departments.

During the year priority has been given to conserving fragile heavily used material, repairing items prior to microfilming, and treatment of water-damaged records. About 35 metres of records suffered water damage when water from level 3 penetrated to the stacks on level 2 and level 1 on the evening of 19 March 1991. Fortunately, damage was generally minor and most items were dried out within a few days. The Government Insurance Office's assessor inspected the damage and insurance payments of up to \$20 000 to cover costs of materials and the employment of temporary staff to work on the damaged records will be made. Other significant records to receive attention during the year included:

- Court of Criminal Jurisdiction: Information, depositions and related papers, 1821-24
- Government Architect: Plans and specifications of schools and school residences, 1861-1910
- Public Works: Sydney Harbour Bridge plans, c.1920-30

### ***In-house microfilming program***

A number of factors, including reduced public demand for laboratory photographic work, repairs to the camera, and the appointment of a new photographer, combined to allow the Office to re-organize the work in the photographic laboratory, and to plan a program of in-house microfilming using the planetary camera purchased in 1979. The new arrangements will allow the Office to make better use of expensive equipment by filming a substantial quantity of records which would otherwise remain uncopied due to the limited budget available for contract microfilming. The series Indexes to Registers of Deceased Estates for the period 1880-90 is currently in the process of being filmed as part of this program.

**Contract microfilming program**

Records filmed as part of the contract microfilming program during the year include:

- Surveyor General: Letters received from surveyors, 1822-55
- various series of Colonial Secretary Letters sent, 1826-56
- Court of Criminal Jurisdiction: Informations, depositions and related papers, 1821-24

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**Summary of Preservation services carried out during 1990/91**

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Repair:

Manuscripts (including water damaged material)	11 477
Maps and Plans	197
Prints and drawings	101

Binding, rebinding and repairs to binding:

Conservation staff (48) Styfox Pty Ltd (122)	170
Reference books and guides	7

Mounting items for exhibitions

201

Testing films:

Silver Sulphide Densitometric Method	96
Methylene Blue Photometric Method	5

Reprography:

Film negatives	967
Photographic prints	350
Microfilms	2
Reader/Printer copies	864

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*Ms Therese Allen, Clerical Officer working on the in-house microfilming project in the photographic laboratory.*

**V. Client Services**

(Acting Manager, Ms G. Davis, B.A., Dip.Arch.Admin.)

As part of the ongoing restructuring of the Archives Office, the old Reference Services Division has been re-named Client Services. The major responsibilities in this area are:

- Search Room Services
- Research Services (letter and telephone)
- Extension and reader education
- Exhibitions
- Publications (other than control guides)
- Access conditions/Freedom of Information

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

**Public Access and Use**

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

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

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

**Number of Users (City and Kingswood)**

	1989-90	1990-91	Variation
Number of new readers tickets issued	3 078	2 796	-9.2%
Number of readers tickets renewed	2 344	2 205	-5.9%
Total readers tickets	5 422	5 001	-7.8%
Proportion of new/total readers tickets	57%	56%	n/a
Number of daily undertakings (temporary tickets)	90	1 083	+2.2%
Total number of users	6 312	6 084	-3.6%
Average number of visits per user	2.4	2.3	-4.2%

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

### **General trends**

After allowing for the closure of the City Search Room between 26 November 1990 and 1 January 1991 for a stocktake, usage figures appear to have stabilised after declining since the mid-1980s. The most significant development during the year was the cessation of the free research enquiry service on 31 March 1991 to allow the deployment of scarce staff resources on high-priority activities like processing. Planning is underway for an expansion of the user-pays research service in 1992 but the nature and extent of the service offered will depend on available resources.

### **Search Room Services**

#### **Summary - Total issues and reader/visits, City and Kingswood**

	1989-90	1990-91	Variation
Total numbers of issues	117 937	106 194*	- 10%
Total number of reader/visits	15 226	13 836*	- 9.1%

\* City Search Room closed for stocktaking 26 November 1990 - 1 January 1991

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 6: Reference to State Archives.

The City Search Room is currently open to the public for 47 hours per week, including Saturdays. The number of reader/visits remains at 1979 levels (c.33 readers per day), allowing reference staff to offer an efficient high quality reference service. Microfilm reels, fiche and photocopies are usually issued to readers within 60 to 90 seconds of receipt of a request, while original material is normally available within five to fifteen minutes.

The Kingswood Search Room is open from Tuesday to Saturday (a total of 38 hours per week), and retrieval times are similar to those in the City. While the number of researchers visiting Kingswood has dropped slightly, the usage of original records has increased substantially with the release of the Deceased Estate files early in 1991.

The City Search Room was renovated, recarpeted and repainted in December, 1990.

### **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 departments are set out below:

	1989-90	1990-91
Issues of Documents to Government departments	3 048	2438
Research of State archives on behalf of Government departments	12	17
Telephone inquiries from Government departments	366	318

***Inquiry Service***

**Summary - Inquiries received, City and Kingswood**

	1989-90	1990-91	Variation
No. of standard letter inquiries	2 555	1 728*	n/a
Convict Research Service inquiries+	150	78	-48%
Total no. letter inquiries	2 705	1 806	n/a
No. of telephone inquiries	5 749	6 213	8.1%
Total inquiries (letter/telephone)	8 454	7 941*	n/a

+ *a fee is charged for this service*

\* *the free written inquiry service ceased as at 31 March 1991. This figure does not include some 333 queries received and returned to sender after 31 March 1991.*

As noted above, the free research service was abolished as of 31 March 1991. This action was taken after the Corporate Plan highlighted priority areas within the Office (notably massive processing arrears), and an extensive review of the research service found that while it assisted some clients, it was expensive to operate, handled many vague inquiries with a low success rate, used many records which were widely available elsewhere in Australia, and used staff resources which could be more productively deployed elsewhere. A small number of written inquiries are still processed, notably requests for information from government agencies, photographic orders where specific references are given, requests for permission to publish, and convict inquiries received as part of the Convict Research Service (for which fees are charged). The Office also continues to provide a basic "quick answer" telephone inquiry service which has been used more heavily since the free letter inquiry service ceased.

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

- Early Civil Court cases in Hobart Town, 1824
- Alleged abduction and illegal solemnization of marriage - Emmeline Blake, 1851
- Environmental Impact Statement for proposed development of storage facilities at Kurnell by Bayer Australia Limited, 1987
- Records of the Chelmsford Royal Commission

Permission to publish extracts from State archives was granted on 61 occasions in 1990-91 compared with 64 in 1989-90.

**Extension and Educational Activities**

The appointment of the Extension Officer in September, 1990 has greatly assisted with the co-ordination of extension activities, and the rationalisation of the Authority's publications. Highlights of the past year include:

- Senior Citizens Week talks and tours (March 1991)
- Convict Seminars provided for State Library staff and other holders of the Genealogical Research Kit
- Regular introductory/family history talks
- Consultations and visits by teachers and departmental staff in relation to the new Aboriginal Studies curriculum
- Presentation of a paper and staffing a stall at the 6th Australasian Congress for Heraldry and Genealogy, Launceston, 8 - 12 May 1991
- "Information mornings" for NSW public servants on the role and functions of the Archives Authority



*The entrance to the Services Building, Kingswood showing the exhibition "A working life: records of employment in the State archives".*

**Extension Services**

	1989-90	1990-91
<b><u>Activities for which fees were charged</u></b>		
Seminars/workshops/conferences	3	5
Detailed talks/tours	6	12
<b><u>Free talks/tours for groups</u></b>		
Archives/library students, TAFE/Aboriginal/history students, etc.	31	42
School groups	4	4
<b><u>Individual visitors</u></b>		
Archivists/librarians, etc	4	14
Work experience students	10	15
<b><u>Other</u></b>		
Papers given at outside conferences	3	2
Stalls/publicity activities	-	4

**Exhibitions**

The City Office has featured a major display entitled "Your humble and obedient servant - glimpses of colonial society through the records" to mark the publication of the Colonial Secretary's Papers, 1788-1825.

The exhibition "A working life: records of employment in the State archives" was replaced at Kingswood in April, 1991 by a new display entitled "Town and Country - Sources for Local History in the State Archives".

**Publications**

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

The list of publications of the Archives Authority was reassessed during the year with a view to deleting the less profitable items. This resulted in the removal of nearly half of the Guides to the State Archives and the Information Leaflets from the Sales List. A number of souvenir items were also deleted. Seven new or revised Information Leaflets were produced during the year, including the new Professions and Occupations: A Select List of Sources (No.41), the revised Birth, Death and Marriage Records (No.4), and An Introduction to Sources for Genealogical Research (No.43).

Although sales of the Colonial Secretary's Papers and Index were lower than anticipated, demand for the Genealogical Research Kit remained steady during 1990-91. In addition some 183 duplicate microfilm reels of records not covered by the Colonial Secretary's Papers or the Kit were supplied to individuals, societies and libraries during the year.

On 1 January 1990 a subscription system was introduced offering Archelon and ArchVista as a package to individuals and overseas institutions at a cost of \$10.00 for two years. By the end of June, 1991 a total of 926 subscriptions had been received, (405 free, 521 paid).

Revenue produced from the sale of Archives Office publications totalled \$78 648 in 1990-91.

The publications currently offered for sale by the Archives Authority are listed in Appendix 5.

**Photographic Service**

A photographic service for researchers using the State archives was established in 1979. The service is equipped with photocopiers, three reader/printers, a Contax SLR camera, a planetary microfilm camera, a print processor, and a photographic darkroom fitted out with basic equipment needed to develop film and produce prints. As shown in the following table, there has been a dramatic increase in the number of photocopies produced at Kingswood (up 128%), due chiefly to the copying of the newly released Deceased Estate files.

**Photographic Services**

	1989-90			1990-91		
	City/Kingswood/Total			City/Kingswood/Total		
<u>In the Search Rooms</u>						
Photocopies	19 388	13 705	33 093	18 583	31 266	49 849
Reader/Printer Copies	6 492	3 329	9 821	7 824	3 257	11 081
Aperture Card Negatives	504	322	826	537	323	860
Photographic Prints	208	19	227	158	29	187
<u>Arising from Written Inquiries:</u>						
Photocopies			3 720			3 288
Reader/Printer Copies			1 382			1 171
Aperture Card Negatives			183			202
Photographic Prints			46			30
<u>Totals</u>						
Photocopies			36 813			53 137
Reader/Printer copies			11 203			12 252
Aperture card negatives			1 009			1 062
Photographic prints			273			217

**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 10. No Freedom of Information requests were received during the year.



Plan of Waterloo public school from the records of the Government Architect (AO ref: X17/1). One of the many plans to receive attention from Preservation Services during the year.

## **Government Records Repository**

The Government Records Repository does not come within the provisions of the Archives Act but in 1978 the Archives Authority, by agreement with the Public Service Board, undertook the management of the Government's centralised records repository. The Repository is located at Kingswood, near Penrith, in Sydney's far western suburbs. It meets the records storage needs of public sector bodies in New South Wales, including Government public offices, 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 also has facilities for the public to use State archives.

### **Strategy**

The Government Records Repository provides the bulk storage component of the Authority's operations. The storage of large quantities of records in a purpose built out-of-town repository achieves savings through economies of scale.

The Repository stores more than 85 per cent of the State archives collection and this proportion will increase because most new accessions are housed in the Repository. The other storage function of the Repository is to house semi-active records of Government offices and other public sector agencies. These have always been central to the Repository's storage problems in the past, because while it is required to store and service them, it can have no control over the rate at which they are created. In the life-cycle of records the Repository is a link between the agency records management function and the eventual archiving of permanently valuable records.

Since 1983, the Repository has operated under the Guidelines for Using the Government Records Repository, which provided the mechanism through which optimum value could be gained from Repository storage space. These Guidelines were reviewed by the Archives Authority in December, 1989. The resulting changes were meant to recoup total operating costs, including capital replacement, preparatory to commercialisation, provide for the revision of the Guidelines to meet changing needs (such as extensive restructuring of the Public Service), and the introduction of new services for Repository clients, including boxing, listing and sorting records and the provision of consultancy advice on the scheduling, disposal and storage of records. The Repository is also moving towards greater vertical integration of its activities by becoming more involved with records before they enter the Repository system. This strategy will be enhanced by merging the Government Records Repository with the Records Management Office on 1 July 1991.

The effectiveness of this strategy is reflected in the various statistics maintained by the Repository: the net increase in holdings is substantial but sustainable, records disposal is very active, the percentage of unscheduled records has dropped, file retrieval is increasing, consultancy services have been introduced and revenue is rising.

### **Financial Management**

In line with the continuing implementation of program budgeting by New South Wales public offices, the Archives Authority has extended its policy of charging for Repository services to all of its clients, requiring them to meet apportioned costs. At its simplest, this policy is an expression of "the user pays" principle. It uses financial incentives to help achieve administrative goals. Its overall effect is to place the Government Records Repository on a defined financially oriented path, which is designed to highlight and recoup costs, without prejudicing the role and functions of the Repository.

In general terms, the Repository's revenue in 1990-91 was derived as follows: storage 60%; retrieval 22%; sale of boxes 10%; consultancy 6%; destruction services 1% and 1% for other miscellaneous matters. Storage constitutes the core business. The other activities are integral to the growth and development of this core business but tend to be subordinate to it.

The Repository's development in recent years has transformed it from being a passive receptacle for departmental records into a dynamic organisation handling all facets of records disposal and storage matters for the whole New South Wales public sector. Since the early 1980s the Government Records Repository has been progressing towards financial self-sufficiency and competitive market status. Since 1 July 1990, the Government Records Repository has functioned off-Budget. It is fully financed through its own working account.

The key performance indicator for the Government Records Repository is its financial situation. In 1990-91, the Repository increased its revenue by over 70% on the 1989-90 result.

The details of the Repository's financial performance are presented elsewhere in this report. The Government Records Repository finished the year with a cash surplus and Treasury has approved the payment of interest on this money to the Repository from 1 July 1991. In reality, the Repository's operating surplus constitutes its capital works fund. The Repository will need to seek a loan, and therefore service it, to provide further accommodation for its growing storage business.

### **Accommodation**

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

Stage I of the Repository, which was built in 1974-75, is based on a cellular design and is air-conditioned. It contains 45 kilometres of static shelving for the storage of State archives and other permanently valuable records, plus staff areas. Space for the State archives, which has not been a problem for the past fifteen years, will be exhausted in a few years.

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

The figures in Appendix 4 show a significant net increase in holdings, which highlights the need for the Repository to increase revenue for the purpose of financing its building program.

The Repository's semi-active records storage area is over 80 percent full with space for 14 kilometres of records (about 80 000 boxes) remaining. However, various factors are combining to keep the rate of accessions high and it is expected that this space will be sufficient for only about another two years. The Authority is therefore conscious of the pressing need to actively seek additional storage space if the Repository is to carry out its role and obligations. The Authority firmly believes that the Government Records Repository is a financially viable business and can provide for its own accommodation requirements. The Repository needs to expand its storage capacity to meet market expectations and it has engaged the Public Works Department as a consultant to prepare a feasibility study concerning a proposed extension to the Repository. In the meantime, the Repository is actively reorganising holdings to increase and maximise its storage capability.

The Services Building extension, completed in 1987, comprises a public search room and associated facilities for the public. It also has special coolroom vaults for the proper storage of computer tapes and microfilm reels.

### ***Composition of Holdings***

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

Appendix 4 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of clients during 1989-90 and 1990-91. It shows, for each client, the total quantities of records held during the two years; if scheduled or unscheduled; and the quantities accessioned, destroyed or transferred as State archives during 1990-91. (Note that this table only includes records stored in standard boxes).

According to Appendix 4 the public offices with the largest holdings in the Repository are: Attorney General's Department (including Local Courts and Supreme Court) 75 801 boxes; Office of State Revenue 36 104 boxes; Business and Consumer Affairs 27 652 boxes and Legal Aid 19 933 boxes.

One of the most important performance indicators concerning the current functioning of the Repository, and its future efficiency, is the quantity of records held which are not properly scheduled and are therefore being held on an indefinite basis. This quantity, expressed as a percentage of total holdings, has been reduced from 49.4 percent in 1983 to 20 percent as at 30 June 1991.

### ***Accessioning of Records***

The quantity of semi-active records accessioned in 1990-91 was 12 980 linear metres, compared with 7 282 linear metres in 1989-90. The overall effect of this was to increase Repository holdings by over 17 percent compared with 8 percent in the previous year.

This significant increase in holdings is the largest recorded by the Repository in a single year. To some extent this is the culmination of the Repository's marketing strategy. There are many reasons combining to increase the level of accessions, such as the relocation and restructuring of public offices. In the past year the Electricity Commission, which lodged 2 190 linear metres, became a new client and large accessions were transferred by existing clients such as Business and Consumer Affairs (1 769 linear metres transferred) and the Supreme Court (1 360 linear metres transferred). The Repository has also sought to increase its holdings from local councils and public hospitals. Despite strong competition from numerous private sector counterparts, the Government Records Repository continued to perform well as reflected in the high level of new business.

### ***File Retrieval Service***

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

The number of individual reference inquiries handled by the File Retrieval Service amounted to 88 912 in 1990-91, compared to 74 257 in 1989-90. Reference to State archives (as distinguished from semi-active records) accounted for 5 144 jobs last year, which was 5.8 percent of the whole, compared with 5 528 jobs last year, which was 7.5 percent of the whole. Since 1 January 1989 State archives have ceased to be transported to the Search Room at The Rocks.

**File Retrieval Service Statistics**

	1988-89	1989-90	1990-91
Number of files requested	42 373	40 323	52 555
Number of files issued	35 891	34 552	46 366
Number of files returned	25 256	26 234	32 588
Number of files added to existing boxes in the Repository	3 423	5 522	1 903
Number of items attached to existing files in the Repository	3 084	2 178	1 866
Total File Retrieval Operations Performed	74 136	74 257	88 912

The above table shows the total statistics of the File Retrieval Service conducted for clients from the Repository. It can be seen that the total number of file retrieval operations in 1990-91 increased by nearly 20 percent on the previous year.

Clients storing records in the Repository may request their return and items requested are dispatched within the next 24 hours. The File Retrieval Service statistics are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes in the Repository, and the number of items attached to existing files in the Repository; each time any one of these actions is performed reference has to be made to one box of records and hence the labour input is similar for each operation. Clients are charged a fee of \$6.50 per file request and there is a surcharge for urgent requests. No charge is made for the return of items to Repository storage.

During 1990-91 the percentage of files issued to files requested was 88 percent compared with 86 percent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently above the average. Unfortunately, a few public offices have retrieval rates which are regarded as unsatisfactory. In general, the main reasons for files not being issued are that clients sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records; or provide inaccurate information on their whereabouts.

***Disposal of Records***

One of the important functions of the Repository 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 quantities (of standard boxes) disposed of from the holdings of each client is shown in Appendix 4. The quantity of semi-active records destroyed in 1990-91 was 2 720 linear metres, compared with 3 157 linear metres in 1989-90. A further 233 linear metres of semi-active records were transferred as State archives in 1990-91, compared with 424 linear metres in 1989-90.



*Mr Leo Poulos, Clerical Officer and Mr Phillip Martin, Clerical Officer,  
loading the new van with records for transfer to the Government Records  
Repository at Kingswood.*

The quantity of records currently stored in the Repository and awaiting disposal action is a matter of concern. It is estimated that these records comprise 4 500 linear metres, which is about 26 000 boxes. These records mainly comprise files of the Land Titles Office, Land Board Offices, Public Service Board and Crown Solicitor's Office. These records are stored without charge to the client.

Records stored in the Repository 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. All waste paper at the Repository is sold for recycling.

### ***Consultancy Services***

The Government Records Repository also provides a range of consultancy services to its clients, including boxing and listing records, disposal scheduling, clearance of records accumulations and building appraisals. The Repository quotes and tenders for such jobs as are referred to it. Although this is a new initiative it appears to fill a gap in the market and is expected to develop rapidly. To some extent this is an outreach activity whereby records are actively directed to the Repository as an intended outcome of consultancy work. The Repository has gained new clients, such as the Dairy Corporation and Home Care Service, as a result of its consultancy services.

Consultancy jobs were undertaken on a fee for service basis for the following clients: Home Care Service, Dairy Corporation, Government Printing Service, Cumberland Hospital, Chatswood Hospital, Ryde Municipal Council, Rozelle Hospital, Transport Department, Department of Local Government, Department of Family and Community Services, Blacktown Hospital and the State Rail Authority.

On 14 June 1991 the Repository held a seminar titled "Archives and Commercialisation" for inter-state archivists. As a result of the favourable response to this initiative, in 1991-92 the Repository will be promoting its expertise with a range of new training courses.

### ***Archives Processing and Reference Work***

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

## **Records Management Office**

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

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

### ***Financial Management***

Since 1 July 1990, the Records Management Office has operated as an off-Budget competitive organisation using its own working account. The Office's revenue in 1990-91 was derived as follows: consultancy services (50%), training (27%), thesaurus (22%) and publications (1%). The details of the Office's financial performance are presented elsewhere in this report.

Although the Records Management Office increased revenue by 45% in 1990-91 as compared with the previous year, the Office's operating costs also rose significantly. Unfortunately, as a consequence of increased expenditure on additional staff, advertising and high accommodation costs, coupled with tight economic conditions in the market place, the Office experienced cash flow problems for much of the past year and finished the year with a deficit.

Despite this financial setback, the Authority believes the Records Management Office can trade out of these difficulties. The Records Management Office will merge with the Government Records Repository as from 1 July 1991.

### ***Consultancy***

The Records Management Office specialises in providing consultancy services to clients wishing to have all or part of their records management system reviewed. The Office can undertake an on-site survey, conduct interviews with users, prepare a report and make recommendations to remedy problems identified. The Office can also assist with the implementation of changes. If a client only requires assistance with a specific matter then the Office will provide an advising rather than a comprehensive survey.

In 1990-91, major consultancy jobs were undertaken for the Environmental Protection Agency, Sydney Electricity, State Transit Authority, Australian Taxation Office, State Records of South Australia, Ministry for the Environment and the Office of State Revenue.

### ***Training***

The provision of appropriate training courses in records management is one of the main objectives of the Records Management Office. The Office conducts a number of standard courses comprising Records Management Course (5 days), Records Operations Workshop (1 day), Keyword Compiler's Workshop (3 days) and Keyword Users Workshop (1 day). The Office also arranges special purpose seminars, product displays and in-house training.

In 1990-91, the Records Management Office conducted 40 formal courses, which were attended by 476 persons, compared with 300 in 1989-90.

A new initiative of the Records Management Office in 1990-91 was the hosting of several product displays. This enabled companies to present their respective products to records managers in a neutral environment.

Another initiative concerned the holding of the first of a series of seminars on "Cost-effective Records Management" on 4 June 1991. This seminar attracted 60 participants and included a product display.

The Office expanded its activities geographically to include the provision of courses interstate. A total of 11 courses were held in Adelaide, Brisbane and Darwin.

The Office continued to be active in addressing students on aspects of information management, assisting professionals visiting from interstate and overseas, and providing staff to address various meetings.

### ***Keyword Classification Program***

The Keyword Classification System, developed by the Records Management Office, offers a controlled vocabulary for titling and indexing records. It is based on a hierarchical principle, whereby information is identified by a broad term (keyword) and further specified with the addition of successively narrower terms (descriptors).

Fundamental to the Keyword system is the thesaurus of terms comprising those words which can and cannot be used in titling/indexing. "The General Administrative (GADM) Thesaurus", which was compiled by the Records Management Office, forms the basis of the system and covers terminology of an administrative nature common to most agencies. A functional thesaurus complements the GADM by introducing terminology for individual agency needs and by nature must be compiled based on specific agency activities.

The Office, in conjunction with the City of Glenorchy Council, has also designed a thesaurus for local government requirements. The "Local Government (LOGOV) Thesaurus" is a composite of both general administrative terms and local government terminology. It is suitable for councils operating subject-based or subject/geographically classified information systems.

In the past year, the Records Management Office continued to promote these products and associated services. Sales of thesauri comprised: "GADM" 18 (including 9 under a special arrangement to Government Departments in Western Australia); 3 functional thesauri; 4 thesaurus compilations; 4 subject headings lists, and 6 thesauri reviews.

### ***Publications***

The Records Management Office continued to reprint and market nine specialised publications on aspects of records management, which it has previously produced. Sales amounted to \$5 767 in 1990-91 compared with \$4 061 in 1989-90.

### HUMAN RESOURCES

Section 12 of the Archives Act specifies 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. Following the change in government in March 1988 the administrative responsibility for the Authority's Archives and Records Management Offices was transferred from the Department of Planning to the Ministry for the Arts.

Early in 1988 the Authority's policies and practices relating to personnel and industrial relations were adapted to conform to those adopted by the Ministry, 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.

During the year a draft Code of Conduct for Archives Authority staff was developed as a supplement to the Office of Public Management's Code of Conduct and Ethics for Public Servants.

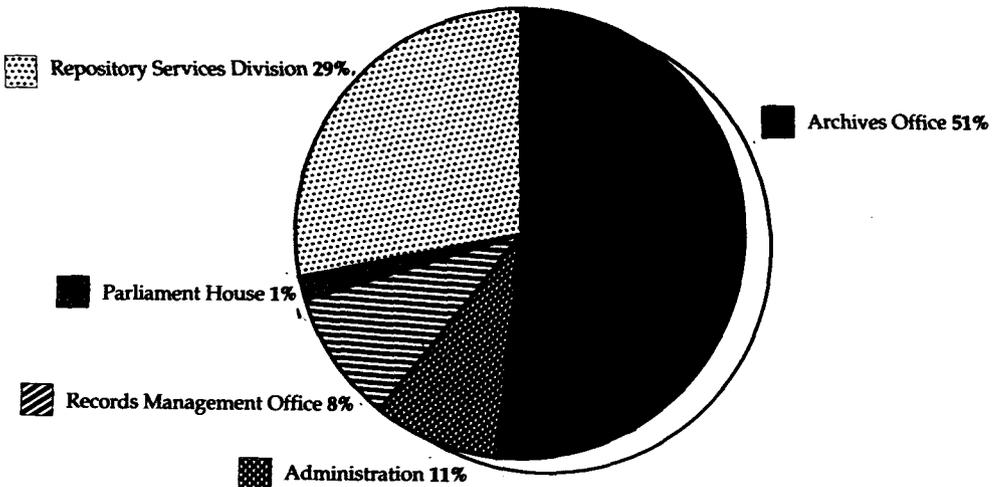
#### Staffing

At the end of June, 1991 the Archives Authority had seventy four permanent positions which were distributed as follows:

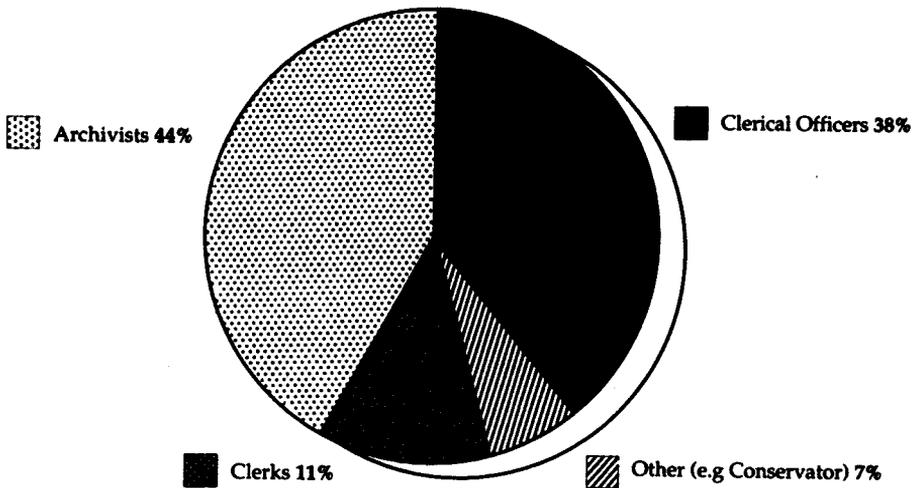
Administration, including the Principal Archivist and the Deputy Principal Archivist	.. . . . .	8
Archives Office	.. . . . .	38
Government records repository	.. . . . .	21
Records Management Office	.. . . . .	6
Seconded to staff of the Parliament of N.S.W.	.. . . . .	1
<b>Total</b>	.. . . . .	<b>74</b>

See Appendix 3 for a list of permanent staff as at 30 June 1991.

#### ALLOCATION OF STAFF RESOURCES, 1990-91



## CLASSIFICATION OF PERSONS EMPLOYED, 1990-91



During the year the following positions were created, reclassified or regraded: Manager, Repository Services (A&C grade 11/12); Deputy Manager, Repository Services (Archivist grade 5); Senior Archivist, Marketing and Consultancy, (Archivist grade 4); Senior Archivist, Survey and Disposal, (Archivist grade 3); Consulting Archivists, (Archivist grade 2); Processing Supervisor, Kingswood, (Archivist grade 2); and Publications Officer, (CO3).

### Consultants and Contractors

During the year the Archives Authority used the services of consultants on nine occasions for a total cost of \$33 074.25. The projects undertaken by consultants included: printing the annual report; an advertising campaign; human resource training; binding services; and the development of an accounting system.

### Structural Efficiency Principle (S.E.P.)

As part of the Government's strategy for implementing the structural efficiency principle, the Archives Authority's Institutional Consultative Committee was established in May, 1990 to co-ordinate and develop S.E.P. proposals. The Institutional Consultative Committee met regularly throughout the year to oversee the introduction of the Clerical Officers Classification and to consider various other proposals to increase efficiency and productivity in the workplace and improve the career prospects, training opportunities and workskills of the Authority's employees. In January 1991 the Ministry, the Historic Houses Trust and the Archives Authority set up the S.E.P. Tripartite Group in order to take a joint approach to skills analysis, job evaluation and the implementation of S.E.P.

### Equal Employment Opportunity (EEO)

The Authority supports equality of employment opportunity and during the year it prepared an EEO Annual Report for the Director of Equal Opportunity in Public Employment, which documented the major EEO achievement for the period, including the

involvement of EEO target groups in the implementation of Structural Efficiency Principle, the development of an extensive staff development program, and a major increase in the level of recruitment of Aboriginal staff. The following tables provide statistical information on the employment of EEO target groups within the Archives Authority.

**TABLE 1: Representation and Recruitment of Aboriginal Employees and Employees with a Physical Disability**

	1990-91			1989-90		
	Total Staff	Aboriginal People	PWPD*	Total Staff	Aboriginal People	PWPD*
Total	87	3 4.4%	28 41.1%	74	0 0.0%	28 37.8%
Recruited in the year	24	3 12.5%	0 0/0%	26	0 0.0%	1 3.8%

\*People with a Physical Disability (self assessed)

**TABLE 2: Representation of EEO Target Group Members**

	1990-91			1989-90		
	Total Staff	Women	NESB*	Total Staff	Women	NESB*
Below \$15,431pa	1	1	0	0	0	0
\$15,431 - \$23,374pa	29	18	9	31	20	14
\$23,375 - \$26,838pa	22	15	6	19	14	0
\$26,839 - \$35,959pa	23	19	0	15	9	0
\$35,960 - \$46,324pa	7	4	1	5	2	1
\$46,325 - \$56,714pa	3	1	0	2	1	0
Above \$56,715pa	2	1	0	2	1	0
<b>TOTAL</b>	<b>87</b>	<b>59</b>	<b>16</b>	<b>74</b>	<b>47</b>	<b>15</b>

\*Non-English Speaking Background

**Staff Training and Staff Development**

In accordance with the provisions of the newly introduced Training Guarantee Act (1990) the Archives Authority spent a total of \$14 590 in 1990-91 on eligible training activities. These included various structured internal training courses on the activities and operations of the Authority such as: reference services; records management; processing and appraisal; and selection techniques. In addition staff also attended a large number of external courses on such topics as: computer training; public sector finances; accrual accounting; supervisory skills; dealing with difficult people; performance evaluation; Spokeswomen; first aid; occupational health and safety; and job evaluation.

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

### **Leave**

Mrs Cindy Laird, Mrs Angela Kavuzlu, Mrs Roslyn Beard, Mrs Joy Siller, and Mrs Clara Cesarone all took maternity leave during the year.

### **Promotions and Appointments**

Mrs T. Allen, Mr P. Martin and Mr D. Kennedy were appointed to clerical officer positions on 30 July 1990.

Ms K. Garside, B.A. (Lib.Sc.) was promoted to the position of Program Co-ordinator, Records Management Office on 15 August 1990.

Mrs Bee Leong Pang was promoted to the position of File Clerk, Archives Office on 17 August 1990.

Ms W. Gallagher was promoted to the position of Extension Officer (AG2) on 24 September 1990.

Ms C. Searle, Mrs J. Galleguillos and Mrs A. Lennon were appointed to clerical officer positions on 8 October, 18 October and 29 October 1990 respectively.

Ms J. Beard and Ms J. Knight were appointed to archivist positions on 5 November 1990.

Mr Rudi Gottl was appointed to the position of Photographer on 14 January 1991.

Ms J.M. Stapleton, B.A., Dip.Arch. Adm., was re-appointed to the regraded position of Deputy Manager, Repository Services on 1 February 1991.

Ms S. Irvine-Smith, B.A., Dip.I.M., Arch.Adm., was appointed to the new position of Senior Archivist, Marketing/Consultancy, Repository Services on 27 February 1991.

Mr J.L. Burke, B.A., Dip. Lib., Dip. Arch. Adm., was re-appointed to the regraded position of Manager, Repository Services on 11 April 1991.

Ms L. Jennings, B.A., Dip. I.M.Arch. Adm., was appointed to the position of Archivist on 8 May 1991.

### **Professional Activities**

A number of staff attended a seminar on "Recycled and Permanent Paper" on 18 July 1990.

John Cross attended a seminar on "How to work with people" conducted by Inform Seminars 8 August 1990, and a residential seminar on "Managing for Performance" conducted by the Office of Public Management at the Mona Vale Training Centre on 3-5 September 1990.

Mark Aggar, attended a session run by GAAFTAD on the newly introduced Training Guarantee legislation on 2 August 1990.

John Davies attended the National Conference of the Australian Institute for the Conservation of Cultural Material held in Launceston, on 13-16 August 1990.

Mark Aggar attended the National Conference of the Records Management Association of Australia in Brisbane on 9-15 September 1990.

Two training sessions were conducted by human resource staff of the Australian Museum on behalf of the Authority in September. Nine members of staff attended a one-day session on job seeking skills, and eleven staff attended a one and a half day session on selection techniques.

Tracy Bradford and Sandra Orellana attended a seminar on "Fitness in the workplace" held by the Department of Sport and Recreation on 12 September 1990.

Andre Quaree attended an accounting course on Turbo Cash conducted by Softcover Software on 22 September 1990.

John Burke and Jenni Stapleton attended the National Warehousing and Distribution Conference held in Sydney on 26-27 September 1990.

Richard Gore attended a course run by the Office of Public Management in conjunction with Macquarie University, on "Performance measurement for organisational development", October-December 1990.

Stephen Bedford gave two papers, "Information gathering for appraisal in large government organisations" and "Electronic records - information gathering techniques" at a workshop on "Keeping data" conducted by the Australian Society of Archivists on 11-12 October 1990. Five other members of staff (John Cross, Frances Lemmes, Barbara Le Matstre, Christine Shergold and Helen Yoxall) also attended the workshop.

The Spokeswoman, Rhonda Campbell and the Deputy Spokeswoman Elizabeth Page attended a training workshop on 15-16 November 1990 and the annual conference for spokeswomen on 3 May 1991.

Tracy Bradford and Sandra Orellana attended a seminar on "Coping and dealing with difficult people" on 29 November 1990. Michael Allen attended a course "How to manage people" on 6 December 1990. Both courses were conducted by I.R.R. Pty. Ltd.

Christine Shergold attended a residential workshop entitled "Managing for Performance" organised by the Office of Public Management at the Mona Vale Training Centre on 5-7 November 1990.

Christine Shergold also attended meetings of the Joint Commonwealth/State Working Party on the Records of Intergovernmental Agencies on 14 June 1990, 1 August 1990 and 21 November 1990.

Andre Quaree attended a systems managers course run by ABC Computers on 28 November 1990.

Elizabeth Page attended a five day course on "Accrual accounting for accounting staff" conducted by Training First Limited, October-November 1990.

John Cross attended a weekend briefing session for members of the Senior Executive Service at Leura in November 1990.

Sally Irvine-Smith attended a systems managers course conducted by ABC Computers on 25-27 March 1991.

Amanda Barber, Bernard Edwards and Frances Lemmes attended a two day Dacum Training Course organised by the Ministry for the Arts on 26-27 March 1991.

Vanessa Follett attended two training courses offered through the State Library's Technology Access program on "Introduction to microcomputers in libraries" and "Introduction to DOS" on 4 April and 14 May 1991.

John Davies spoke at the Seminar on International Archival Co-operation, with particular emphasis on the International Council on Archives and its Regional Branches, held at the School of Librarianship, University of New South Wales on 24 April 1991.

John Cross acted as Chairman at the Australian Society of Archivists seminar on "Privacy vs. Access" held in Canberra on 30 April 1991. Frances Lemmes, Richard Gore and Tracy Bradford also attended the seminar.

Wendy Gallagher, Tracy Bradford and Martyn Killion attended the Society of Australian Genealogists' Conference in Launceston 8-12 May 1991. Martyn gave a paper to the Conference entitled "Records relating to Tasmania in the New South Wales State Archives".

Sue Coleman, Josephine Lee and Jada Martinsen attended a course in March 1991 conducted by Careertrack International on how to give exceptional service to customers; Pam Boundy, Sue Coleman and Sheryl Coles attended a seminar "How to manage people" in May 1991.

Michael Allen attended a course in computer-aided indexing conducted by the School of Librarianship, University of New South Wales, May-June 1991.

A number of staff attended workshops and sessions of the Australian Society of Archivists 8th Biennial Conference, "Documenting Modern Society" held in Sydney 11-16 June 1991. Richard Gore gave a paper on psychiatric records in the State archives to the Archives of Science, Technology and Medicine Special Interest Group and John Cross presented a paper on "Influencing the Legislative Process."

John Cross attended the Sixth Annual Meeting of ACA on 11 June 1991 and hosted the Annual Meeting of STAG, on 12 June 1991.

In addition, 23 members of staff attended courses run through First State Computing on applications of microcomputers, such as Lotus 1-2-3 and Microsoft Word; Bee Leong Pang, was trained to use CARMS.

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

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

- (a) the financial statements and notes thereto, exhibit a true and fair view of the financial position and transactions for the year ended 30 June 1991.
- (b) the financial statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, Regulation, and Treasurer's Directions, and
- (c) we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading, or inaccurate.

SIGNED:

*Kenneth W Dwyer*

DATE:

*9 August, 1991*

CHAIRMAN

ARCHIVES AUTHORITY

SIGNED:

*P. R. ...*

DATE:

*9 August, 1991*

PRINCIPAL ARCHIVIST

SIGNED:

*O. ...*

DATE:

*9 August, 1991.*

MEMBER

ARCHIVES AUTHORITY

## Archives Authority of New South Wales

Consolidated Income and Expenditure Statement for the  
Year Ended 30 June 1991

Income	Note	1989/90 \$	1990/91 \$
Consolidated Fund	10.1	3,927,427	3,238,967
Amortisation of Deferred Income		217,652	235,297
<b>Authority Generated Funds</b>			
Administrative/Miscellaneous Services		1,906	5,393
Reference Services		40,846	44,605
Technical Services		92,724	35,364
Repository Services		997,826	1,262,117
Records Management Office		308,634	372,954
Sponsored Publications/Other		24,694	10,443
<b>Total Income</b>		<b>5,611,709</b>	<b>5,205,140</b>
<b>Expenditure</b>			
Employee Related Payments		2,147,969	2,517,064
Maintenance and Working Expenses		1,795,614	1,865,937
Other Services			
*Purchase and Reproduction Of Public Archives		1,100	17,409
*Genealogical Research Kit/ Colonial Secretary's Papers		27,602	19,321
Sponsored Publications/Other		75,297	(2,290)
Doubtful Debts		1,500	3,365
Depreciation		328,340	350,190
Authority Generated Funds Paid To Consolidated Fund	3	1,057,129	131,112
<b>Total Expenditure</b>		<b>5,434,551</b>	<b>4,902,108</b>
Operating Surplus Before Abnormal Items		177,158	303,032
Prior Period Adjustments			
Authority Generated Funds Paid To Consolidated Fund		(231,003)	0
Amortisation of Deferred Income		189,681	0
<b>Operating Surplus</b>		<b>135,836</b>	<b>303,032</b>

Archives Authority of New South Wales

Expanded Income and Expenditure Statement for the  
Year Ended 30 June 1991

Income	AO \$	GRR \$	RMO \$	TOTAL \$
Consolidated Fund	3,072,967	0	166,000	3,238,967
Amortisation of Deferred Income	165,635	65,282	4,380	235,297
<b>Authority Generated Funds</b>				
Administrative/Miscellaneous Services	5,393	0	0	5,393
Reference Services	44,605	0	0	44,605
Technical Services	35,364	0	0	35,364
Repository Services	0	1,262,117	0	1,262,117
Records Management Office	0	0	372,954	372,954
Sponsored Publications/Other	10,443	0	0	10,443
<b>Total Income</b>	<b>3,334,407</b>	<b>1,327,399</b>	<b>543,334</b>	<b>5,205,140</b>
<b>Expenditure</b>				
Employee Related Salaries	1,237,802	589,501	257,355	2,084,658
Employee Related Penalties	4,438	0	0	4,438
Employee Related Leave Loading	8,492	0	0	8,492
Employee Related Allowances	1,166	0	0	1,166
Employee Related Higher Duties	9,829	0	0	9,829
Employee Related Temporary Assistance	100,601	0	0	100,601
Employee Related Provision For Leave	29,938	13,864	5,662	49,464
Employee Related Overtime	38,471	6,058	1,698	46,227
Employee Related Worker's Comp. Ins.	8,475	3,787	1,082	13,344
Employee Related Payroll Taxation	89,144	29,145	13,102	131,391
Employee Related Suspense FBT	2,664	0	0	2,664
Employee Related SASS	68,567	0	0	68,567
Employee Related SPSSF	(3,777)	0	0	(3,777)
Maintenance and Working Expenses	1,476,008	168,596	221,333	1,865,937
Other Services				
*Purchase and Reproduction of Public Archives	17,409	0	0	17,409
*Genealogical Research Kit/ Colonial Secretary's Papers	19,321	0	0	19,321
Sponsored Publications/Other	(1,554)	(13)	(723)	(2,290)
Doubtful Debts	0	0	3,365	3,365
Depreciation	235,047	106,623	8,520	350,190
<b>Authority Generated Funds Paid To Consolidated Fund</b>	<b>131,112</b>	<b>0</b>	<b>0</b>	<b>131,112</b>
<b>Total Expenditure</b>	<b>3,473,153</b>	<b>917,561</b>	<b>511,394</b>	<b>4,902,108</b>
<b>Operating Surplus</b>	<b>(138,746)</b>	<b>409,838</b>	<b>31,940</b>	<b>303,032</b>

AO - Archives Office

GRR - Government Records Repository

RMO - Records Management Office

Archives Authority of New South Wales

Balance Sheet as at 30 June 1991

	Note	1989/90 \$	1990/91 \$
<b>Current Assets</b>			
Cash at Bank & On Hand		20,525	4,798
Deposit with Treasurer		30,253	18,796
Receivables	5.1	521,320	894,728
Stock	5.2	193,615	151,467
<b>Total Current Assets</b>		<b>765,713</b>	<b>1,069,789</b>
<b>Non-current Assets</b>			
Property	6.1	15,824,298	15,530,292
Plant & Equipment	6.2	232,452	291,872
Collections	6.3	1	41
Deferred Costs-employee entitlements owing by State Treasurer		463,819	548,076
<b>Total Non-current Assets</b>		<b>16,520,570</b>	<b>16,370,281</b>
<b>Total Assets</b>		<b>17,286,283</b>	<b>17,440,070</b>
<b>Current Liabilities</b>			
Creditors and Accrued Charges	7.1	87,774	57,362
Employees Leave Entitlements	8.1	158,687	171,033
<b>Total Current Liabilities</b>		<b>246,461</b>	<b>228,395</b>
<b>Non-current Liabilities</b>			
Advance-State Treasurer Sub Drawing Account	8.3	20,525	525
Provision for Employees Leave Entitlements	8.1	305,132	377,043
<b>Total Non-current Liabilities</b>		<b>325,657</b>	<b>381,661</b>
<b>Total Liabilities</b>		<b>572,118</b>	<b>610,056</b>
<b>Net Assets</b>		<b>16,714,165</b>	<b>16,830,014</b>
<b>Capital &amp; Retained Earnings</b>			
Assets Acquired Free of Capital Liability	9.1	4,500,001	4,500,001
Asset Revaluation Reserve	9.2	4,828,230	4,828,230
Accumulated Funds	9.3	546,726	849,758
Deferred Income	9.4	6,839,208	6,652,025
<b>Total Capital &amp; Retained Earnings</b>		<b>16,714,165</b>	<b>16,830,014</b>

Archives Authority of New South Wales

Statement of Source and Application of Funds  
for the Year Ended 30 June 1991

	1989/90	1990/91
	\$	\$
<b>SOURCE OF FUNDS</b>		
<b>Funds from Operations</b>		
Inflow of Funds From Operations	1,466,630	1,730,876
Outflow of Funds From Operations	5,337,214	4,551,918
<b>Funds From Operations (note a)</b>	<b>(3,870,584)</b>	<b>(2,821,042)</b>
<b>Funds From Government</b>		
Parliamentary Appropriations		
Recurrent	3,927,427	3,238,967
Capital (note b)	86,745	65,336
	<u>4,014,172</u>	<u>3,304,303</u>
<b>Reduction in Assets</b>		
Cash	0	15,727
Deposit with Treasurer	214,821	11,457
Stock	33,127	42,148
	<u>247,948</u>	<u>69,332</u>
<b>Increase in Liabilities</b>		
Creditors and Accrued Charges	58,139	0
Sub Drawing Account	0	4,093
	<u>58,139</u>	<u>4,093</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>449,675</u></b>	<b><u>556,686</u></b>
<b>APPLICATION OF FUNDS</b>		
<b>Increase in Assets</b>		
Receivables	362,930	373,408
Plant and Equipment	86,745	132,826
Collection	0	40
	<u>449,675</u>	<u>506,274</u>
<b>Reduction in Liabilities</b>		
Creditors and Accrued Charges	0	30,412
Advance - State Treasurer	0	20,000
	<u>0</u>	<u>50,412</u>
<b>TOTAL APPLICATION OF FUNDS</b>	<b><u>449,675</u></b>	<b><u>556,686</u></b>

a) Reconciliation of Operating Result With Funds From Operations

Operating Surplus	135,836	303,032
Add		
Depreciation	328,340	350,190
	<u>464,176</u>	<u>653,222</u>
Less		
Amortisation of Deferred Income	407,333	235,297
Consolidated Fund Appropriations	3,927,427	3,238,967
	<u>(3,870,584)</u>	<u>(2,821,042)</u>
Funds from operations		

b) Consolidated Fund Appropriations  
Add Plant and Equipment Purchased  
From Recurrent Funds

86,745	65,336
<u>86,745</u>	<u>65,336</u>

**ARCHIVES AUTHORITY OF NEW SOUTH WALES  
NOTES TO AND FORMING PART OF THE  
FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 30 JUNE 1991.**

**1 SUMMARY OF SIGNIFICANT ACCOUNTING PROCEDURES**

**1.1 Basis of presentation**

The financial statements have been prepared in accordance with accrual accounting principles and the statements comply materially with the disclosure requirements of Australian Accounting Standards, industry practices, the requirements of the Public Finance and Audit Act, 1983, and the Public Finance (Statutory Bodies) Regulation, 1985. The statements have been prepared in accordance with the historical cost convention and do not take account of changing money values with the exception of property and collections.

There has been an increase in the number of financial statements prepared this year due to the Government Records Repository and the Records Management Office operating off-budget (see also Note 1.3). This has resulted in two Income and Expenditure Statements being prepared; one is a consolidated statement and the other is an expanded statement displaying all of the separate activities.

Also due to the off-budget activities, some of the figures, when taken in comparison with the previous year, do not provide a true representation of the actual situation.

**1.2 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.

**1.3 Changes in Accounting Policy**

In this period, the Government Records Repository and the Records Management Office were taken off-budget and all Consolidated Funding support was removed. This served to establish these activities as cost recovery, profit centres.

## 2 CONSOLIDATED FUND APPROPRIATIONS

Funds are provided by the State under allocation voted to the Ministry for the Arts for the preservation and management of Government records. Allocations together with actual funds expended are recorded on page 54 of the Treasurer's Public Accounts for the year ended 30 June 1991.

Expenditure against amounts provided for the past two years was:

	1989/90	1990/91
	\$	\$
Recurrent Services	3,952,481	3,375,995
	<u>3,952,481</u>	<u>3,375,995</u>

See note 10 for reconciliation with Income and Expenditure Statement.

## 3 PAYMENTS TO CONSOLIDATED FUND

The Authority provides basic services to the public free of charge but also derives revenue from an active publications programme and from a wide range of 'valued added' services both to government and the public. All revenue received from these activities is paid to Consolidated Fund.

## 4 REVENUE GENERATED BY OFF-BUDGET ACTIVITIES

The Government Records Repository and the Records Management Office operated off-budget for the year 1990/91 for the first time. Substantial revenue was generated by these activities during this period.

Operating revenue from these activities was:

	1989/90	1990/91
	\$	\$
Government Records Repository	0	1,327,399
Records Management Office	0	543,334
	<u>0</u>	<u>1,870,733</u>

**5 CURRENT ASSETS**

**5.1 Receivables**

At an aggregate value of \$894,728 recorded at balance date these comprised:

	1989/90	1990/91
	\$	\$
Debtors	517,686	643,625
Less provision for Doubtful Debts	4,000	7,365
	<u>513,686</u>	<u>636,260</u>
Prepayments	7,634	6,528
Security Deposit	0	999
Clearing Account - GRR	0	245,936
Clearing Account - RMO	0	5,005
	<u>521,320</u>	<u>894,728</u>

**5.2 Stock on Hand**

Stock on hand at balance date comprised:

	1989/90	1990/91
	\$	\$
Publications	49,137	49,547
Genealogical Research Kit	92,636	58,641
Colonial Secretary's Papers	34,958	31,591
Boxes	15,670	10,896
Souvenirs	1,214	792
	<u>193,615</u>	<u>151,467</u>

Stock on hand purchased in the current year has been valued at cost; stock on hand purchased in prior years has been valued at cost, however, these are not supported by detailed records. A detailed review of stock was undertaken during 1990/91 to identify obsolete material and slow moving stock, which was subsequently written off.

**5.3 Cost Of Goods Sold**

Cost of goods sold during the year was:

	1989/90	1990/91
	\$	\$
Opening Stock	226,742	193,615
Add Purchases	125,526	135,481
Less Adjustments	0	12,287
Less Closing Stock	193,615	151,467
	<u>158,653</u>	<u>165,342</u>

## **6 NON-CURRENT ASSETS**

### **6.1 Property**

The building occupied by the Authority in Globe Street, The Rocks, Sydney is owned by the Sydney Cove Redevelopment Authority. The Archives Authority's status is that of joint tenant.

Land and buildings occupied by the Authority and known as the State Archives and Government Records Repository at Kingswood are vested in the Minister for Public Works on trust for the Archives Authority. The site is charted on the St.Mary's sheet of the Department's State Mapping Index as 'Kingswood Archives Repository' and the Department's relevant plans, etc are marked 'No lease or disposal of site without reference to the client Department: Archives Authority'.

As per the Valuer-General's assessment of August 1989, Land and Buildings were revalued in the 1989/90 accounts. This is in accordance with Treasury directions which also require a revaluation to be undertaken every five years. (see also Note 9.2)

### **6.2 Plant & Equipment**

This represents the written down value of plant and equipment (for individual items costing \$1,500 or greater or as required by Treasury directions) as per the Authority's fixed asset register. Depreciation of \$60,439 was charged against operations for 1990/91. All plant and equipment is depreciated on a straight line basis.

A detailed review of fixed assets was undertaken during the year to establish an up to date register in accordance with Treasury directions. This has resulted in some substantial adjustments to prior years figures.

	1989/90 \$	1989/90 \$
Plant and equipment	Cost	Provision for Depreciation
Office Furniture & Equipment	166,848	114,783
Computers	244,848	147,342
Typewriters	88,832	16,151
Motor Vehicles	12,000	1,800
	<u>512,528</u>	<u>280,076</u>

	1990/91 \$	1990/91 \$
Plant and equipment	Cost	Provision for Depreciation
Office Furniture & Equipment	283,155	134,774
Computers	308,782	167,495
Typewriters	3,855	1,651
Motor Vehicles	0	0
	<u>595,792</u>	<u>303,920</u>

### 6.3 Collections

In March 1985, a valuation of the collection was determined for insurance purposes and calculated to be \$150,000,000. For accounting purposes this has been brought to account as an asset at a value of \$1.

Acquisition of non-current records of permanent value are recorded as an asset of the Archives Authority at its purchase price. Records to the value of \$40 were acquired during the current year.

Costs associated with the identification and preservation of the collection are expensed annually.

### 6.4 Deferred Costs-Employee Entitlements, Owing by State Treasurer

Leave entitlement costs are funded by the State Treasurer on benefit emergence. This debt has not been formally acknowledged by the State Treasurer. (see also Note 8.1)

## 7 CURRENT LIABILITIES

### 7.1 Creditors and Accrued Charges

Creditors and accrued charges \$57,362 relate to commitments for goods and services provided prior to 30 June 1991, for which payments will be made after that date.

## 8 NON-CURRENT LIABILITIES

### 8.1 Provision for Employees Accrued Leave Entitlements

The assessed liability brought to account at 30 June 1991 for Employee Leave Entitlements comprised:

	1989/90	1990/91
	\$	\$
Accrued Long Service Leave	305,132	377,043
Accrued Annual Leave	158,687	171,033
	<hr/>	<hr/>
	463,819	548,076
	<hr/>	<hr/>

Assessment of the liabilities as recorded was based upon:

a) Long Service Leave represents liability for the total value of leave accrued but not taken by employees with five or more years service.

b) Annual Leave payments with respect to leave during the year are charged as an operating cost. For the year ended 30 June 1991 the Office's cost for Annual Leave taken was \$210,773. Accordingly the liability as recorded above represents the accumulated value of untaken leave (inclusive of industry loadings) at 30 June 1991.

### 8.2 Provision for Employee Superannuation Entitlements

The Authority has sought advice from the Government Actuary as to the past service liability for the unfunded employer liability in respect of Authority employees covered by the State Superannuation Fund and the State Authorities Superannuation Scheme. As at 30 June 1991, the Government Actuary was unable to provide this information due to the fact that current records maintained by the State Superannuation Board did not make this information ascertainable. The State Treasurer will be liable for all outstanding unfunded liabilities in the year 1991/92 and thereafter.

The superannuation contributions for the year of \$64,790 included a payment of \$49,168 which was required for the establishment of the new superannuation arrangements effective from 1 July 1991.

### 8.3 Advance - State Treasurer

This account has been moved from the Equity section of the Balance Sheet to correctly reflect that it is an advance from the State Treasurer and not State Treasury equity.

## 9 CAPITAL & RETAINED EARNINGS

### 9.1 Assets Acquired Free of Capital Liability

The amount of \$4,500,001, represents the capitalisation at ascertainable cost of non-depreciable assets, ie land and State archives collection.

### 9.2 Asset Revaluation Reserve

Revaluation of Buildings has been carried out in accordance with AAS10 Statement of Accounting Standards - Accounting for the Revaluation of Non-Current Assets and has been brought to account at 30 June 1991 at a value of \$4,828,230. (see also Note 6.1)

### 9.3 Accumulated Funds

	1989/90	1990/91
	\$	\$
Prior Years	410,890	546,726
Current Year	135,836	303,032
	<hr/>	<hr/>
	546,726	849,758
	<hr/>	<hr/>

### 9.4 Deferred Income

The amount of \$6,641,431 represents the capitalisation of depreciable assets purchased from Consolidated Fund less accumulated depreciation and other adjustments.

**10 CONSOLIDATED FUND RECONCILIATION**

**10.1 Recurrent Services**

Payments as recorded in Treasurer's Public Accounts with Income reflected in the Authority's Income and Expenditure Statement.

	1989/90	1990/91
	\$	\$
Consolidated Fund Payments	3,952,481	3,375,995
ADD Accrued Charges at 30/6/91 met from Consolidated Fund in 1991/92	87,584	12,355
ADD Prepayments Reversal at 30/6/90 on account of 1990/91 services	3,818	7,634
	<u>4,043,883</u>	<u>3,395,984</u>
LESS Accrued Charges Reversal at 30/6/90 met from Consolidated Fund in 1990/91	22,077	87,584
LESS Amounts Prepaid at 30/6/91 on account of 1991/92 services	7,634	3,587
LESS Unpresented Cheques 30/6/91	0	510
	<u>4,014,172</u>	<u>3,304,303</u>
LESS Assets capitalised	86,745	65,336
	<u>3,927,427</u>	<u>3,238,967</u>
LESS Records Management Office Funding	0	166,000
	<u>3,927,427</u>	<u>3,072,967</u>

**10.2 Reconciliation of Consolidated Fund payments with Expenditure in Income and Expenditure Statement.**

	1989/90	1990/91
	\$	\$
Consolidated Funds Payments	3,952,481	3,375,995
ADD Accrued charges at 30/6/91	87,584	12,355
LESS Accrued Charges at 30/6/90	18,503	87,584
	<u>4,021,562</u>	<u>3,300,766</u>
ADD Amounts Prepaid at 30/6/90	3,818	7,634
LESS Amounts Prepaid at 30/6/91	7,634	3,587
LESS Plant & Equipment Purchases Capitalised	86,745	65,336
	<u>3,931,001</u>	<u>3,239,477</u>
ADD Opening Stock at 1/7/90	226,742	157,010
LESS Closing Stock at 30/6/91	193,615	129,287
	<u>3,964,128</u>	<u>3,267,200</u>
ADD Special Deposit Expenses		
Sponsored Publications/Other Authority Funds Paid to Consolidated Fund	83,454	6,304
ADD Provision	1,057,129	131,112
Doubtful Debts	1,5000	0
Depreciation	328,340	235,047
LESS Unpresented Cheques	0	510
LESS Records Management Office Funding	0	166,000
	<u>5,434,551</u>	<u>3,473,153</u>

**11 INSURANCE**

Insurance coverage on the Kingswood Building is effected through the Treasury Managed Fund, with The Funds Administration Division of the Government Insurance Office as Funds Manager.

The State Archives building is insured by its owner the Sydney Cove Redevelopment Authority.

Plant and equipment, fixtures, fittings and furniture, are insured through the Treasury Managed Fund.

The estimated value of the State archives in the Authority's custody for insurance purposes only is \$150,000,000. The Government Insurance Office has advised that they are covered against damage caused by fire and lightning under the Treasury Managed Fund.

Under the Treasury Managed Fund, the following separate policies are held: Property, Worker's Compensation, Commercial Motor, Public Liability and Miscellaneous

### **12 AUDIT FEE**

The fee for the audit of the Authority's accounts and records by the New South Wales Auditor-General's Office was \$19,000 (\$17,500 for 1989/90). The Auditor received no other benefits.

### **13 MEMBERS FEES OR BENEFITS, ETC**

Authority members do not receive emoluments or other benefits of office. There were no loans made to members, officers or employees of the Authority.

### **14 OUTSTANDING CAPITAL COMMITMENTS**

The Authority was not contracted for any capital expenditure at 30 June 1991.

### **15 CONTINGENT LIABILITIES**

The Authority was not aware of any contingent liability relevant to its functions at 30 June 1991.

### **16 SERVICES PROVIDED AT NO COST TO THE AUTHORITY**

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

\* Recruitment services provided by the Department of Further Education, Training and Employment.

End of audited Financial Statements.



BOX 12 GPO  
SYDNEY NSW 2001

## AUDITOR-GENERAL'S OPINION

### ARCHIVES AUTHORITY OF NEW SOUTH WALES

I have audited the accounts of the Archives Authority of New South Wales for the year ended 30 June 1991. The preparation and presentation of the financial statements comprising the accompanying balance sheet, income and expenditure and funds statements, 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 based on my audit as required by Sections 34 and 41C(1) of the Public Finance and Audit Act 1983.

I conducted my audit in accordance with the provisions of the Act and the Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatements. 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 concepts and standards, so as to present a view of the Archives Authority of New South Wales which is consistent with my understanding of its financial position and the results of its operations.

In my opinion the financial statements comply with Section 41B of the Act and are in accordance with the Statements of Accounting Concepts and applicable Accounting Standards and present fairly the financial position of the Archives Authority of New South Wales as at 30 June 1991 and the results of its operations for the year then ended.

A handwritten signature in cursive script, appearing to read "R.P. Bible".

R.P. BIBLE, B.Com FCPA  
ASSISTANT AUDITOR-GENERAL

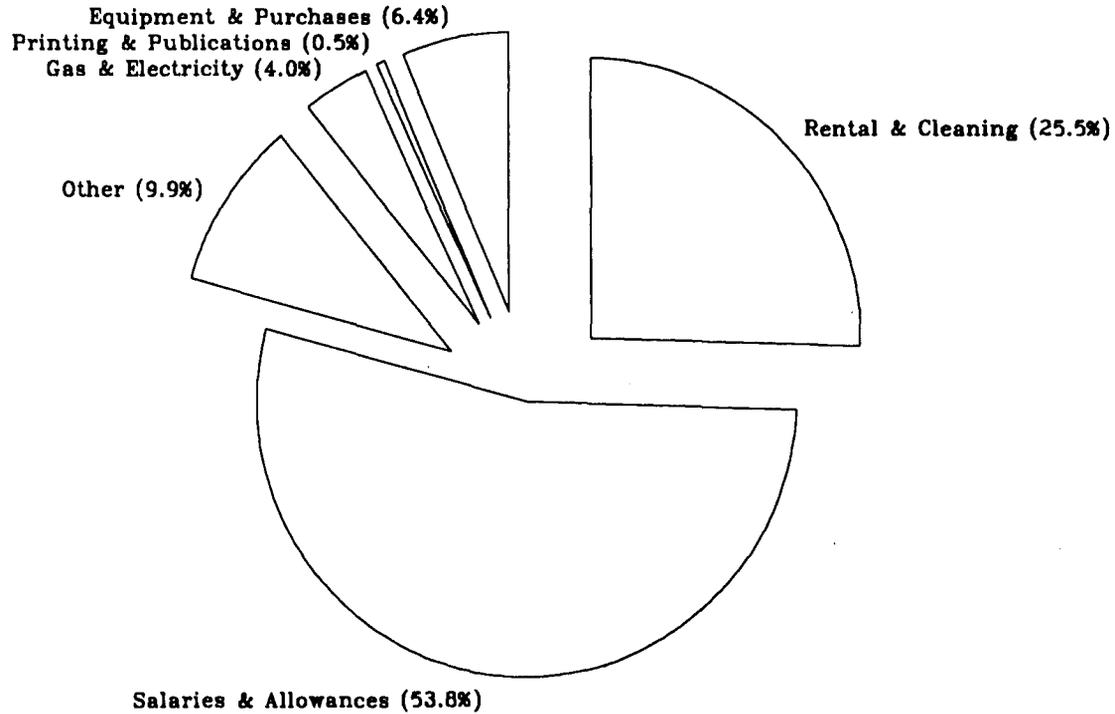
SYDNEY  
18 October 1991

**Program: Preservation and Management of Government Records**  
**Detailed Budget in Accordance with Section 7 (1) (a) (iii)**  
**of Annual Reports (Statutory Bodies) Act, 1984**  
**- For Financial Year 1990-91**  
**- Cash Basis**

ITEM	ALLOCATION 1990/91 \$	EXPENDITURE 1990/91 \$
<b>SALARIES AND PAYMENTS</b>		
A.1 Salaries and Wages		
Penalties etc.	1,327,000	1,360,835
National Wage adjustment	60,000	
A.2 Leave on Termination - Provision	32,000	29,938
A.3 Overtime	34,000	38,471
A.5 Workers Compensation Insurance	9,000	8,475
A.7 Payroll Tax Expense	96,000	101,785
A.8 Employer's Superannuation Contributions	65,000	64,791
Sub-total "A" Items	1,623,000	1,604,294
<b>MAINTENANCE AND WORKING EXPENSES</b>		
B.2 Expenses in Connection with Building		
Rent	1,040,000	1,091,178
Maintenance	153,000	49,649
Cleaning	26,000	25,824
B.3 Subsistence and Transport		
Travelling and Subsistence	7,000	6,196
Motor Vehicles and Running Costs etc.	10,000	13,335
B.4 General Expenses		
Training/Seminars	12,000	14,590
Advertising and Publicity	3,000	4,519
Books and Periodicals	6,000	7,416
Fees for Services Rendered	53,000	59,348
Gas and Electricity	120,000	124,986
Other Insurance	26,000	25,246
Postal and Telephone	24,000	22,576
Printing	26,000	13,125
Stores, Equipment etc.	101,000	109,813
Minor expenses/OOP Expenses	3,000	1,305
Maintenance Contracts	12,000	12,121
*Sub total "B" Items	1,622,000	1,581,227
<b>OTHER SERVICES</b>		
E.318 Archives and Records Management	32,000	13,159
E.320 Reproduction of Genealogical Research Kits	15,000	8,648
Sub total "E" Items	47,000	21,807
<b>PROGRAM TOTAL</b>	<b>3,292,000</b>	<b>3,207,329</b>

# Archives Authority of NSW

Expenditure of Financial Resouces 1990 - 91



Program: 0017 Preservation and Management of Government Records

Detailed Budget in Accordance with Section 7(1)(iii) of Annual Reports  
(Statutory Bodies) Act, 1984 - For Financial Year 1991-92

ITEM	ALLOCATION 1991-92 \$
<b>EMPLOYEE RELATED PAYMENTS</b>	
A.100 Salaries, Wages, Penalties etc.	1,425,000
A.101 National Wage Adjustment	54,000
A.300 Overtime	34,000
A.500 Workers Compensation Insurance	5,000
A.700 Payroll Tax Expense	104,000
A.800 Employer's Superannuation Contributions	65,000
<b>TOTAL EMPLOYEE RELATED PAYMENTS</b>	<b>1,687,000</b>
<b>MAINTENANCE AND WORKING EXPENSES</b>	
B.201 Building Rent and Cleaning	1,091,000
B.203 Maintenance	131,000
B.205 Cleaning - Kingswood	26,000
B.301 Travelling and Subsistence	6,000
B.302 Motor Vehicles and Running Costs	14,000
B.303 Training and Seminars	15,000
B.401 Advertising	3,000
B.402 Books and Periodicals	8,000
B.403 Fees for Services Rendered	50,000
B.404 Gas and Electricity	130,000
B.406 Insurance	30,000
B.407 Postal, Telephone and Courier	24,000
B.408 Printing	10,000
B.409 Stores	85,000
B.410 Minor and Out of Pocket Expenses	3,000
B.412 Maintenance Contracts	12,000
<b>TOTAL MAINTENANCE AND WORKING EXPENSES</b>	<b>1,638,000</b>
<b>OTHER SERVICES</b>	
E.318 Purchase and Reproduction of Public Archives	10,000
E.320 Publication of Genealogical Research Kits and Colonial Secretary's Papers	5,000
<b>TOTAL OTHER SERVICES</b>	<b>15,000</b>
<b>TOTAL RECURRENT CONSOLIDATED EXPENDITURE</b>	<b>3,340,000</b>

# ORGANISATIONAL STRUCTURE

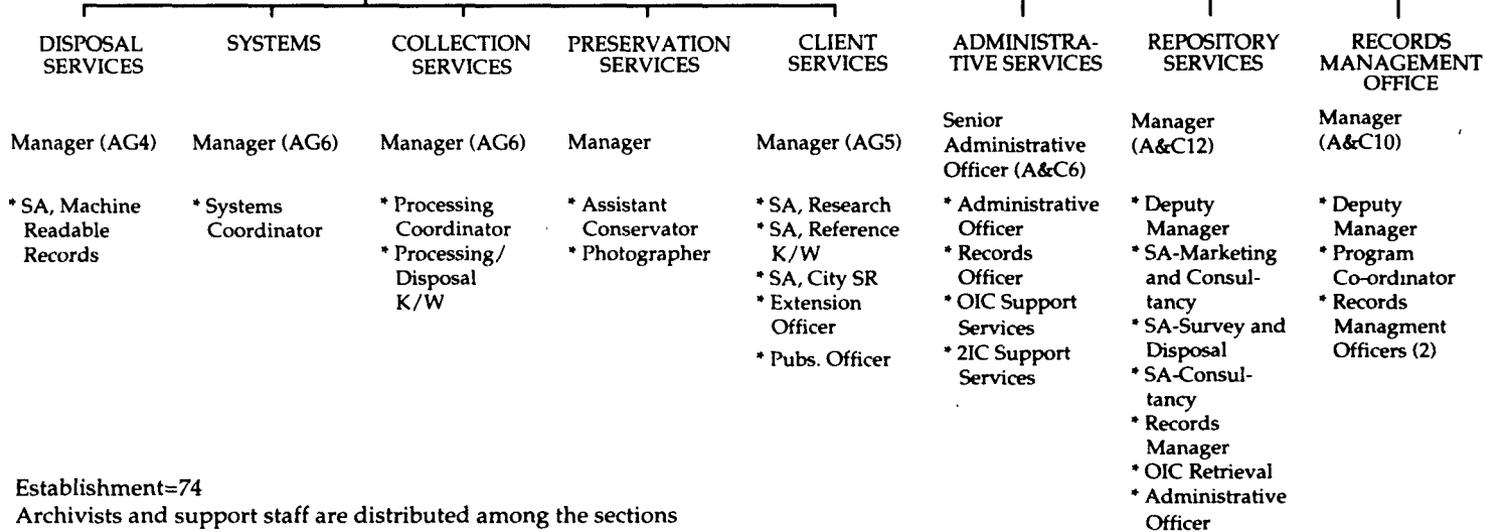
ARCHIVES AUTHORITY OF NEW SOUTH WALES

MINISTRY FOR THE ARTS

PRINCIPAL ARCHIVIST

DEPUTY PRINCIPAL ARCHIVIST

ARCHIVES OFFICE



Establishment=74

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

June 1991

**ARCHIVES OFFICE****Summary breakdown of functions of the Archives Office****DISPOSAL**

Manager (Ms A. J. Barber)

- Routine appraisals
- Scheduling (fee for service) (Priority 1)
- GRDS (Priority 3)
- Development of guidelines and standards
- Co-ordination of all matters concerning appraisal of NSW public records
- Taskforce on Guidelines for Machine Readable Records (Priority 2)

**SYSTEMS**

Manager (Ms C. M. Shergold)

- Context control
- Systems development and co-ordination including computerisation of collections control and reconciliation of group/series (Priority 2)
- Fine processing
- Concise Guide (Priority 1)
- Special Publications/guides (e.g. Archeion, sponsored publications, etc)
- Policy analysis, documentation and research
- Liaison (e.g. inter-government, commonwealth)

**COLLECTION SERVICES**

Manager (Mr R. Gore)

- Accessioning
- Coarse Processing (City and Kingswood) (Priority 1)
- Finding aids (shelf lists, access, registration, other) (Priority 2)
- Locations (Kingswood/City internal aids) (Priority 3)
- Space planning
- Reports
- Reprography (Priority 4)
- Liaison and determining priorities for processing/conservation

**PRESERVATION SERVICES**

Manager (Mr J. Davies)

- Conservation
- Reprography (technical aspects) (Priority 1)
- Photographic services

**CLIENT SERVICES**

Manager (Ms G. Davis)

- Reference (Search Rooms)
- Research Enquiries (Priority 1)
- Information Leaflets and similar publications
- Sale of Publications (Priority 2)
- Extension Services
- Access conditions/FOI/Privacy (Priority for 1992)
- Liaison

**PERMANENT STAFF AS AT 30 JUNE 1991**

*Principal Archivist*  
John Cross

*Deputy Principal Archivist*  
Frances Lemmes

**ARCHIVES OFFICE**

*Manager, Systems*  
Christine Shergold

*Manager, Collection Services*  
Richard Gore (Acting)

*Manager, Disposal Services*  
Amanda Barber

*Manager, Preservation Services*  
John Davies

*Manager, Client Services/  
Senior Archivist - Research*  
Gail Davis (Acting)

*Systems Coordinator*  
Michael Allen

*Processing Coordinator*  
Gerald Purkis

*Senior Archivist - Reference - Kingswood*  
Robyn Beard (Maternity leave)  
Deborah Sims (Acting)

*Senior Archivist - Search Room - City*  
Tracy Bradford

*Senior Archivist - Extension*  
Wendy Gallagher

*Senior Archivist - Machine Readable Records*  
Stephen Bedford

*Senior Archivist - Processing - Kingswood*  
Martyn Killion (Acting)

*Senior Archivist - Parliament House*  
Robert Lawrie

*Archivists*

Janette Beard  
David Brumby  
Rhonda Campbell  
Vanessa Follett  
Leonie Jennings  
Angela Kavuzlu (Maternity leave)  
Janet Knight  
Fabian Lo Schiavo  
Kathleen Verdich

**Administration and Support Services**

*Senior Administrative Officer*  
Bernard Edwards

*Administrative Officer*  
Elizabeth Page

*Records Officer*  
Bee Leong Pang

*Senior Records Assistant*  
John Maugueret

*Deputy Senior Records Assistant*  
Jimena Galleguillos (Acting)

*Assistant Conservator*  
Clara Cesarone (Maternity leave)

*Publications Officer*  
Sandra Orellana

*Photographic Officer*  
Rudi Gottl

*Clerical Officers*

Therese Allen  
Rosana Guevara  
Michael Holland  
Annette Lennon  
Tuula Lepisto  
Heather Lighezzolo  
Phillip Martin  
Dianne Morgan (Part time)  
Leo Poulos  
Coral Searle

## **RECORDS MANAGEMENT OFFICE**

*Manager*

Denis Comber (On secondment to State Rail Authority)

*Program Coordinator*

Kim Garside

*Records Management Officers*

Mark Aggar

Megan Birch

*Clerical Officer*

Patricia Beavis

## **GOVERNMENT RECORDS REPOSITORY**

*Manager*

John Burke

*Deputy Manager*

Jennifer Stapleton

*Senior Archivist - Marketing and Consultancy*

Sally Irvine-Smith

*Records Manager*

Robert Wright

*OIC Retrieval/Returns*

Sue Coleman

*2IC Retrieval*

Douglas Slade

*2IC Returns*

Sheryl Coles

*Clerical Officers*

Robert Byrne

Alan Cartwright

Mary Cleanthous

Josephine Lee

Linda McConnell

Richard Taylor

*Driver/General Assistants*

Stephen Hauer

John McGuiggan

Thomas Pittman

## GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF CLIENTS, 1990-91  
(Figures represent number of standard Repository Cartons)

Client	Scheduled	Scheduled	Unscheduled	Unscheduled	Accessions	Disposals	TASA	Total Holdings	
	1989-90	1990-91	1989-90	1990-91				1989-90	1990-91
Agriculture and Fisheries	3019	12797	203	203	206	152	--	3222	3276
Attorney General's Department	10219	159	9660	9660	2822	244	--	19879	22457
Auditor General's Department	26	2125	--	--	133	8	--	26	151
Building Services Corporation	899	27638	171	171	1226	--	--	1070	2296
Business and Consumer Affairs	18053	2233	14	14	10407	822	--	18067	27652
Cabinet Office	1780	1449	--	--	469	--	16	1780	2233
Chief Secretary's Department	953	--	--	--	496	--	--	953	1449
Commercial Services Group	1371	2258	--	--	945	58	--	1371	2258
Compensation Court	--	--	1794	1794	--	--	--	1794	1794
Corrective Services Department	12842	14437	649	649	1595	--	--	13491	15086
Crown Solicitor's Office	11837	9798	--	--	614	2653	--	11837	9798
Dairy Corporation	--	113	--	--	113	--	--	--	113
Electricity Commission	--	10168	--	--	10168	--	--	--	10168
Ethnic Affairs Commission	--	--	--	22	22	--	--	--	22
Family and Community Services	8960	9315	--	--	1080	325	400	8960	9315
Government Insurance Office	5698	5698	22	22	--	--	--	5720	5720
Health Department	268	784	2651	2651	516	--	--	2919	3435
Home Care Services	--	170	--	53	223	--	--	--	223
Housing Department	4327	4876	--	--	698	149	--	4327	4876
Industrial Authority	6035	6035	--	--	--	--	--	6035	6035
Industrial Relations	4204	3767	--	--	86	523	--	4204	3767
Land Titles Office	1144	1056	8419	8419	--	92	--	9563	9471
Lands Department	9675	9856	125	125	233	52	--	9800	9981
Legal Aid Commission	16257	19933	--	--	3676	--	--	16257	19933
Local Councils	1666	1940	--	--	528	252	--	1664	1940
Local Courts Administration	20052	22046	4820	5035	4185	1416	560	24872	27081
Local Government Department	3692	4226	--	--	539	5	--	3692	4226
Maritime Services Board	2528	2508	111	111	--	20	--	2639	2619
Minerals and Energy	13	13	--	--	--	--	--	13	13
Ministry for the Arts	153	235	117	117	82	--	--	270	352
Ministry of Education	126	129	62	194	135	--	--	188	323
National Parks and Wildlife Service	89	197	111	--	--	3	--	200	197

## Appendix 4 (Cont)

Client	Scheduled	Scheduled	Unscheduled	Unscheduled	Accessions	Disposals	TASA	Total Holdings	
	1989-90	1990-91	1989-90	1990-91				1989-90	1990-91
Ombudsman's Office	967	967	--	--	--	--	--	967	967
Parliament House	178	311	186	108	133	78	--	364	419
Planning Department	590	590	--	65	65	--	--	590	655
Police Department	4015	3770	--	--	18	263	--	4015	3770
Premier's Department	1589	1652	--	--	109	--	46	1589	1652
Public Hospitals	11417	14747	--	--	6914	3584	--	11417	14747
Public Trust Office	162	369	9	9	207	--	--	171	378
Public Works Department	706	706	6750	6286	--	464	--	7456	6992
Roads and Traffic Authority	6377	6677	--	--	300	--	--	6377	6677
School Education Department	11290	11521	258	258	278	47	--	11548	11779
Soil Conservation Service	193	193	--	--	--	--	--	193	193
Sport, Recreation & Racing	62	62	--	--	--	--	--	62	62
State Authorities Superannuation Board	1920	2257	256	256	452	115	--	2176	2513
State Development Department	--	--	50	50	--	--	--	50	50
State Lotteries	622	636	--	--	14	--	--	622	636
State Rail Authority	800	4179	--	--	3379	--	--	800	4179
State Revenue Office	36064	36104	--	--	2341	2301	--	36064	36104
State Superannuation Office	62	57	--	--	--	5	--	62	57
State Transit Authority	171	850	39	39	679	--	--	210	889
Supreme Court	--	--	18262	26263	8001	--	--	18262	26263
Technical and Further Education	1133	1688	--	--	555	--	--	1133	1688
Transport Department	854	1266	20	20	1720	1306	2	874	1286
Treasury (including Treasury Corp)	1263	1655	--	--	392	--	--	1263	1655
Valuer General's Department	1753	1330	--	--	--	76	347	1753	1330
Water Board	159	159	--	--	--	--	--	159	159
Water Resources Department	702	659	5423	5836	777	407	--	6125	6495
Western Lands Commission	--	--	1161	1161	--	--	--	1161	1161
Women's Co-ordination Unit	109	109	--	--	--	--	--	109	109
WorkCover Authority	2779	2606	22	22	--	173	--	2801	2628
<b>TOTAL</b>	<b>231821</b>	<b>274140</b>	<b>61365</b>	<b>69613</b>	<b>67531</b>	<b>15593</b>	<b>1371</b>	<b>293186</b>	<b>343753</b>

Category 1: Records scheduled to become State archives

Category 2: Records scheduled for destruction

Category 3: Records not scheduled

TASA: Transferred as State archives

**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.)
- (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'.
- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (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.

(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** (1984 - 88.)

**Stage I (1984) :**

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

**Stage II (1985):**

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

**Stage III (1987):**

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

**Stage IV (1988):**

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

(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.

The following records are included:

- A. On roll film:  
(i) **Letters received**  
Main series, 1788-1825  
Bathurst, 1815-25  
Melville Island, 1823-25  
Moreton Bay, 1822-25  
Newcastle, 1804-25  
John Oxley, Surveyor General, 1810-25  
Port Macquarie, 1821-25  
Wellington Valley, 1818-25  
Van Diemen's Land, 1804-21

(ii) **Letters sent**

Lieutenant Governor Foveaux to Governor Bligh and the Secretary of State,  
28 Jul 1808-7 Nov 1809

Copies of letters sent and received by Lieutenant Governor Paterson, Dec  
1808-Nov 1809

Local and overseas, Van Diemen's Land, Newcastle and Norfolk Island, 28  
Dec 1809-28 Dec 1813

Within the Colony, 1814-25

Outside the Colony, 1814-25

Melville Island, 14 Aug 1824-14 Nov 1825

Moreton Bay, 27 Aug 1824-29 Sep 1825

Norfolk Island, May-Nov 1825

Port Macquarie, 28 Jun 1822-31 Dec 1825

(iii) **Proclamations, Government and General Orders, and related records**

Regulations to be observed by the Night Watch, 7 Aug 1789

Instructions for constables of country districts and to watchmen of the Town  
Divisions, 16 & 17 Nov 1796

Government and General Orders, Proclamations and Notices, 1791-1825

Official extracts from the Sydney Gazette and New South Wales Advertiser,  
1810-12

Proclamation of Governor Ralph Darling constituting the Executive and  
Legislative Councils, 20 Dec 1825

(iv) **Special bundles and other records**

B. On microfiche:

Memorials re land, 1810-25

Petitions for mitigation of sentences, 1810-25

Special bundles and other records

A prospectus describing the package and providing details of prices and ordering is  
also available

(f) **Other Publications**

- (1) Annual Reports of the Archives Authority of New South Wales.
- (2) Archeion: The Newsletter of the State Archives.
- (3) ArchiVista: News and Views from the State Archives, Kingswood.

(g) **Postcards**

- (1) Police telegram reporting whereabouts of the Kelly gang of bushrangers,  
7th January, 1880.
- (2) Steam locomotive 0446 class, Engine No. 452 (it ran 59 years on New South  
Wales Railways), c. 1890's.
- (3) School Children, Commonwealth Celebrations, Sydney Cricket Ground,  
1901.
- (4) Construction of Sydney Harbour Bridge: Completing the closure of upper  
chords, September, 1930.
- (5) Construction of Sydney Harbour Bridge: View from McMahons Point,  
September, 1930.
- (6) Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930.
- (7) Construction of Sydney Harbour Bridge: Erecting the Deck, December,  
1930.
- (8) Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March,  
1932.

(h) **Greeting Cards**

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

(i) **Maps**

- (1) An outline of the settlement of New South Wales, 1817.
- (2) Map of the Colony of New South Wales, 1837.

(j) **Posters**

- (1) Men of Wyalong Goldfield - Handbill, 28 March, 1903.
- (2) Sydney Harbour Bridge Celebrations, 1932.
- (3) The Australian Mail Steamer "Orient".
- (4) "Kelly Gang", 1899.

(k) **Hotel Plans**

- (1) Proposed Lilly Bridge Hotel, corner of Ross and Wigram Streets, Forest Lodge, 1887.
- (2) Ambassador's Hotel, Pitt Street, 1924.

(l) **Other Items**

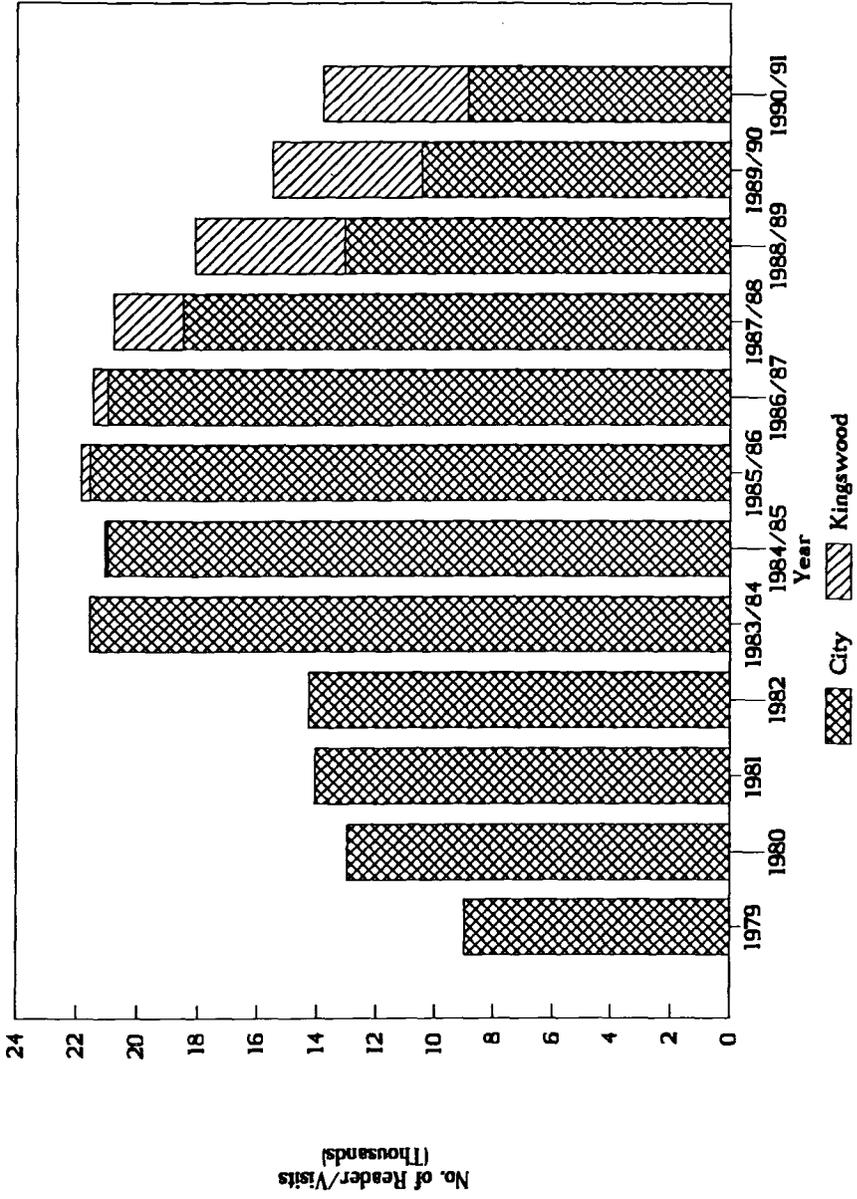
- (1) Ticket of Leave tea towel.
- (2) Ticket of leave blank.
- (3) Souvenir teaspoon.
- (4) "Docu-mints", individually wrapped after dinner mints.

## Reference to State Archives

	<u>1988-89</u>			<u>1989-90</u>			<u>1990-91</u>		
	<u>City</u>	<u>Kingswood</u>	<u>Total</u>	<u>City</u>	<u>Kingswood</u>	<u>Total</u>	<u>City</u>	<u>Kingswood</u>	<u>Total</u>
No. of originals issued (volumes/boxes)	9 320	3 771	13 091	9 697	6 160	15 857	9 174*	15 498	24 672
No. of original maps issued	3 800	2 814	6 614	1 316	2 776	4 092	1 069*	2 590	3 659
No. of aperture card maps issued				4 098	-	4 098	2 818*	-	2 818
No. of microfilm reels issued	29 313	15 808	45 121	23 341	13 393	36 734	20 075*	10 572	30 647
No. of microfiche issued	27 485	33 105	60 590	22 408	30 278	52 686	16 571*	23 636	40 207
No. of CODs issued (xerox copies of original documents)	6 215	-	6 215	3 898	572	4 470	3 575*	616	4 191
Total no. of issues	76 133	55 498	131 631	64 758	53 179	117 937	53 282*	52 912	106 194
Total no. of reader/visits	12 603	5 746	18 349	9 774	5 452	15 226	8 912*	4 924	13 836

\* City Searchroom closed for stocktaking 26 November 1990 - 1 January 1991

# Reader/Visits, 1979 - 1991



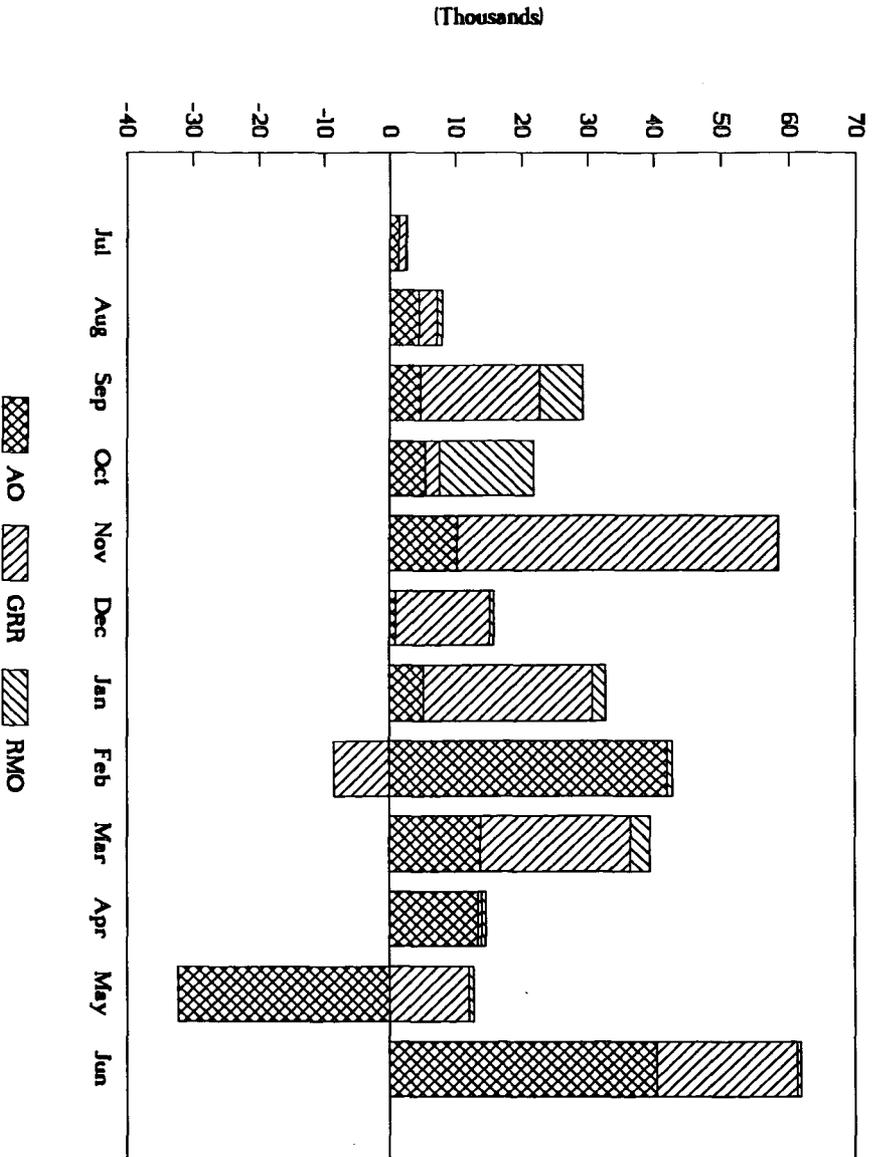
## PERFORMANCE INDICATORS

	1989-90	1990-91	% Change
<b>1. Services to the Public (City and Kingswood)</b>			
Number of readers using State archives	15 226	13 836	-9.1
Number of State archives used	117 937	106 194	-10
Number of inquiries received	8 454	7 941	N/A
Number of requests to publish State archives	64	61	-4.6
Number of copies supplied by Photographic Service	49 399	66 672	35
<b>2. Services to Government</b>			
Number of file reference operations undertaken by Government Records Repository	74 257	88 912	20
Issues of State archives to Government Departments	3 048	5 144	68.7
Number of officers attending courses conducted by Records Management Office	300	476	58.6
<b>3. System Efficiency</b>			
Disposal Recommendations	271	259	-4.4
Number of records series appraised for disposal	1 451	1374	-5.3
Quantity of records authorised for destruction (linear metres)	N/A	3 524	N/A
Quantity of records transferred as State archives (linear metres)	1 935	1 402	-27.5
Quantity of State archives processed (linear metres)	1 005	2 140	112.9
Quantity of semi-active records accessioned (linear metres)	N/A	1 907	N/A
<b>4. Finance</b>			
Revenue raised as a percentage of recurrent budget by:			
Archives Office			4.1
Government Records Repository			125.6
Records Management Office			70.3

# Archives Authority of NSW

## Stores and Equipment Purchases 1990-1991

### Monthly Breakdown - Total \$300,120



**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**

a) Minutes of meetings.

b) Meeting papers (full sets of papers relating to each meeting of the Authority).

**3. Disposal/accession and related records**

a) Index/Register of Disposal Recommendations

This records series of records approved for destruction or transfer as State archives.

b) Accession Register

This lists accessions of State archives in numerical/chronological order, and is partially indexed.

c) Shelf lists (lists of State archives)

One set is arranged by shelf location, and another by agency and then by location.

**4. Client Services - working records**

Client Services maintains a range of records, the most significant of which relate to Search Room/Research Services. These include:

- daily attendance book
- Reader's ticket applications
- Reader's ticket register (on computer)
- Issue cards (recording the issue of original material)
- photographic order books (Search Room/Research)
- telephone inquiry forms

**5. Procedure Manuals**

These are chiefly designed for Authority staff and other government employees. Manuals currently in use are:

- The Clerk's Companion
- Procedures for using the Government Records Repository
- How to dispose of public records

- Search Room procedures
- Research procedures
- A Practical Guide to Processing in the Archives Office of New South Wales

6. Publications - brochures and pamphlets

The Archives Authority publishes an extensive range of maps, posters and souvenir items as well as guides, finding aids and technical papers. Detailed and summary lists of publications are available on request to the City Office, and a full list appears in the Annual Report 1989-90.

A range of brochures outlining services offered by the Government Records Repository is available from the Kingswood Repository. Client Services has also prepared a number of leaflets to assist researchers, and the following are currently available:

- Introduction to the Archives Office
- Reference Services
- Family History Research
- Local History Research

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, Client 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 publications referred to under 6. above are available during Office hours from both the City Office and the Repository:

Head Office:  
2 Globe Street  
The Rocks  
Sydney NSW 2000

Repository:  
O'Connell Street  
St Marys NSW 2760

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. Access to an individual's own entry or file is not restricted, and all requests should be made to the Manager, Client 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).