

Archives Authority

NEW SOUTH WALES

ANNUAL REPORT

FOR THE YEAR ENDED 30th JUNE, 1985

CONTENTS

	<i>Page</i>
Introduction	5
Charter	5
Objectives	5
Summary of Operations	6
Repository Guidelines	6
Accommodation	6
The Genealogical Boom	7
The Archives	7
Keyword Classification	9
Computer Records	9
The Archives Authority	10
Membership	10
Attendances at Meetings	10
Committees	11
The Authority's Senior Managers	11
Legislation	11
Membership of Professional Organizations	11
Structure	11
The Archives and Records Management Offices	12
Head Office	12
Repository	12
Public Access	12
The Programmes of the Archives and Records Management Offices ..	13
Reference Services Division	13
Public Access and Use	13
Search Room	13
Extension and Educational Activities	16
Inquiry Service	16
Exhibitions	17
Photographic Services	17
Technical Services Division	18
Disposal of Public Records	18
Accessions During 1984-85	18
Processing	20
State Archives on Loan	20
Parliamentary Archives	21
Publications	21
Repair and Preservation of Records	22
Repository Services Division	22
Strategy	23
Accommodation	23
Capacity	24
Composition of Holdings	24
Charging for Services	24
Staff	26
File Reference Service	26
Accessioning Programme	27
Destruction Programme	27
Archives Processing and Reference Work	27
Records Management Office	27
Records Systems Surveys and Advisings	28
Keyword Classification and Indexing	28
Records Scheduling and Disposal	28
Training	29

	<i>Page</i>
Publications	29
Meetings, Addresses and Seminars	29
Office Administration	29
Human Resources	29
Staffing	30
Employment Programmes	31
Equal Employment Opportunity	31
Staff Training	31
Staff Appraisal	31
Staff Development	31
Promotions	32
Leave	32
Participation in External Committees and Working Parties	32
Finance	33
Financial Statements and Auditor's Certificate	33
Detailed Budget for 1984-85	38
Budget for 1985-86	40
Additional Information	41
Appendix 1—Organization Chart for Archives and Records Management Office of N.S.W.	41
Appendix 2—Publications of the Archives Authority	42
Appendix 3—Analysis of Repository Holdings of Semi-active Records of Public Offices, 1984-85	45
Appendix 4—Government Records Repository: Charging Policy Analysis of Revenue from Public Offices, 1984-85	48
Appendix 5—Government Records Repository: Analysis of File Reference Service Statistics, 1984-85	49
Appendix 6—Archives and Records Management Offices: Chart showing Structure and listing senior staff	50
Appendix 7—Chart comparing number of Reader Visits to Search Room with number of Reference Staff, 1968 to 1984-5	51
Appendix 8—Performance Indicators	52

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR THE YEAR ENDED 30th JUNE, 1985

INTRODUCTION

The Archives Authority of New South Wales takes pleasure in forwarding to the Honourable the Premier for presentation to Parliament in accordance with the provisions of the Annual Reports (Statutory Bodies) Act, 1984, and of the Archives Act, 1960, its Twenty-Fifth Annual Report, covering the year ended 30th June, 1985.

This is the first occasion on which the Authority's report has covered the financial year. Previous reports were based on the calendar year, and as the last of these was for the year ended 31st December, 1984, there is inevitably some overlapping between it and this report. In order to minimize this the Authority has concentrated on events from January to June, 1985, while at the same time providing financial information for the whole year, as this was unavailable when the last report was compiled.

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 Premier for the management of the Archives Office of New South Wales, the New South Wales Government Records Repository, and the Records Management Office of New South Wales. It manages the Archives Office in accordance with the provisions of section 13 (1) of the Archives Act; and manages the Government Records Repository and the Records Management Office in accordance with an agreement made with the Public Service Board in October, 1978.

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

OBJECTIVES

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

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

The Authority's detailed objectives are contained in its *Corporate Plan*, which is being reviewed and developed.

SUMMARY OF OPERATIONS IN 1984-85

In 1984, the Authority reported a very successful year, in terms of new initiatives undertaken and older ones which had borne fruit. This progress was consolidated during the first half of 1985.

The new Repository Guidelines

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

To date, these *Guidelines* have been an unqualified success. In its report for 1984, the Authority noted that the Repository had accepted 29 261 new boxes of semi-active records but was able to dispose of 29 611 old boxes, either by destruction or transfer as State archives, and had therefore finished that year with fewer semi-active records than it had at the beginning. This result was unprecedented and is unlikely to be repeated, but it does highlight the success of the *Guidelines* in curtailing the growth in the Repository's holdings. They continue to operate very satisfactorily, such that in the year ended 30th June, 1985, the total holdings of semi-active records increased by only 2 per cent over the previous year. If growth can be contained at this level the Repository will have sufficient storage space for many years to come.

Accommodation

The Authority is now well equipped to store paper records, following construction of The State Archives building in Sydney and of the Stage II extensions to the Kingswood Repository. However, the pressing need in the past to concentrate on paper storage had obliged the Authority to neglect accommodation for more modern record formats.

This deficiency is being remedied by the construction of a new Services Block at Kingswood, which will provide specialized storage for microforms and magnetic tapes, and also incorporate a public search room and associated reference facilities. Funds were allocated in the 1984-85 Capital Works Programme for preliminary work on this building, which commenced in May 1985. It is hoped that it will be possible to complete it late in 1986.

The Authority again wishes to record its pleasure and satisfaction at this development.

The cost of this building to the Government will be offset to a substantial extent by revenue from the sale of Repository land. The Authority reviewed its land holdings at Kingswood in 1984 and concluded that, having adopted a more compact style of Repository building in recent years, it required less than half of its existing site of 20.64 hectares. The surplus is to be sold for residential development.

The Genealogical Boom

Previous reports have highlighted the tremendous enthusiasm among Australians for genealogical research and the effects which this is having upon the Authority's operations.

The boom continued during 1984 but levelled off this year, to the extent that the number of readers who visited the Archives Office Search Room in Globe Street, The Rocks, during 1984-85 (21 548 readers) was actually fewer than in 1983-84 (21 700 readers). This is the first occasion since 1975 that the Authority has been able to report a decrease in the number of readers using its Search Room. Some of the other reference statistics provided elsewhere in this report show similar decreases. However, it is not possible to tell whether they represent only a temporary pause in the genealogical boom or the beginnings of a long-term trend towards stabilization in the level of public use of the State archives.

Moreover, the decreases have been very small and have provided little relief for the Authority's frequently over-crowded Search Room and hard-pressed Reference staff. Since The Rocks building opened in 1979, the number of readers using the archives has increased by 328 per cent, while the quantity of records issued to readers has increased by 471 per cent. Much of this rise occurred during the first two years and in 1980 the Reference staff were increased to cope with it, by diverting staff from other areas. Usage has continued to grow since then and the 1984-85 totals of 21 548 readers and 123 809 issues represent, respectively, a 64.5 per cent and a 159 per cent increase on the 1980 figures of 13 096 readers and 47 780 issues. However, it has not been possible to further supplement the Reference staff and during the past two years usage has been above the level that the Search Room can sustain efficiently. The Authority is therefore particularly pleased to report that the Premier's Department has undertaken to review the staffing needs of the Reference Services Division during 1986.

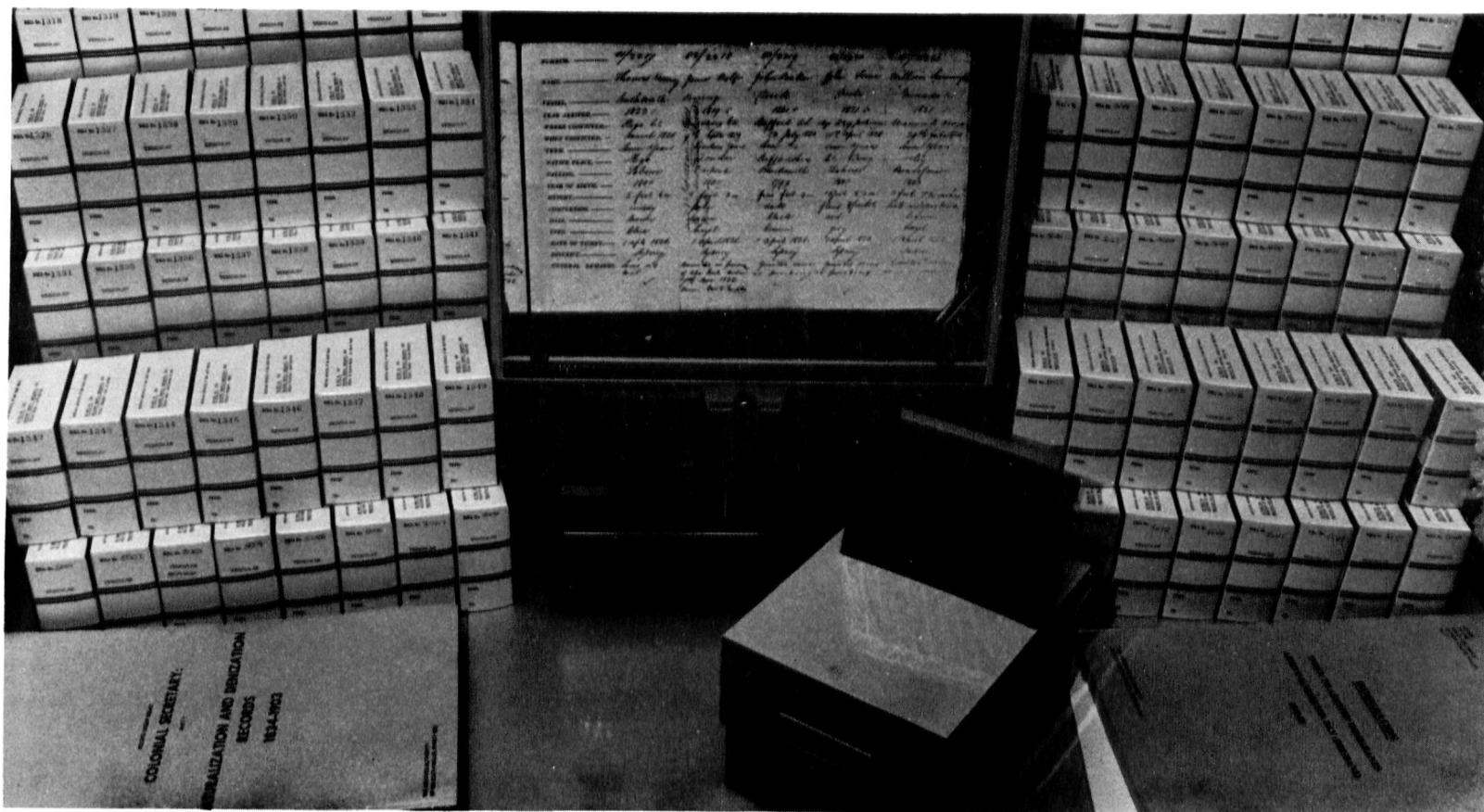
The Authority is also taking its own measures to meet these difficulties by spreading the genealogical and other resources of the State Archives more widely throughout the community and thereby reducing dependence on Archives Office facilities. In particular, the Authority has embarked upon the publication, in microform, of a very large *Genealogical Research Kit* which contains copies of the most sought-after records. The first stage of this *Kit*, comprising some 171 rolls of 35mm microfilm and 342 microfiche, appeared in August, 1984 and by 30 June, 1985, 105 orders for the *Kit* or parts of it had been received from libraries and other institutions throughout Australia. Revenue from these orders was \$113,746.

Purchasers of the *Kit* report heavy public usage and it seems likely that this has contributed to the levelling off in use of the Archives Office Search Room.

By the end of the year the work of preparing Stage II of the *Kit*, consisting of a further 199 rolls of film and 40 microfiche, was nearing completion and it will be published in October, 1985.

The Archives

A total of 3 196 metres of records were accessioned as State archives during 1984-85, the second largest quantity ever to be transferred as State archives in any one year. These transfers placed a heavy burden on Archives Office staff working in the records appraisal area and added greatly to the already large arrears of unprocessed records. They also delayed work on preparation of the second edition of the *Concise Guide to the State Archives*, which is the major finding aid of the Archives Office. Although input of the *Concise Guide* into a word processor is nearly complete, a great deal of editorial work remains to be done and has had to be deferred.



The Genealogical Research Kit. The photograph depicts only a portion of Stage I. Stages I and II of the Kit contain, in all, 370 rolls of 35 mm film, 382 microfiche, and 12 printed indexes and finding aids. Purchasers must supply their own microfilm readers.

On the other hand, much progress was made on the preparation and publication of other guides and finding aids. These included two major indexes, each of several hundred pages, a revised edition of the *Guide to Shipping and Free Passenger Records* and a new and expanded edition of the newsletter *Archeion*.

The Authority devoted considerable attention in 1985 to the possibility of insuring the State archives. Archives are by their very nature unique, which makes them difficult to value for insurance purposes and irreplaceable if lost or destroyed. They are also voluminous, so insuring them is very expensive. For all of these reasons the question was still under review at the end of the year. However, it is worth recording that the value of the State archives in the Authority's custody at the end of 1984 was estimated at \$150,000,000.

Keyword Classification

Some years ago the Records Management Office developed a Keyword Classification System, based upon a thesaurus which provides its users with an effective means of titling and retrieving files. This system has been adopted by several New South Wales Government departments and in 1984-85 there was considerable interstate interest, with inquiries being received from Government agencies in all of the other States and the Northern Territory. Several are willing to pay for the rights to use the system, which is a convincing demonstration of its worth and a pleasing testimony to the effort which the Office put into developing it. At the time of writing (August, 1985), one Queensland department had purchased these rights for \$7,500 and Western Australian departments had placed orders valued at \$22,500.

Computer Records

Recent years have seen a rapid shift from paper to computer, or machine readable, records. The latter have great potential and offer advantages to administrators and historians alike, but they are also transient and there is worldwide concern that society risks "losing its memory". This concern is shared by the Authority, which has a statutory duty to preserve the permanently valuable records of this State.

Computer records are difficult to preserve because:

- the magnetic tape used has a very short life and even the best tapes, properly recorded, maintained and stored, cannot be depended on after ten years;
- the technology is continually changing and the new machines cannot read old tapes, unless special arrangements are made for conversion;
- many computer programmes call for continual updating with new information and the automatic deletion of old;
- programmes may be heavily dependent upon one brand of software;
- the support documentation for a programme, which is essential to make the data intelligible, may be inadequate or changed without explanation or lost.

Such problems are becoming crucial as computers outgrow simple "housekeeping" functions like payrolls and mail distribution. The machines now evolving are being adapted to a wide variety of uses, many of them of long-term administrative, evidential, legal, historical or genealogical significance. Consequently, the records which they are creating are vital to the administration and people of New South Wales. The Authority devoted considerable attention to computer records during 1984-85, spurred on by the burgeoning numbers of mini and microcomputers throughout the Service. With your approval, it intends approaching other Government agencies to establish a working party to identify problems, formulate solutions, and establish Service-wide standards for computer records.

THE ARCHIVES AUTHORITY

Membership

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

The Archives Act provides that of these members:

- one shall be a judge of a New South Wales court: the appointee under this section is presently the Hon. Mr Justice T. W. Waddell of the Supreme Court;
- one shall be nominated by the presiding officers of Parliament: the present appointee is Mr E. T. Page, Member of Parliament for the electorate of Waverley;
- one shall be nominated by the Library Council of New South Wales: presently Associate Professor B. H. Fletcher of the University of Sydney;
- three shall be nominated by the Minister to represent the University of Sydney, the University of New South Wales, the University of New England and "such historical and archival bodies as the Minister sees fit": at present the appointees are Dr K. W. Knight, Principal of Kuring-gai College of Advanced Education (Chairman of the Archives Authority); Mr A. R. Horton, University Librarian, University of New South Wales; and Dr L. A. J. Gilbert, until recently a Principal Lecturer at the Armidale College of Advanced Education and Director of its New England Historical Resources Centre;
- one shall be nominated by the Public Service Board: until his resignation in February 1985 the appointee was Mr D. T. Richmond, a Member of the Public Service Board (and Deputy Chairman of the Archives Authority);
- one shall be nominated by the Premier to represent those public offices which are not within the scope of the Public Service Act: presently Mr R. E. Wilson, Secretary for Lands and Registrar General; and
- one shall be an officer of the Department of Culture, Sport and Recreation or its successor: this position is vacant.

Mr D. T. Richmond, M.Ec., resigned from the Authority on 1st February, 1985, after relinquishing his position as a Member of the Public Service Board in order to take up the post of Secretary, Department of Health.

At its meeting on 8th February, the Authority resolved to extend to Mr Richmond its congratulations on his new appointment and its regret at his resignation from the Authority.

Also at its meeting on 8th February the Authority noted with pleasure the appointment of Mr R. E. Wilson as Secretary for Lands and Registrar General. Mr Wilson was formerly Deputy General Manager of the Metropolitan Water, Sewerage and Drainage Board.

Attendances at Meetings

There were six meetings of the Archives Authority during 1984-85. The attendances were as follows:

Dr K. W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairman) (Excused for his absence from two meetings)	4
Mr D. T. Richmond, M.Ec. (Deputy Chairman) (Excused for his absence from one meeting. Resigned 1st February, 1985)	2
Associate Professor B. H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S. (Excused for his absence from one meeting)	5
Dr L. A. J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G.	6

Mr A. R. Horton, B.A., F.L.A.A. (Excused for his absence from one meeting)	5
Mr E. T. Page, B.E., B.Comm., M.P.	6
The Hon. Mr Justice T. W. Waddell, Q.C.	6
Mr R. E. Wilson, A.A.S.A.(Senr.), M.A.C.S. (Appointed 13th July, 1984)	6

Committees

Since 1978, the Authority has had a Publications Committee responsible for planning and overseeing its publication programme. The Committee consists of the Chairman of the Authority (*ex-officio*); Dr L. A. J. Gilbert; Mr A. R. Horton; the Principal Archivist; the Assistant Principal Archivist; and another member of staff who serves as Secretary. It meets six times a year immediately following the Authority's meetings.

The Authority's Senior Managers

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

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

Legislation

The Authority has taken account, in its operations, of the provision of the Public Finance and Audit Act, 1983 and the Annual Reports (Statutory Bodies) Act, 1984, and is adopting new standards and procedures to meet their requirements. It has also sought, under the Government's Statute Law Revision Programme, to have the reporting provisions of section 23 of the Archives Act amended to comply with the Annual Reports (Statutory Bodies) Act.

Membership of Professional Organizations

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

STRUCTURE

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

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

These four areas are supported by a small administrative section.

An Organization Chart is attached, as Appendix 1.

THE ARCHIVES AND RECORDS MANAGEMENT OFFICES OF NEW SOUTH WALES

Head Office

Archives Office of New South Wales,
 "The State Archives",
 2 Globe Street,
 The Rocks,
 Sydney, N.S.W. 2000.

Telephone:
 (02) 237 0100 (Switch);
 (02) 237 0254 (Reference inquiries).

Records Management Office of New South Wales,
 "The State Archives",
 66 Harrington Street,
 The Rocks,
 Sydney, N.S.W. 2000.
 Telephone: (02) 237 0121.

Repository

The State Archives and
 Government Records Repository—Kingswood,
 Lot 1, O'Connell Street,
 St Marys, N.S.W. 2760.
 Telephone: (02) 673 1788.

Public Access

Hours:

Search Room and Exhibition, City—

Monday—9.00 a.m.—5.00 p.m.
 Tuesday—9.00 a.m.—5.00 p.m.
 Wednesday—9.00 a.m.—9.00 p.m.
 Thursday—9.00 a.m.—5.00 p.m.
 Friday—9.00 a.m.—5.00 p.m.
 Saturday—10.00 a.m.—4.00 p.m.

Christmas Day Boxing Day New Year's Day Good Friday	}	Closed.
--------------------------------------------------------------	---	---------

Other Public Holidays: Contact Office for details.

Search Room, Kingswood Repository—

Monday–Friday—9.00 a.m.—5.00 p.m.

N.B. Arrangements to visit Kingswood must be made in advance by telephoning (02) 673 1788.

THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

Reference Services Division

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

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

Public Access and Use

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

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

The Archives Authority's collections are open to all members of the public as well as to government. Approximately 70 to 80 per cent of enquirers are family historians, with the remaining 20 to 30 per cent chiefly comprising university staff and students and local historians. This pattern is also evident in statistics for the telephone and letter inquiry service.

In 1979, the Authority reported an enormous increase in public demand for services following the opening of the new State Archives building, and this trend continued throughout 1980. The rate of growth was generally slower in 1981 and 1982, but it resurged strongly in 1983-84. In 1984-85 there was a general levelling off in demand for all areas of reference services, with the exception of extension activities, but it remains very high and continues to stretch the Authority's resources to their limits.

As noted elsewhere, the massive increase in public use of the Archives Office since 1978 is a direct reflection of the popularity of family history research in Australia. The pattern which has been emerging since the 1970's is one of continual growth, in which periods of steady increase are interspersed with sudden and large upsurges, such as occurred in 1976, 1979-80, and 1983.

Search Room

The Search Room is presently open to the public for fifty hours per week, including Saturdays and most public holidays.

Admission is normally by readers' tickets, which are usually issued for a period of twelve months and are renewable upon application. At the end of 1984-85, 2 792 readers' tickets had been issued and were still current, compared with 2 689 in 1983-84. In addition to holders of readers' tickets, a further 11 204 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1983-84 was 12 086.



The Archives Office Search Room. On an average day it is used by about seventy readers.

The level of usage of the State archives is reflected in the following table.

Reference to State Archives

	1978	1979	1980	1981	1982	1983-84	1984-85
Total number of readers	5 035	9 162	13 096	14 354	14 460	21 700	21 548
Total number of issues	21 680	37 899	47 780	50 198	65 249	119 375	123 809

The figure for "Total number of readers" is the sum of the daily totals of readers using State archives, many of whom attended for more than one day, and some over long periods. The figure does not therefore represent the number of individual readers, but is included as an indication of the use made of the archives.

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

In recent years, statistics have been kept on the kinds of material issued in the Search Room, as well as the quantity:

	1983-84	1984-85
Number of volumes and boxes of documents issued	23 615	22 407
Number of maps issued	4 939	5 326
Number of microfilm reels issued	45 049	52 721
Number of microfiche issued	45 772	43 355
Total number of issues	119 375	123 809

Since moving to The Rocks building, the Archives Office has been able to ensure that users of State archives experience only minimal delays in having their material issued to them. The time taken to issue microfilm reels, microfiche and photocopies is approximately 60 to 90 seconds, and for original volumes, papers or maps and plans it is about 3 to 4 minutes.

The Kingswood Repository also has a small Search Room, with seating accommodation for up to five readers. During 1984-85, 109 readers visited the Repository, compared with 145 in 1983-84. The number of issues of State archives also decreased slightly, to 2 197 in 1984-85 compared with 2 261 in 1983-84.

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

	1983-84	1984-85
Issue of Documents to Government Departments	3 317	2 796
Research of State archives on behalf of Government Departments	20	37
Telephone inquiries from Government Departments	241	192

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

Extension and Educational Activities

In the first half of 1985, the Archives Office also received many requests for talks, tours, work experience attachments and other extension services. Although the Office has not publicized this side of its activities the demand for them continues to grow.

Extension Services (January–June, 1985)

Tertiary students (including family history students)	12
Family history groups	3
School groups	4
Service clubs and associations	3
Libraries	1
Visitors (from similar institutions)	4
Work experience students (including three students from U.N.S.W. Dip. Inf. Management: Archives Administration)	12

Senior Citizens Week

As its contribution to Senior Citizens week (18th–22nd March, 1985) the Archives Office offered a series of talks to the public on family history. Some 195 persons attended during the week.

Lectures for professional researchers

During September and October, 1984, following consultation between the Archives Authority and the Society of Australian Genealogists, Mrs Christine Yeats and Mr Richard Gore of the Archives Office presented a series of lectures/workshops on using archives for genealogical research. They were designed to assist individuals who wished to become professional researchers, and were attended by fifteen students in, and graduates of, the Society's Diploma in Family Historical Studies. An assignment was set following the course, and seven out of the nine students who attempted it were successful. It is likely that these lectures will become a permanent part of the Office's extension services.

Genealogical Research Kit—Training Courses for Librarians

During March and April 1985, three one-day training courses were given by Archives Office staff to 105 librarians and members of genealogical societies involved in advising members of the public on the use of records in the *Kit*. The training courses covered all the material in Stage I of the *Kit*, with particular emphasis on convict and shipping records. The courses were well received, and a further series is planned for early 1986.

These and other activities continue to highlight the great need for an Education and Extension Officer, with responsibilities similar to those being undertaken by such officers already appointed to comparable Government institutions.

Inquiry Service

In 1984–85 the total number of inquiries by letter and telephone increased slightly to 7 076, compared with 6 955 in 1983–84.

Constraints

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

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

Current Statistics

During 1984–85, statistics for the Inquiry Service remained relatively static, as can be seen from the following table:

Inquiries Received

	1983–84	1984–85	Percentage increase
Number of letter inquiries	2 817	2 801	–0.57
Number of telephone inquiries	4 138	4 275	+3.3
Total	6 955	7 076	+1.7

The main reasons for the “levelling off” in the statistics would appear to be the wider availability of archival records in libraries as part of the *Genealogical Research Kit*, the restrictions on the Inquiry Service, and the small amount of correspondence received to date relating to Bicentennial research projects.

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

- Use of Government House, Sydney, as a residence for the Governor-General, 1907–1912;
- Effects of British nuclear testing in the 1950s.

Permission to publish extracts from State archives was granted on 102 occasions in 1984–85, compared with 113 in 1983–84.

Exhibitions

Exhibition Visitors

*1983–84	2 900
1984–85	4 100

* Complete figures are not available for this period, owing to staff vacancies.

In November, 1984, a new exhibition was prepared, entitled “Mudgee—an exhibition of Sources for Local History in the New South Wales State Archives”. It is hoped that this case study, illustrating the wide range of maps and documents available to local historians, will assist researchers working in this field, particularly as many individuals and groups are preparing to work on Bicentennial local history projects. Seminars for local historians wishing to use State archives for their research will be held in conjunction with the exhibition, in late 1985 or early 1986.

Photographic Service

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

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

A total of 17 161 photocopies, 12 889 reader/printer copies, 1 231 aperture card negatives, and 816 photographic prints were produced for the public in 1984-85.

Technical Services Division

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

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

Disposal of Public Records

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

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

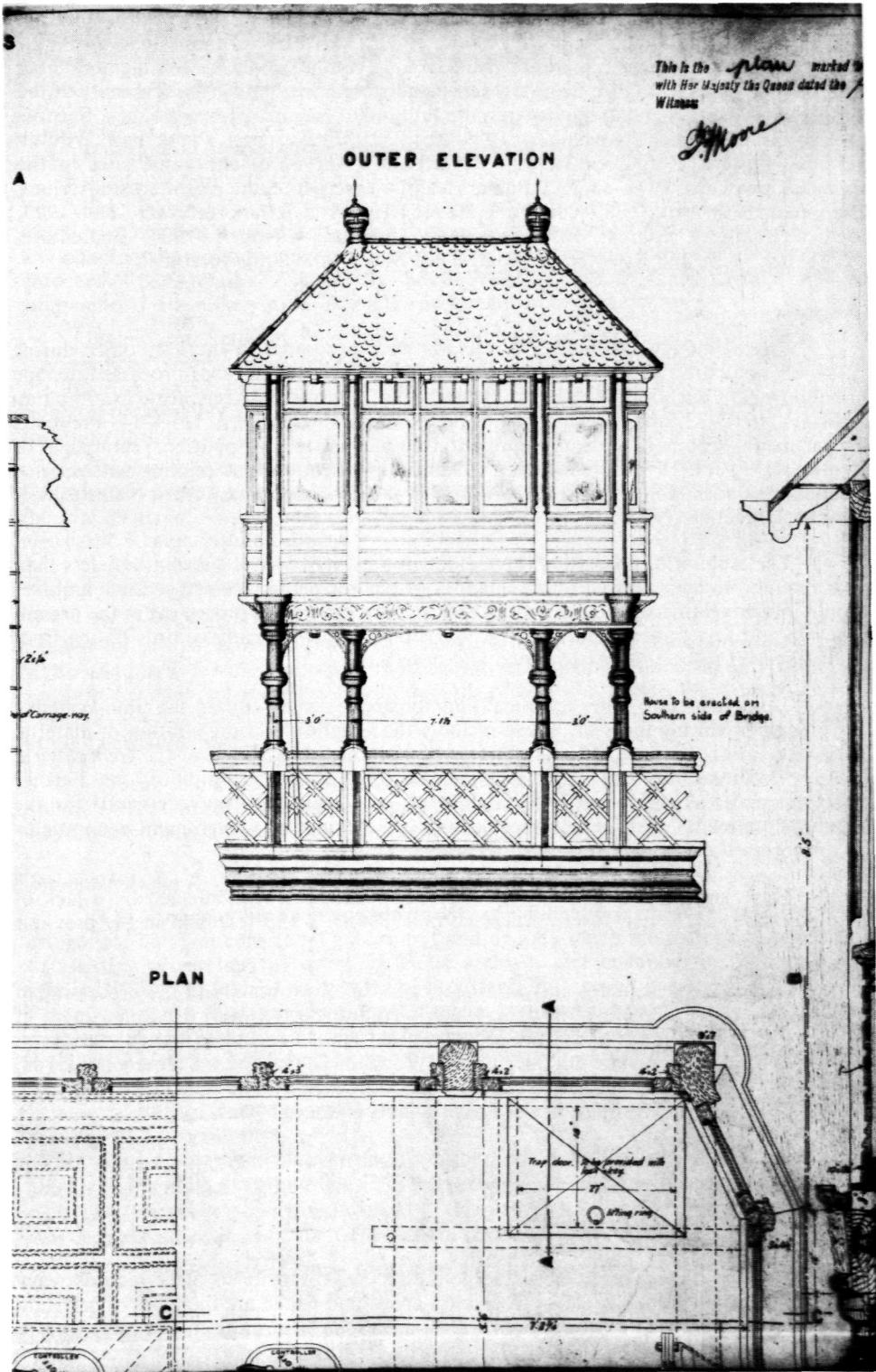
In 1984-85, the Authority dealt with 165 recommendations for the disposal of public records, compared with 150 in 1983-84. The recommendations covered 674 series of records.

As mentioned earlier, a total of 3 196 metres of records covering 717 series and 93 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1983-84 were 3 276.5 metres and 775 series and part series.

Authorization for the destruction of 160 series and 92 part series was given in 1984-85. No attempt has been made to estimate the total quantity of records involved as statistics of destructions were not always supplied. However, it is known that the authorizations given in 1984-85 covered the immediate destruction of at least 2 050.1 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

Accessions during 1984-85

The State archives, exclusive of maps, plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 26 987.8 metres of shelving.



Part of a plan of Glebe Island Bridge, showing details of Controlling House, 1899. Accessed from the Department of Main Roads.

Some of the more notable accessions during the year were: Agriculture—Grafton Experiment Farm, Letter book, 1919–27; Board of Fire Commissioners—Public Relations, Master colour negatives of two paintings commissioned to commemorate the centenary of the N.S.W. Fire Brigades, and Posters commemorating the centenary of the N.S.W. Fire Brigades, 1984; Inquiry into the Proposed Logging at Terania Creek, Records of the Commissioner, November, 1979–April, 1982; National Parks and Wildlife Service—Cultural Resources Section, Records of a survey of aboriginal sites in the Campbelltown area, 1971–85; and, Public Health—Liverpool State Hospital and Asylum, Daily diary, 7th April, 1883–28th June, 1894, Register of letters received, 1894–1903, Medical registers, March, 1895–July, 1896, January–October, 1907, September, 1924–May, 1925, and Register of Inmates, 4th May, 1903–20th December, 1904.

Processing

Approximately 296 metres of records were processed in the City office during 1984–85, compared with 363 metres processed in 1983–84. Records processed include the following: Education—Examinations Division, Intermediate certificate examination registers, 1912–32, and Leaving certificate examination registers, 1913–34; Premier's Department—Cabinet Division, Representation files concerning petitions, campaigns or continuing issues, 1976; Ombudsman's Office, Investigation files relating to sustained complaints under the Ombudsman's Act, 1975–81; and, Supreme Court, Notebooks of Mr Justice Hutley, 1972–84.

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

Tasks related to other technical functions have again reduced the time available for processing during the year. These include: the selection and preparation of material for conservation, binding and microfilming; the production and sale of the *Genealogical Research Kit*; and the work involved in preparing and updating publications. Further time was diverted from processing as a result of continuing heavy demands for the appraisal of records, and file reference to the State archives by Government departments to unprocessed or recently processed records.

Maps and plans processing in 1984–85 continued to be affected by a lack of available staff. 2 990 items were processed in 1984–85, 8 156 less than in the previous year.

During the year, maps and plans staff were involved mainly in the processing of an accession of 3 000 plans of bridges, which were transferred from the Department of Main Roads. Other maps and plans processed in 1984–85 include: Colonial Secretary, Sketch of Port Jackson showing the sites for Works of Defence, 23rd November, 1848, and Plan showing the site proposed for the Melbourne Steam Flour and Saw Mills, 1839; and, Lands Department, Plans of the Lands Office, Sydney, 1900.

The Processing Section at the Kingswood Repository processed a further 1 297 metres of records during 1984–85, compared with 1 400 metres in 1983–84.

State Archives on Loan

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

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

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

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

At present, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina College of Advanced Education, and the Newcastle Region Public Library. In all, approximately 786 metres of records and some 860 maps and plans are held in these institutions.

During the year, the Archives Authority supplied components of Stage I of the *Genealogical Research Kit*, as they became available, to the University of New England, the University of Wollongong, the Riverina College of Advanced Education and the Newcastle Region Public Library.

Parliamentary Archives

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

During the 1985 winter recess of Parliament, the archivist undertook a records survey of the entire Parliamentary establishment. The data from this exercise will be used to formulate an archives and records management programme for the Parliament.

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 ever-increasing 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 is an annual newsletter, entitled *Archeion*, which is designed to disseminate information about archival holdings and programmes.

Revenue produced from the sale of these publications, including those of the Records Management Office, which are referred to later in this report, totalled more than \$136,000 in 1984-85, compared with \$14,000 in 1983-84. Of the former nearly \$113,746 was received from sales of the *Genealogical Research Kit*.

The Authority published three new finding aids during the year: *Immigration: Index to Assisted Immigrants Arriving Moreton Bay (Brisbane), 1848-59* (prepared by Mrs Christine Shergold); *Immigration: Index to Assisted Immigrants Arriving Sydney, 1860-79* (prepared by Mrs Christine Shergold); and the second edition of the *Guide to Shipping and Free Passenger Records* (prepared by Mrs Dawn Troy). Guide No. 16, *Immigration: Index to Assisted Immigrants Arriving Port Phillip, 1839-51*, which had been out of print for some time, was reprinted in a limited edition of 100 copies, mainly for sale to purchasers of the *Genealogical Research Kit*.

In addition, work was done on a number of other finding aids, which will be published in 1985–86. These include a *Supplement to the Guide to Convict Records in the Archives Office of New South Wales*, an *Index to Assisted Immigrants Arriving Sydney, 1844–59*, and a leaflet on the use of the *Genealogical Research Kit*. Work on a guide to the records of the Aborigines Welfare Board, a guide to the records of the Sydney Bench of Magistrates, a leaflet on transcripts of Court proceedings, 1895–1952, and the second edition of the *Concise Guide to the State Archives* has had to be deferred, owing to more pressing publication commitments.

During the year, work continued on the production of the *Genealogical Research Kit*. Stage I was completed by early 1985 and by mid-year the preparation of Stage II was well advanced.

The third issue of *Archeion* was published in June. Distributed free of charge, it contained information on the Authority's publications, the new Services Block at the Kingswood repository, and other aspects of Archives Office work, such as exhibitions, new acquisitions and changes in access conditions.

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

Repair and Preservation of Records

A total of 3 360 items were attended to during the year: 2 775 folios, 11 volumes, 25 microfilms and cinematographic films, and 450 photographs were repaired, and 99 maps and plans were repaired and encapsulated in Mylar.

Items of interest treated include: Colonial Secretary, Allan Cunningham's Journal, 1823–25; Colonial Architect, Plan, elevations and sections of No. 16 Steam Cooking Plant at Long Bay Penitentiary, February, 1900; Executive Council, Minute book, 1859–60; Lands Department, Letters received, 1859; Principal Superintendent of Convicts, Register of Convicts' applications to marry, August, 1837–September, 1842; and, Supreme Court, Minutes of proceedings in Equity, January, 1847–October, 1849.

The bookbinding programme saw a total of 513 items bound or rebound during the year. Bookbinders from the Government Printing Office, who worked in the Archives Office for a period of sixteen and a half weeks, accounted for 392 of these. The remaining 121 volumes were bound at the Crown Lands Office—Plan Mounting Section (32 items) and by Archives Office Conservation staff (89 items).

During 1984–85, apart from items produced for the *Genealogical Research Kit*, 30 reels of microfilm copies of volumes and documents, and 884 aperture cards, mainly of maps and plans, were produced. Material filmed includes: Colonial Secretary, Copies of letters sent (to the Denominational School Board, Government Printer, Immigration Agent, Military and Naval Officers, etc.), 1826–96; Governor, Despatches from the Secretary of State re Guano, 1863–80; and, Police, Charge book, Gundagai, 1862–80.

Repository Services Division

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

Strategy

The storage large quantities of semi-active records in a purpose built out-of-town repository achieves savings through economies of scale. To maximize this process, the repository management must have a system of planned inputs and outputs, or in other words, the ability to provide for the orderly accessioning of records and the means to ensure that holdings are disposed of on schedule. This allows effective forward planning.

The implementation of the *Guidelines for Using the Government Records Repository*, approved by you in 1983, provided the mechanism through which optimum value could be gained from repository storage space. Prior to this, the Repository had been a mainly reactive organization. It had evolved as the assortment of files, registers, maps and other records from public offices were sent for storage. Although the system was simple and inherently economic, it lacked the resources to maximize the benefits obtainable from bulk storage. The Repository was constantly seeking additional accommodation because there was no effective means of monitoring the records being sent for storage, of reviewing existing holdings, or of compelling the disposal of time-expired records.

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

The continuing success of this new approach is evident from the annual statistics and the limited net increase in holdings (Appendix 3). Although the *Guidelines* themselves are not solely responsible for this very satisfying result, they do constitute the cornerstone of the Authority's programme for improving departmental attitudes towards records storage. Encouragement to review and schedule records for disposal, coupled with a policy of charging, has brought significant and demonstrable results.

Accommodation

The opening of the Stage II Phase 2 extension at Kingswood on 1st November, 1983, enabled the Archives Authority to overcome its long-standing problems with the accommodation of semi-active records, and to close the unsatisfactory Shea's Creek Repository.

Prior to the adoption of the *Guidelines* and the re-opening of the Kingswood Repository, there was concern that the backlog of semi-active records requiring storage could cause the Repository to experience space shortages again within two years. Based on the most recent projections, it now appears that the Kingswood Repository will have sufficient accommodation for at least seven years. This is probably the most appropriate single indicator for performance measurement and evaluation.

As noted earlier, the Capital Works Programme for 1984-85 included funds for the commencement of a Services Block at Kingswood. The Proposed Services block is estimated to cost \$1,016,000 (plus \$140,000 for fittings), and of the \$55,000 allocated for preliminary work in 1984-85 approximately \$30,000 had been expended by the end of the year. When completed, the building will include a search room to accommodate forty-five people, an exhibition area and a seminar room. It is envisaged that these facilities for the public will alleviate the pressure on reference services at the Rocks and at the same time assist researchers living in the far-western suburbs. The Services Block will also incorporate two special cold rooms for the long-term storage of computer tapes and micrographic records, as well as an entrance foyer and reception office, a small search room for official searchers, and loading dock facilities. It is hoped that the Services Block will become operational in late 1986.

Capacity

The State Archives and Government Records Repository has a capacity in excess of 120 kilometres of shelving (120 000 linear metres) and other facilities for the storage of non-standard items such as maps, plans, rolls, aerial photograph negatives and so forth.

The primary function of the Repository is to store semi-active records of Government offices. These have always been the core of the Repository's storage problems because, while it is required to store and service them, it can have no control over the rate at which they are created.

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

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

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

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

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of public offices during 1983-84 and 1984-85. It shows, for each public office, the total quantities of records held during the two years; their classification according to the three categories referred to above; and the quantities accessioned, destroyed or transferred as State archives during 1984-85.

In order to control holdings more thoroughly in the future, the Repository has purchased a microcomputer system. It should be operational in late 1985. The computer system will facilitate the efficient merging of the Repository's information on its holdings, the file reference service, and charging for services, on to one data base for control and accounting purposes.

Charging for Services

The new *Guidelines* introduced a limited system of charging for Repository services. Those offices not funded through the Consolidated Fund are required to pay for storage costs and file reference fees. Those funded through the Consolidated Fund are only required to pay for file reference, which is the lesser of the two charges.



In May, 1985, preliminary work began on the new extensions to the Kingswood Repository.

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

The policy of charging was also deliberately designed to promote this approach, even though it is apparent that in the long term the Repository may raise less revenue, in theory, as its clients become more efficient users. The primary purpose of charging is to increase awareness among Repository users of the need for economy and hence, ultimately, to conserve Repository storage space.

Appendix 4 is a table which shows the amounts that have been invoiced to each public office for services provided in 1984-85. According to the table, the largest invoices were as follows: Water Resources Commission, \$21,250; Government Insurance Office, \$13,075; and the Workers Compensation Commission, \$7,704. Invoices for charges in 1984-85 came to a total of \$94,934, compared with \$51,364 in 1983-84. Offices not funded through the Consolidated Fund were invoiced for a total of \$75,070, which is 79 per cent of the total amount.

Staff

By any definition the Kingswood Repository is a large-scale records operation. Its holdings encompass hundreds of millions of files; hundreds of thousands of maps, plans, volumes, etc. Annually, the Repository handles thousands of requests for the retrieval of documents. However, the usage of these records is relatively low in comparison with their bulk and they can be managed by comparatively few staff. The Repository has an establishment of twenty-one staff, consisting of four archivists and seventeen ancillary staff.

File Reference Service

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

The number of individual reference inquiries handled by the File Reference Service amounted to 50 235 in 1984-85, compared with 51 695 in 1983-84. This represents a monthly average of 4 186 jobs compared with 4 307 last year. Reference to State archives (as distinguished from semi-active records) accounted for 12 283 jobs, which is 24 per cent of the whole, compared with 12 249 jobs last year, which was also 24 per cent of the whole.

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

	1979	1980	1981	1982	1983-4	1984-5
Number of files requested	43 826	48 887	38 881	32 556	27 702	29 251
Number of files issued	36 892	41 581	32 972	27 902	22 454	24 054
Number of files returned	25 081	32 454	26 199	26 895	19 770	18 642
Number of files added to existing boxes in the Repository	3 473	2 327	2 767	1 440	2 836	1 447
Number of items attached to existing files in the Repository	3 031	3 337	2 211	1 632	1 337	895
Total File Reference Operations Performed	75 411	87 005	70 058	62 523	51 695	50 235

Public offices storing records in the Repository may request their return and items requested are normally despatched within the next 24 hours. The File Reference Service statistics are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes in the Repository, and the

number of items attached to existing files in the Repository; each time any one of these actions is performed reference has to be made to one box of records and hence the labour input is similar for each operation.

During 1984–85, the percentage of files issued to files requested was 82 per cent compared with 81 per cent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category are: M.W.S and D. Board (98 per cent); Main Roads Department (94 per cent); and Premier's Department (91 per cent). These rates reflect favourably on the efficiency of their retrieval systems. Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. Amongst the Repository's major users in this category are: Education Department (31 per cent); Public Service Board (61 per cent); Housing Commission (67 per cent); and Crown Solicitor's Office (70 per cent). In general, the main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records or provide inaccurate information on their whereabouts.

The table at Appendix 5 shows the use made of the File Reference Service by individual public offices. The table is arranged in descending order based on the total number of jobs performed for the public office.

To assist public offices in effectively utilizing the facilities of the Government Records Repository an illustrated procedure manual is made available to all users.

Accessioning Programme

The quantity of semi-active records accessioned in 1984–85 was 4 075.79 linear metres, compared with 2 331.08 in 1983–84.

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

Destruction Programme

The quantity of semi-active records in the Repository destroyed in 1984–85 was 2 334.07 linear metres, compared with 3 232.08 linear metres in 1983–84. The quantities (of standard boxes) destroyed from the holdings of each public office are shown in Appendix 3. A further 1 048.37 linear metres of semi-active records were transferred as State archives in 1984–85, compared with 721.31 in 1983–84.

This highly-active disposal programme has been responsible for keeping the net increase of semi-active records stored in the Repository to a minimum. Between June, 1984, and June, 1985, the net increase in total Repository holdings of semi-active records was less than 2 per cent.

Archives Processing and Reference Work

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

Records Management Office

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

Overall, the aim of the Records Management Office is to provide government agencies with expert professional advice on all aspects of the records management function, with a view to formulating and implementing cost-effective records-keeping practices throughout the Service.

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

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

The major activities of the Office during 1984–85 were:

1. *Records Systems Surveys and Advisings*

The number of requests from Government agencies for assistance in devising and implementing improved records procedures increased during the year, reflecting greater appreciation throughout the Service of the importance of records management. The impetus of departmental action would seem to be a combination of the readiness to adopt computer assistance, the need for standardized procedures and, in some cases, an appreciation of the demands which Freedom of Information could place on retrieval systems.

Surveys were conducted at the Mines Subsidence Board, Historic Houses Trust, Crown Lands Secretariat, State Pollution Control Commission, Department of Mineral Resources, Premier's Department (Aged Persons Unit), Auditor General's Office, Health Department (Parramatta and Metropolitan Regions), Ministry of Employment, and the Traffic Authority of N.S.W. Commitment to some of these departments in the form of implementation assistance will extend throughout 1985. On a smaller scale, the office gave advice on specific aspects of the records function to forty other government agencies.

2. *Keyword Classification and Indexing*

The major development in the keyword programme this year has been the interest displayed by interstate government departments in acquiring the General Administrative Thesaurus (GADM). The Queensland Premier's Department has already purchased the rights to use the GADM, orders have been received from the Western Australian Public Service, and liaison is continuing with the Tasmanian Hydro-Electric Commission. Of significance is the Western Australian experience, where a service-wide computerization programme has shown that terminological control, such as is offered by a thesaurus, is an essential element in a records system.

In order to assist departments in rapid identification and retrieval of information, improved indexing techniques, such as the computer-assisted Keyword-Out-of-Context (KWOC) method, have been recommended during surveys and advisings.

The Office has been actively involved in the 'Computerized Records Management Task Force' the role of which is to develop tender specifications for records management software suitable for the Service, to conduct tender evaluations, and to recommend suitable systems to the State Contracts Control Board. It is anticipated that a decision on this matter will be reached by December, 1985.

3. *Records Scheduling and Disposal*

Following a complete review of the General Records Disposal Schedule (GRDS), the revised document was released in January, 1985.

The Records Administration Officer continued to serve during the year on the Working Party, which was established in 1983 by the Minister for Local Government, to formulate a disposal schedule for Local Government records.

4. *Training*

Courses were presented in a revised format which incorporates new aspects of records and information technology. There was greater emphasis on practical sessions and participants were required to prepare pre-course work.

The courses which were offered to the Service were—

- Records Management Course—5 days;
- Records Management Course (Regional)—3 days;
- Records Operations Course—2 days.

By the end of June, 1985, a total of 164 officers had undertaken training in Records Management. The Office also provided a comprehensive three-month training programme for officers from the Queensland Public Service Board, the National Archives of Malaysia and the National Archives of Singapore.

5. *Publications*

The Office was again successful in promoting its series of publications on records management, with revenue from sales to non-government agencies totalling \$3,915 in 1984–85, compared with \$2,504 in 1983–84.

Additions to the series include—

- General Records Disposal Schedule (Second Edition);
- Records Storage Information Handbook.

Work is nearly complete on a publication on File Titling and Indexing, which will be printed during 1985.

6. *Meetings, Addresses and Seminars*

The Office continued to be active in addressing students from secondary and tertiary institutions on the subject of Records and Information Management.

In addition, the opportunity was taken for staff to attend a number of work-related seminars and demonstrations, in order to update their knowledge of information systems and methods.

7. *Office Administration*

During the year, the Office continued its policy of reviewing and restructuring its work practices and administrative functions, with a view to increasing efficiency in both of these areas. There was also some upgrading of the reference library and of the audio-visual aids for use in training courses.

HUMAN RESOURCES

The Authority's programmes have made considerable progress in recent years and this would have been impossible without the initiative and devotion of its staff. The Authority again wishes to record its warm appreciation of their efforts.

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 Service Act, 1979, during the tenure of their office or employment. Further, the Authority's Archives and Records Management Offices form part of the Premier's Department, through the Office of the Minister for the Arts, and are administratively responsible to the Secretary of the Department. Accordingly, the Authority's policies and practices relating to personnel and to industrial relations conform to those adopted by the Public Service Board and the Premier's Department. The Department provides the Authority with administrative support in the areas of personnel, staff and finance.

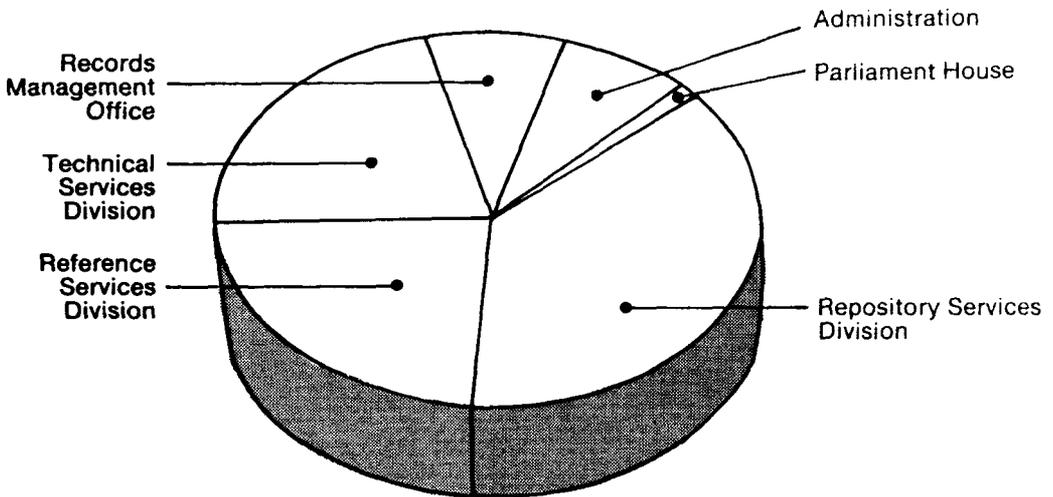
Staffing

At the end of June, 1985 the maximum number of staffing positions in the Archives and Records Management Offices which may filled was fifty-six, and they were distributed as follows:

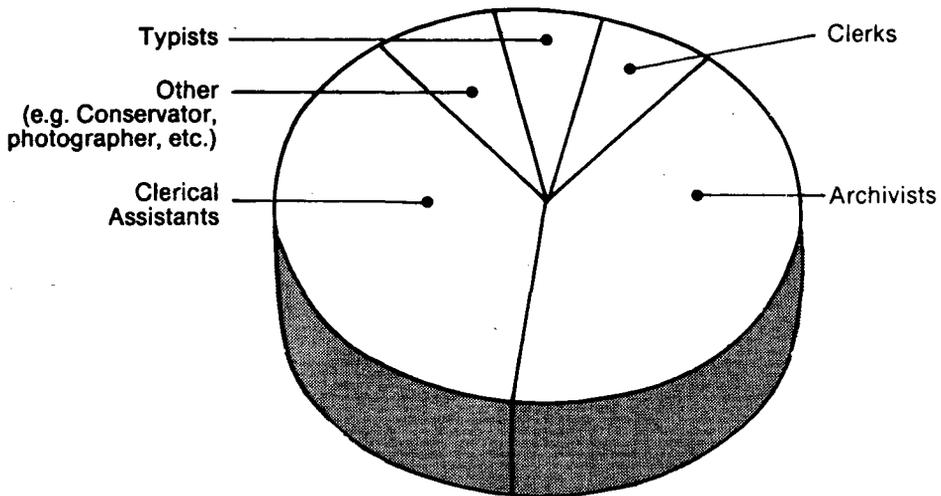
Administration, including the Principal Archivist and the Assistant Principal Archivist	6
Reference Services Division, Archives Office	13
Technical Services Division, Archives Office	11
Repository Services Division, Archives Office	20
Records Management Office	5
Seconded to staff of the Parliament of N.S.W.	1
Total	56

This number has remained static since 1982. Similarly, the allocation of the Authority's staff resources and the classification of persons employed, which are shown in the following pie charts, have remained fairly stable since the Archives and Records Management Offices were extensively re-structured in 1979-80.

Allocation of Staff Resources, 1984-85



Classification of Persons Employed, 1984-85



Employment Programmes

During the year the Archives and Records Management Offices participated in two Government Programmes aimed at creating employment opportunities. These were the Youth Employment Scheme, under which eight young people were employed for seventeen weeks, and the Community Employment Programme, under which another 12 young people were employed for periods varying between six months and one year.

Equal Employment Opportunity

The Authority supports equality of employment opportunity (E.E.O.) and since 1981 has contributed to, and participated in, the Premier's Department's Equal Employment Opportunity Management Plan. There was an E.E.O. Re-survey in March, 1985, to which all staff responded.

Staff Training

The Archives and Records Management Offices provide a series of internal training courses relating to the activities and operations of the Authority. In 1984-85 these concentrated on technical areas. In addition, arrangements are made for staff to attend appropriate external courses and during the year four staff attended Burroughs B20 Computing Workshops "B20 Operations", "Word Processing", and "Data Manager". Another two staff attended the Adler Memory Typewriter course.

Staff Appraisal

In May, 1985, a new Staff Performance Appraisal Scheme, based on regular appraisal reviews of all officers below the level of Assistant Secretary, was adopted on a trial basis by the Premier's Department and was introduced into the Archives Office.

Staff Development

During the year, a total of nine staff attended workshops provided by the Premier's Department and the Public Service Board on Career Development, Supervision, Stress Management, Assertion Skills for the Workplace, and Training Techniques.

Promotions

Mr R. W. Lawrie, B.A.(Hons), Dip.Lib., Dip.I.M., (Archives Admin.), was appointed to the position of Assistant Senior Archivist, Parliament House, on 14th January, 1985.

Mr P. J. Beacroft was appointed to the position of Officer-in-Charge, File Reference Service (Clerical Assistant, Class 2) on 25th April, 1985.

Leave

The Assistant Principal Archivist, Mrs Dawn Troy, has been on maternity leave since January, 1985, and Mrs C. M. Shergold and Mr J. L. Burke have acted, alternately, in her position. Mrs Aphrodite Hilas, Deputy Senior Records Assistant, was also on maternity leave between 16th July, 1984, and June, 1985. Mr L. Poulos acted in her position.

Participation in External Committees and Working Parties

During the year the Authority's staff participated in a number of external working parties and projects, including the Public Service Board's Computerized Records Management Task Force, which was chaired by the Records Administration Officer; and the Action Committee on Local Government Records, which is an honorary advisory body recognized by the Minister for Local Government and operating under the auspices of the Library Association of Australia (N.S.W. Branch) and the Australian Society of Archivists. The Authority is kept informed of their activities.

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

K. W. KNIGHT, *Chairman.*

D. J. CROSS, *Principal Archivist.*

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

**Statement in Accordance With Section 41B (1) (f) of the 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 30th June, 1985;
- (b) the financial statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, Regulations, 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. KNIGHT, *Chairman* } ARCHIVES AUTHORITY
 ALLAN HORTON, *Member*
 D. CROSS, *Principal Archivist*

Dated: 9th August, 1985.

**THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
(incorporating the Records Management Office)**

**FINANCIAL POSITION
as at 30th June, 1985**

<i>Previous Year</i>		<i>\$</i>	<i>Increase % (-)</i>
	Funds Held—		
<u>1,241</u>	General (Annexure A)	<u>825</u>	(33.5)
	Represented by—		
<u>1,241</u>	Cash at Treasury	<u>825</u>	(33.5)

Dated: 9th August, 1985.

D. CROSS, *Principal Archivist.*

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
(incorporating the Records Management Office)

FINANCIAL OPERATIONS
for the year ended 30th June, 1985

<i>Previous Year</i>		<i>Increase</i>
\$		%(-)
	Revenue—	
1,672,977	Provided from Consolidated Funds	1,839,196 9.9
14,385	Sale of Publications	22,761 58.2
21,409	Charges for Photographic Services	25,306 18.2
51,364	Charges for Repository Services	97,941 90.7
—	Sale of Genealogical Research Kit	113,746 *
833	Sale of Sponsored Publications	659 (20.9)
<u>1,760,968</u>		<u>2,099,609 19.2</u>
—	Expenses Exceeded Revenue for Year by	416 *
<u>\$1,760,968</u>		<u>\$2,100,025 19.3</u>
	Expenses—	
	Administration—	
1,075,580	Salaries, etc.	1,118,819 4.0
517,932	Other	588 726 13.7
<u>1,593,512</u>		<u>1,707,545 7.2</u>
9,969	Purchase and Reproduction of Public Archives	10,294 3.3
87,158	Repayments to Consolidated Fund for Sales of	
19,644	Publications, Photographic Services, Repository	
49,852	Services, and Genealogical Research Kit	259,754 198.0
—	Conservation of Parliament House Archives	15,445 (21.4)
117	Removal of Material to Kingswood Repository	
<u>166,740</u>	Genealogical Research Kit	105,912 (100.0)
	Sponsored Publications	1,075 *
<u>1,760,252</u>		<u>392,480 818.8</u>
716	Revenue for Year Exceeded Expenses by	— 135.4
<u>\$1,760,968</u>		<u>2,100,025 19.3</u>
		<u>\$2,100 025 (100.0)</u>
		<u>19.3</u>

Accumulated Funds

<i>Previous Year</i>		<i>Increase</i>
\$		% (-)
525	Balance at 1st July, 1984	1,241 136.4
716	Addition (Reduction) for year	(416) †
<u>\$1,241</u>	Balance at 30th June, 1985	<u>\$825 (33.5)</u>

* Nil in previous year—not calculable.

† Addition in previous year—not applicable.

ARCHIVES AUTHORITY OF NEW SOUTH WALES
(Incorporating the Records Management Office)

CHANGES IN FINANCIAL POSITION
for the Year Ended 30th June, 1985

<i>Previous Year</i>		<i>\$</i>
	Funds were obtained from:	
1,672,977	Consolidated Fund	1,839,196
87,991	Sales and Services	260 413
<u>\$1,760,968</u>		<u>\$2,099 609</u>
	Funds were applied to:	
1,593,512	Working Expenses	1,707,545
87,158	Repayment to Consolidated Fund	259,754
—	Genealogical Research Kit	105,912
9969	Purchase and Reproduction of Public Archives	10,294
117	Sponsored Publications	1,075
19,644	Conservation of Parliament House Archives	15,445
49 852	Removal of Material to Kingswood Repository	—
1,760,252		2,100,025
716	Decrease in Monetary Assets	416
(Increase)		
<u>\$1,760,968</u>		<u>\$2,099,609</u>

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
(incorporating the Records Management Office)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1. *Summary of Significant Accounting Policies*

- (i) The accounts have been prepared on a modified accrual basis. The Treasurer has granted the Archives Authority an exemption (Ref. T84/2052), under section 41B (2) of the Public Finance and Audit Act 1983, from full accrual accounting; and, under Section 41B (3) (a), from the necessity of preparing a balance sheet or statement of balances, subject to the presentation of a Statement of Financial Position.
- (ii) Payroll costs, met from the Consolidated Fund, include accrual to 30th June each year. With that exception there were no material amounts owed by (or to) the Authority at year end.
- (iii) The accounts have been prepared in accordance with historical cost principles and have not been adjusted to record changes in the general purchasing power of the Dollar.
- (iv) Long Service Leave and Annual Leave is paid out of Consolidated Fund Appropriation, when taken.
- (v) The cost of employers superannuation contributions and payroll tax are met direct by the Treasurer and are not included in the Authority's accounts.
- (vi) Current accounting standards, where applicable, have been adhered to in preparation of financial statements. Policies adopted are consistent with those applied in the previous year.

2. Apart from sponsored publications, the operating costs of the Authority are met from annual appropriations from the Consolidated Fund and receipts from services provided are paid to that fund. An amount of \$1,000 was provided by a sponsor in 1980 for the publication of cards and posters. Proceeds from the sale of these publications are retained by the Authority and used for the production of similar saleable publications.

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

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

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

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

Insurance coverage on the Kingswood building is effected through the Treasury Fire Risks Account, under a general policy with the Government Insurance Office in which the values of individual properties are not disclosed.

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

- Plant and equipment, fixtures, fittings and furniture. These are insured through the Treasury Fire Risks Account. Estimated value for insurance purposes is \$236,000, for plant and equipment purchased by the Archives Authority, for both the State Archives Building and the Government Records Repository. However, this excludes most of the furniture and fittings for the State Archives Building, which were supplied by the Department of Public Works in 1979 as part of the original fitout. An estimate of the value in 1985 is \$114,000 (i.e., cost price of \$215,000 in 1979 less 10 per cent depreciation per annum).

- Records in the Authority's custody. The estimated value of the State archives is \$150,000,000. Insurance is under review. The value of the semi-active records is unknown.
 - No allowance has been made within the accounts for depreciation of any buildings or other assets.
4. Stores on hand are not reflected in the accounts. The cost of stocks on hand as at 30th June 1985 was \$50,000.
 5. No audit fees were charged for the year.

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

The accounts of the Archives Authority of New South Wales for the year ended 30th June, 1985, have been audited in accordance with section 34 of the Public Finance and Audit Act, 1983.

In my opinion, the Statements of Financial Position, Changes in Financial Position and Financial Operations, read in conjunction with the notes thereto, comply with section 41B of the Act and exhibit a true and fair view of the financial position at 30th June, 1985, and the transactions for the year then ended.

K. J. ROBSON, F.A.S.A, C.P.A.,
Auditor-General of New South Wales.

Sydney, 26th September, 1985

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

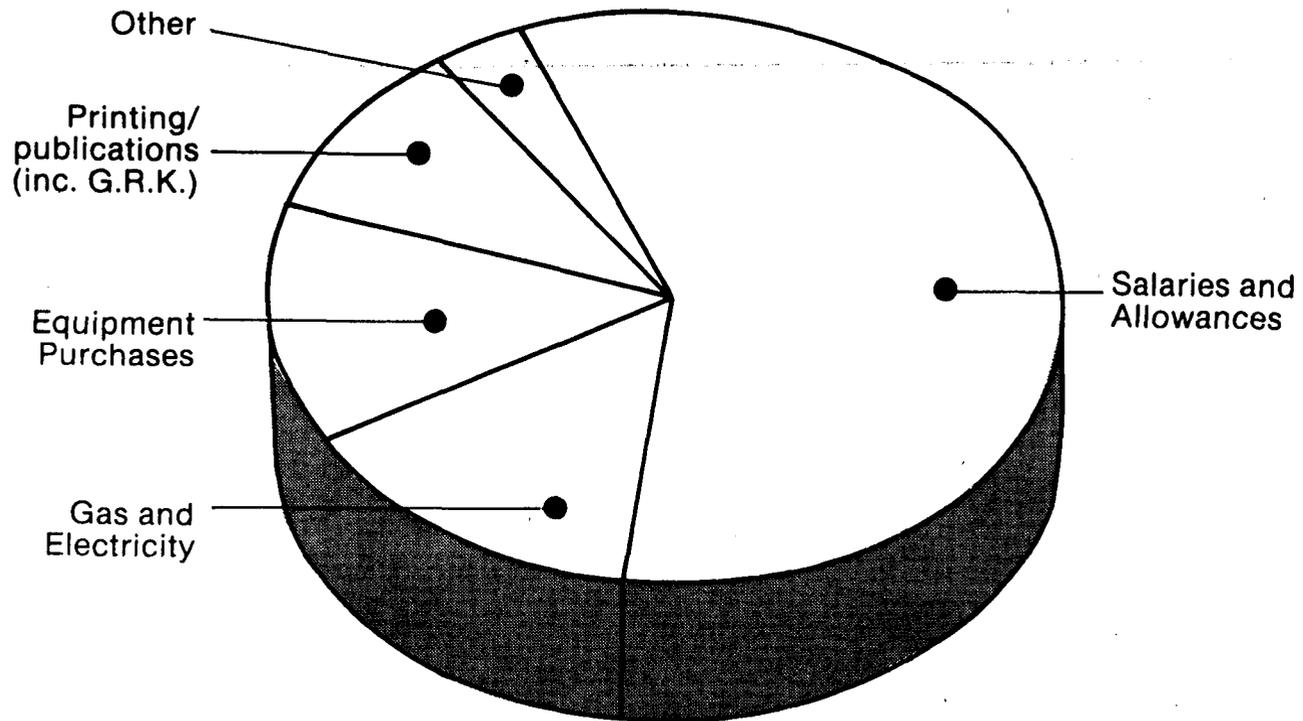
Programme: Preservation and Management of Government Records

**DETAILED BUDGET IN ACCORDANCE WITH SECTION 7 (1) (a) (iii) OF
ANNUAL REPORTS (STATUTORY BODIES) ACT, 1984**

For Financial Year 1984-85

Item	Allocation 1984-85	Expenditure 1984-85
	\$	\$
SALARIES AND PAYMENTS—		
A.1 Salaries and Wages, Penalties, etc., Temporary Assistance . . .	1,150,000	1,087,562
A.2 Leave on Resignation	10,000	12,794
A.3 Overtime	21,000	18,463
Sub total "A" Items	1,181,000	1,118,819
MAINTENANCE AND WORKING EXPENSES		
B.1 Workers' Compensation Insurance	9,000	8,685
B.2 Expenses in Connection with Building Rates, Charges, etc. . .	4,000	2,783
Maintenance	5,000	1,738
B.3 Subsistence and Transport		
Travelling and Subsistence	10,000	10,840
Motor Vehicles and Running Costs, etc.	8,000	8,266
B.4 General Expenses		
Advertising and Publicity	2,000	1,130
Books and Periodicals	4,000	4,947
Fees for Services Rendered	20,000	20,602
Gas and Electricity	310,000	287,092
Postal and Telephone	15,000	13,474
Printing	50,000	51,973
Stores, Equipment, etc.	155,000	176,602
Minor expenses	2,000	594
Sub total "B" Items	594,000	588,726
OTHER SERVICES		
C.1 Purchase Reproduction Public Archives	11,000	10,294
C.2 Parliament House Archives	21,000	15,445
C.3 Genealogical Research Kit	118,000	105,912
Sub total "C" Items	150,000	131,651
Total Programme	\$1,925,000	\$1,839,196

Allocation of Financial Resources, 1984-85



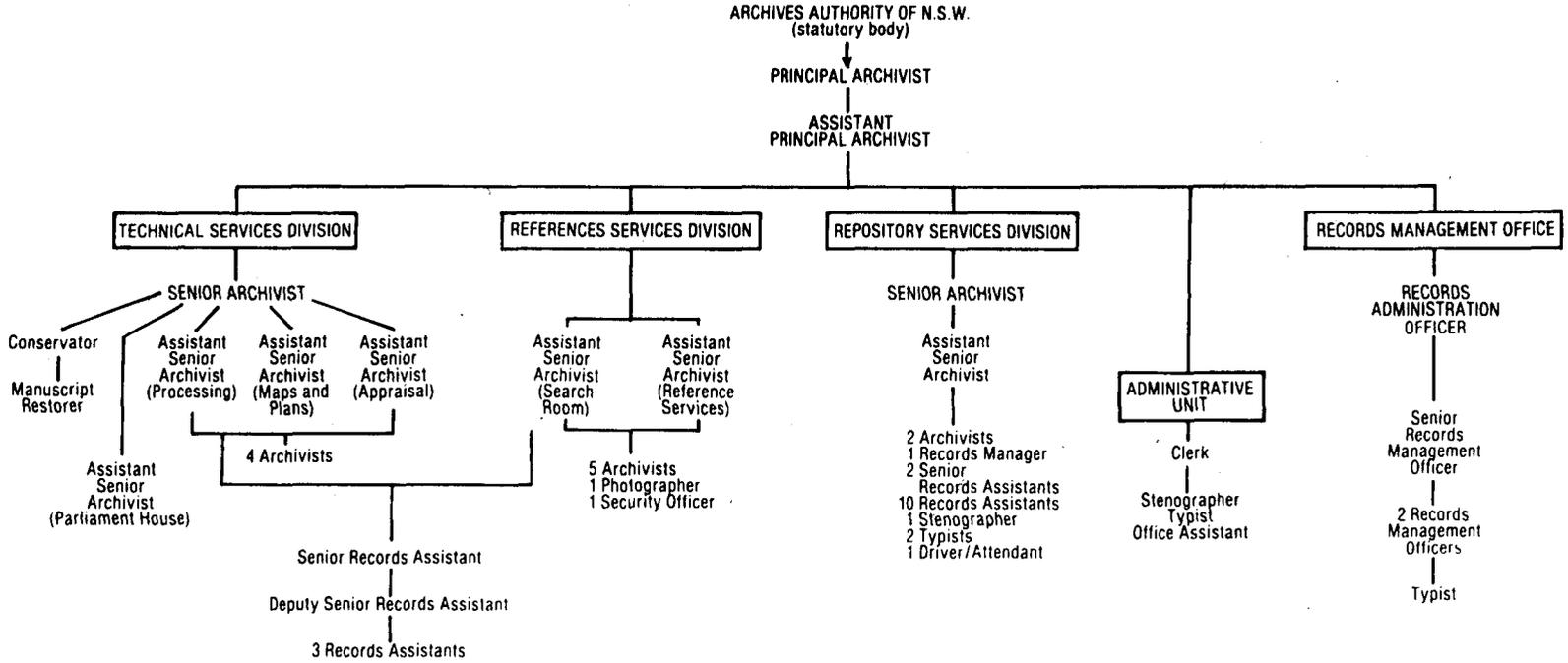
Allocation of Financial Resources, 1984-85

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
Programme: Preservation and Management of Government Records
BUDGET IN ACCORDANCE WITH SECTION 7 (1) (a) (iii) OF
ANNUAL REPORTS (STATUTORY BODIES) ACT, 1984

For Financial Year 1985-86

Item	Allocation 1985/86 \$
SALARIES AND PAYMENTS—	
A.1 Salaries and Wages, Penalties, etc. Temporary Assistance	1,157,000
A.2 Leave on Resignation	5,000
A.3 Overtime	<u>21,000</u>
Sub total "A" Items	<u>1,183,000</u>
MAINTENANCE AND WORKING EXPENSES—	
B.1 Workers' Compensation Insurance	11,000
B.2 Expenses in Connection with Building Rates, Charges, etc.	4,000
B.3 Subsistence and Transport Travelling and Subsistence	14,000
Motor Vehicles and Running Costs etc	11,000
B.4 General Expenses	
Advertising and Publicity	2,000
Books and Periodicals	6,000
Fees for Services Rendered	28,000
Gas and Electricity	290,000
Other Insurance	2,000
Postal and Telephone	16,000
Printing	50,000
Stores, Equipment etc.	105,000
Minor Expenses	1,000
Sub total "B" Items	<u>540,000</u>
OTHER SERVICES ("E Items")	
Purchase Reproduction Public Archives	11,000
Parliament House Archives	22,000
Genealogical Research Kit	150,000
Photographic Services	18,000
Equipment Services—Repository	20,000
Sub total "E" Items	<u>221,000</u>
Total Programme:	<u><u>\$1,944,000</u></u>

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



Establishment - 57
Staff Number - 56

June, 1985

PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) *Inventories and Guides*

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

(b) *Information Leaflets*

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes.
- (6) Maps and Plans.
- (7) Land Grants, 1788–1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives. (Out of print.)
- (10) Department of Education: Schools files, 1876–1939. (Out of print.)
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826–1900.
- (12) Convict ships arriving at Port Jackson, 1788–1849. (Deleted.)
- (13) Government Transport: Correspondence files, 1902–38.
- (14) Surveyor-General: Surveyors' Field Books, 1794–1830.
- (15) Attorney-General and Attorney-General and Justice: Special bundles, 1822–1977.
- (16) Mines Department: Special files, 1851–1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles.
- (18) Premier's Department: Special bundles, 1895–1976.
- (19) Public Service Board: Special bundles, 1860–85, 1895–1946.
- (20) Public Works: Special bundles, 1846–1963.
- (21) Treasury: Special bundles, 1860–1959.
- (22) Ships carrying Immigrants and Settlers to New South Wales, 1828–96. (Deleted.)
- (23) Auditor General: Reports of Inspectors of Public Accounts, 1907–30.
- (24) Department of Education: Subject files, 1875–1948.

- (25) Potato Marketing Board: Special files, 1946–56.
- (26) Bench of Magistrates: Return of Hearings, 1788–1820. (Out of print.)
- (27) Davies, J.: Preservation of Books and Related Materials. (Deleted—superseded by Technical Paper No. 1.)
- (28) Photocopies.
- (29) Returns of the Colony—'Blue Books'.
- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (31) Davies, J.: Preventive Conservation—Basic Conservation Techniques. (Deleted—superseded by Technical Paper No. 2.)
- (32) Police Department: Special bundles, 1846–1963.
- (33) Attorney General and Justice—Registry of Births, Deaths and Marriages: Microfiche copies of Indexes to Births, Deaths and Marriages, 1788–1899.
- (34) Department of Agriculture: Agriculture Special files, 1889–1981.
- (35) Attorney General and Justice—Registry of Births, Deaths and Marriages: Microfilm copies of Registers of Baptisms, Burials and Marriages, 1787–1856.

(c) *Technical Papers*

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

(d) *Document Kits*

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

(e) *Publications in Microform*

- (1) Genealogical Research Kit (1984– . . .)
 - 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).
 - Electorate Rolls, 1842–64 (12 microfiche).

(f) *Postcards*

- (1) Eastways Hotel, Castlereagh Street, Sydney, 1888. (Out of print.)
- (2) Sydney Harbour looking east from Bennelong Point, c. 1890. (Out of print.)
- (3) Public Demonstration at Wagga Wagga Experimental Farm, c. 1900. (Out of print.)
- (4) Alfred Street, Circular Quay, Sydney c. 1900. (Out of print.)
- (5) Cambridge Street, The Rocks, Sydney, 12 August, 1901. (Out of print.)
- (6) Sydney Harbour Bridge under construction, 29 July, 1930. (Out of print.)
- (7) Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7th January, 1880.
- (8) Steam locomotive 0446 class, Engine No. 452 (it ran 59 years on New South Wales Railways), c. 1890's.
- (9) Sydney's first electric tramcar, North Sydney to Spit Junction Line, c. 1895.
- (10) Four horse omnibus, Railway Station, Sydney, 1895.
- (11) Circular Quay, Sydney, 1899.
- (12) School Children, Commonwealth Celebrations, Sydney Cricket Ground, 1901.
- (13) Construction of Sydney Harbour Bridge: The half arches approaching each other, May, 1930.
- (14) Construction of Sydney Harbour Bridge: Completing the closure of upper chords, September, 1930.
- (15) Construction of Sydney Harbour Bridge: View from McMahons Point, September, 1930.
- (16) Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930.

- (17) Construction of Sydney Harbour Bridge: Erecting the Deck, December, 1930.
- (18) Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March, 1932.
- (19) Sydney Harbour Bridge Celebrations Poster, March, 1932.

(g) *Greeting Cards*

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

(h) *Maps*

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

(i) *J. G. Wilson sketches*

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

(j) *Posters*

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

(k) *Hotel Plans*

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

(l) *Other Items*

- (1) Ticket of Leave tea towel.

APPENDIX 3

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1984-85

(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85				1983-84	1984-85
Agriculture Department	150	116	2 259	2 233	1 122	880	384	623	63	3 531	3 229
Attorney General's Department	1 750	1 054	48	123	9 708	9 693	152	15	773	11 506	10 870
Builders' Licensing Board	553	753	223	202	179	..	753	776
College of Advanced Education—Hawkesbury	11	11	2	2	13	13
College of Advanced Education—Nepean	31	31	..	31	..
Consumer Affairs Department	17	17	5 745	5 232	477	36	5 762	5 249
Corporate Affairs Commission	3 086	3 086	2 700	5 234	37	37	3 592	1 058	..	5 823	8 357
Corrective Services Department	3 031	6 153	1 812	1 798	3 198	90	..	4 843	7 951
Crown Lands Office	346	346	10 040	9 469	1 109	710	..	571	399	11 495	10 525
Crown Solicitor's Office	6 382	7 508	1 126	6 382	7 508
Decentralization Department	341	341	341	341
Education Department	230	230	3 600	2 723	3 887	3 518	85	1 243	88	7 717	6 471
Energy Authority	736	229	..	507	..	736	229
Finance Department	10	10	31	231	126	126	200	167	367
Forestry Commission	54	..	17	71	..	71	..
Government Insurance Office	9521	10 208	22	22	687	9 543	10 230
Government Supply Department	238	215	23	..	238	215
Health Department	518	129	50	50	2 705	2 905	265	..	454	3 273	3 084
Housing Commission	70	..	2 584	2 584	..	70	..	2 654	2 584
Industrial Relations Department	1 027	1 397	2 291	2 119	999	801	..	3 318	3 516
Land Tax Office	1 617	1 375	242	..	1 617	1 375
Legal Services Commission	1 223	1 223	2 265	2 265	3 488	3 488
Legislative Assembly	3 178	1 678	1 500	..	3 178	1 678
Leisure and Sport Department	440	74	150	150	..	366	..	590	224

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1984-85
(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85				1983-84	1984-85
Local Government Department	1 961	2 361	178	514	736	2 139	2 875
Local Courts Administration ..	7 011	5 555	4 883	5 956	4 544	4 559	4 351	1 687	3 032	16 438	16 070
Main Roads Department	2 043	1 947	3 181	2 928	400	532	217	5 224	4 875
Maritime Services Board	1 966	2 233	267	1 966	2 233
M. W. S. & D. Board	102	102	137	137	239	239
Mineral Resources Department	49	49	24	24	3 864	3 845	..	19	..	3 937	3 918
Ministry of Education	92	92	92	92
Ministry of Transport	42	42	42	42
National Parks and Wildlife Service	127	2	170	170	..	125	..	2 197	172
Ombudsman's Office	61	61	61
Police Department	121	121	43	1 218	500	1 161	1 836	664	2 500
Premier's Department	58	60	1 185	1 249	135	525	456	1 378	1 834
Public Service Board	44	5 686	5 686	44	5 686	5 730
Public Trust Office	101	101	9	9	110	110
Public Works Department	525	525	1 741	1 619	7 035	7 035	429	551	..	9 301	9 179
Registrar General's Office	1 184	1 063	1 559	1 559	..	121	..	2 743	2 622
Registrar of Co-Operative Societies	379	368	18	18	11	397	386
Retirement Board	77	48	125	..	77	..
Services Department	177	135	..	37	5	177	135
Soil Conservation Service	197	197	197	197
Solicitor for Public Prosecutions	1 874	1 874	5	5	1 879	1 879
Stamp Duties Office	10 631	10 631	..	1 024	149	149	1 024	10 780	11 804
State Bank	322	322	..	322	..

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1984-85
(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85				1983-84	1984-85
State Library*	13	13	160	122	3 598	4 095	500	41	..	3 771	4 230
State Pollution Control Commission	21	21	..	21	..
State Superannuation Board	970	1 065	498	403	..	970	1 065
State Superannuation Office	209	85	124	..	209	85
Supreme Court	97	47	19 115	19 115	..	50	..	19 212	19 162
Technical and Further Education	588	636	94	94	48	682	730
Treasury	984	661	692	692	222	545	..	1 676	1 353
Urban Transit Authority	594	462	132	..	594	462
Valuer General's Department	770	263	1 298	1 226	3 923	3 923	393	465	507	5 991	5 412
Water Resources Commission	8 911	8 952	41	8 911	8 952
Worker's Compensation Commission	26	26	3 749	3 749	3 775	3 775
Youth and Community Services	3 816	3 562	952	1 761	1 124	1 124	1 143	6	582	5 892	6 447
TOTAL	39 618	36 903	72 802	79 914	90 439	90 089	23 387	13 173	6 167	202 859	206 906

Category 1: Records scheduled to become State archives.

Category 2: Records scheduled for destruction.

Category 3: Records not scheduled.

T.A.S.A.: Transferred as State archives.

* Includes manuscript holdings of Mitchell Library.

GOVERNMENT RECORDS REPOSITORY

CHARGING POLICY: ANALYSIS OF REVENUE FROM PUBLIC OFFICES,
1984-85

<i>Public Office</i>	<i>File Reference</i>	<i>Storage</i>	<i>Total</i>
	\$	\$	\$
Water Resources Commission	3,346.50	17,904.00	21,250.50
Government Insurance Office	781.50	12,293.60	13,075.10
Workers' Compensation Commission	486.00	7,218.00	7,704.00
Health Department	948.00	5,902.00	6,850.00
Department of Main Roads	1,615.50	4,212.90	5,828.40
Housing Commission	295.50	5,252.00	5,547.50
Corrective Services	4,473.00	..	4,473.00
Youth and Community Services	3,601.50	..	3,601.50
Legal Services Commission	15.00	3,329.50	3,344.50
Local Courts Administration	2,133.00	..	2,133.00
Stamp Duties Office	2,055.00	..	2,055.00
Builders' Licensing Board	600.00	1,429.00	2,029.00
Education Department	1,726.50	58.00	1,784.50
Public Works Department	1,237.50	297.00	1,534.50
State Library	1,359.00	..	1,359.00
State Superannuation Board	82.50	1,245.60	1,328.10
Crown Lands Office	916.50	..	916.50
Technical and Further Education	765.00	..	765.00
Energy Authority	19.50	736.00	755.50
Urban Transit Authority	..	712.80	712.80
Supreme Court	532.50	144.40	676.90
M.W.S. & D. Board	174.00	396.40	570.40
Consumer Affairs	565.50	..	565.50
Mineral Resources	558.00	..	558.00
Department of Industrial Relations	552.00	..	552.00
Corporate Affairs Commission	508.50	..	508.50
Public Trust Office	483.00	18.00	501.00
National Parks and Wildlife Service	12.00	417.40	429.40
Local Government	342.00	..	342.00
State Superannuation Office	70.50	250.80	321.30
Dust Diseases Board	..	311.20	311.20
Crown Solicitor's Office	291.00	..	291.00
Public Service Board	282.00	..	282.00
Maritime Services Board	243.00	..	243.00
Environment and Planning Department	..	225.00	225.00
Public Prosecutions Office	222.00	..	222.00
Agriculture Department	196.50	..	196.50
Treasury	162.00	..	162.00
Attorney General's Department	139.50	..	139.50
Retirement Board	..	121.20	121.20
Premier's Department	91.50	24.00	115.50
Land Titles Office	97.50	..	97.50
Finance Department	62.00	..	62.00
Valuer General's Department	60.00	..	60.00
Ombudsman's Office	58.50	..	58.50
Liquor Administration Board	48.00	..	48.00
Police Department	46.50	..	46.50
Nepean College of Advanced Education	..	37.20	37.20
Forestry Commission	25.50	..	25.50
Western Lands Commission	24.00	..	24.00
Hawkesbury College of Advanced Education	..	17.20	17.20
Government Supply Department	16.50	..	16.50
Legislative Assembly	16.50	..	16.50
Dairy Corporation	15.00	..	15.00
Emergency Services	12.00	..	12.00
Board of Fire Commissioners	9.00	..	9.00
Soil Conservation	7.50	..	7.50
Totals	\$32,381.00	\$62,553.20	\$94,934.20

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF FILE REFERENCE SERVICE STATISTICS, 1984-85

<i>Public Office</i>	<i>Re- quested</i>	<i>Issued</i>	<i>Re- turned</i>	<i>Misc.*</i>	<i>Total No. of jobs</i>	<i>Per- centage of total</i>
Archives Office (Search Room)	3 809	3 524	3 652	..	7 461	14.85
Corrective Services Department	3 221	2 306	1 582	796	5 599	11.15
Water Resources Commission	2 851	2 464	1 713	209	4 773	9.50
Youth and Community Services	2 728	2 049	1 656	46	4 430	8.82
Stamp Duties Office	1 457	1 281	1 174	44	2 675	5.32
Local Courts Administration	1 521	1 124	873	23	2 417	4.81
Department of Main Roads	1 216	1 154	864	82	2 162	4.30
Education Department	1 528	486	368	106	2 002	3.99
State Library	954	860	818	..	1 772	3.53
Public Works Department	873	751	768	85	1 726	3.44
Health Department	450	379	452	391	1 293	2.57
Energy Authority	1 192	1 169	..	1	1 193	2.37
Crown Lands Office	580	480	382	61	1 023	2.04
Government Insurance Office	546	442	375	41	962	1.91
Technical and Further Education	538	414	374	8	920	1.83
Builders' Licensing Board	423	360	359	59	841	1.67
Department of Industrial Relations	442	350	365	14	821	1.63
Mineral Resources	407	299	237	6	650	1.29
Corporate Affairs Commission	392	318	218	36	646	1.29
Consumer Affairs Department	332	286	270	2	604	1.20
Public Trust Office	388	346	163	14	565	1.12
Supreme Court	392	288	161	10	563	1.12
Local Government Department	259	232	159	58	476	0.95
Nurses Registration Board	240	176	175	..	415	0.83
Public Prosecutions	144	127	180	21	345	0.69
M.W.S. & D. Board	116	114	197	24	337	0.67
Workers' Compensation Commission	325	274	5	..	330	0.66
Premier's Department	234	214	87	4	325	0.65
Maritime Services Board	182	166	88	50	320	0.64
Housing Commission	217	147	78	18	313	0.62
Public Service Board	191	117	99	6	296	0.59
Crown Solicitor's Office	190	134	69	29	288	0.57
Attorney General's Department	112	89	133	9	254	0.51
Treasury	123	105	76	29	228	0.45
Agriculture Department	129	110	63	12	204	0.41
Land Titles Office	74	60	106	3	183	0.36
Ombudsman's Office	14	9	123	..	137	0.27
State Superannuation Board	67	45	19	9	95	0.19
Valuer General's Department	45	43	15	16	76	0.15
Education, Ministry of	46	35	23	..	69	0.14
Liquor Administration Board	30	29	38	..	68	0.14
State Superannuation Office	42	22	10	15	67	0.13
Police Department	36	29	28	..	64	0.13
Environment and Planning	50	50	2	..	52	0.10
Finance Department	34	22	4	1	39	0.08
Western Lands Commission	23	17	2	..	25	0.05
Forestry Commission	17	10	..	3	20	0.04
National Parks and Wildlife	8	7	11	..	19	0.04
Legal Services Commission	11	4	4	..	15	0.03
Emergency Services	10	9	4	..	14	0.03
Board of Fire Commissioners	3	3	10	1	14	0.03
Government Supply Department	10	4	4	..	14	0.03
Legislative Assembly	11	6	11	0.03
Dairy Corporation	6	4	1	..	7	0.01
Pollution Control Commission	4	3	3	..	7	0.01
Soil Conservation Service	5	5	5	0.01
Urban Transit Authority	3	3	2	..	5	0.01
Totals	29 251	24 054	18 642	2 342	50 235	100.00

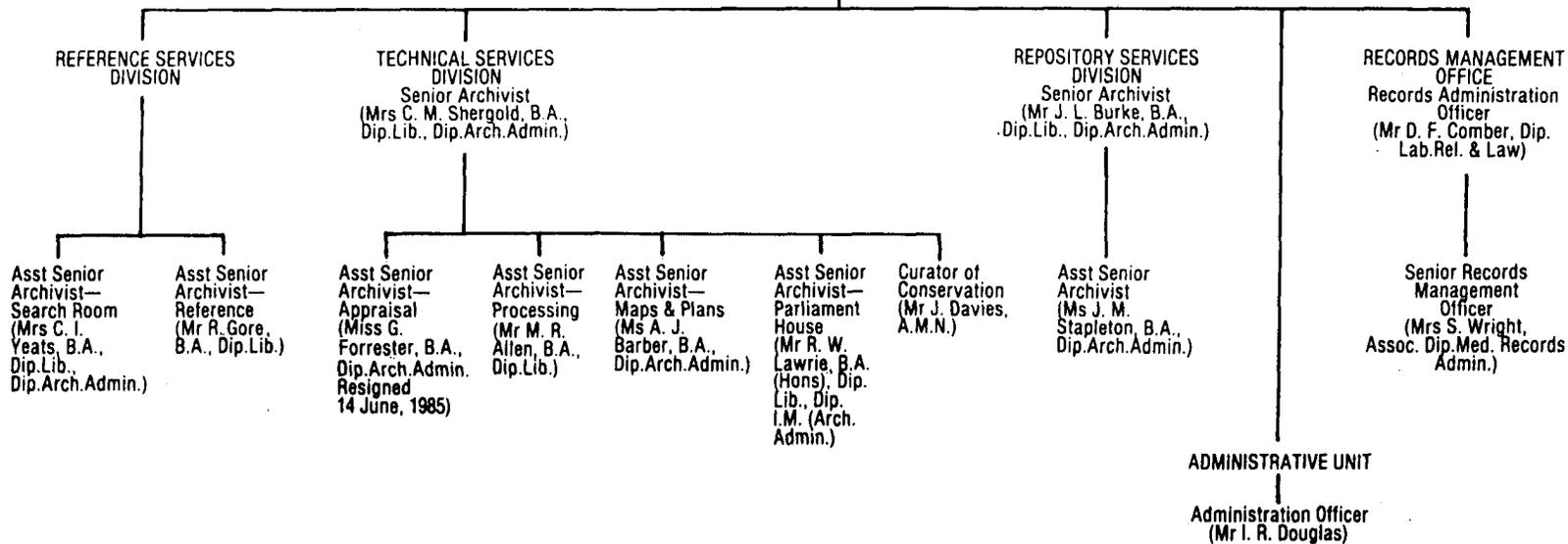
* Miscellaneous includes noting of files retained by the Office, additions to files, or interfiling of new files, etc., each requiring the location of and alteration to a file.

THE ARCHIVES AUTHORITY OF
NEW SOUTH WALES

ARCHIVES AND RECORDS MANAGEMENT OFFICES

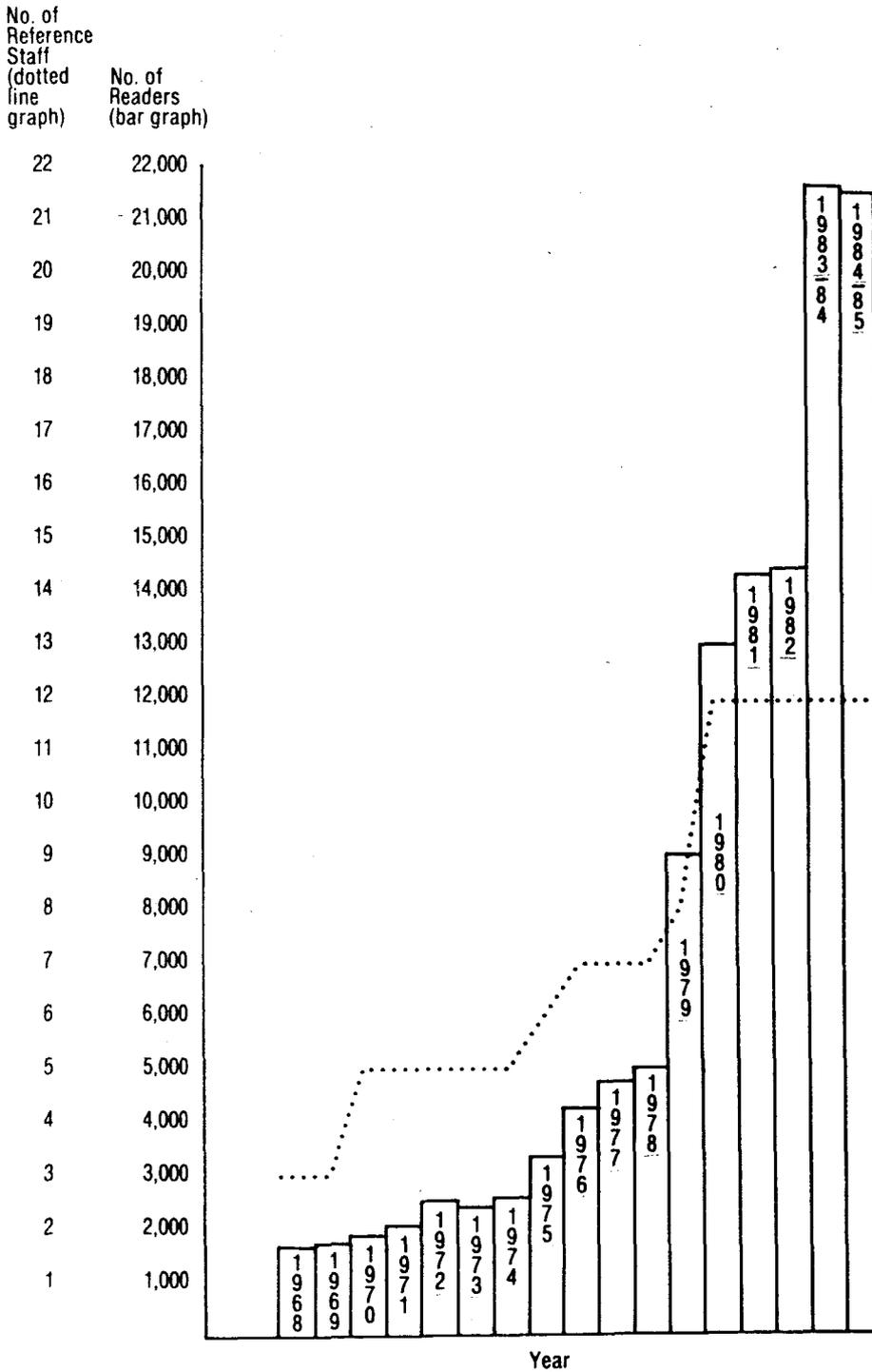
Principal Archivist
(Mr D. J. Cross,
B.A., Dip.Lib.)

Assistant Principal Archivist
(Mrs D. Troy,
B.A., Dip.Lib.)



APPENDIX 7

Chart comparing number of Reader Visits to Search Room with number of Reference Staff, 1968 to 1984-85



PERFORMANCE INDICATORS

	1983-84	1984-85	<i>Per Cent Change</i>
<i>1. Services to the Public</i>			
Number of readers using State archives	21 700	21 548	-0.7
Number of State archives used	119 375	123 809	3.7
Number of inquiries received	6 955	7 076	1.7
Number of published items available	110	114	3.6
Number of requests to publish State archives	113	102	-9.7
Number of prints supplied by Photographic Service	30 172	32 097	6.4
<i>2. Services to Government</i>			
Number of file reference operations undertaken by Government Records Repository	51 695	50 235	-2.8
Number of State archives returned to Government Departments	10 417	11 142	7.0
Number of surveys/advisings undertaken by Records Management Office	41	50	22.0
Number of officers attending courses conducted by Records Management Office	212	164	-22.6
<i>3. System Efficiency</i>			
Number of records series appraised for disposal	621	674	8.5
Quantity of records authorised for destruction (linear metres)	1 990	2 050	3.0
Quantity of records transferred as State archives (linear metres)	3 276	3 196	-2.4
Quantity of State archives processed (linear metres)	1 763	1 593	-9.6
Quantity of semi-active records accessioned (linear metres)	2 331	4 076	74.9
<i>4. Finance</i>			
Revenue raised as a percentage of recurrent budget	7.31	15.39	110.5
