

REPORT

OF THE

ARCHIVES AUTHORITY

OF NEW SOUTH WALES

FOR THE PERIOD ENDED 31st DECEMBER, 1961

1962

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

For the Period 1st June, 1961, to 31st December, 1961

Ordered to be printed, 11 April, 1962

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its first Annual Report covering the period 1st June, 1961, to 31st December, 1961.

THE ARCHIVES ACT, 1960

The Archives Act, No. 46 of 1960, was proclaimed to commence upon the first day of June, 1961. On the same date the Chairman, Deputy Chairman, and seven other members of the Archives Authority of New South Wales, together with a Principal Archivist, were appointed, as provided for in the Act. The Archives Authority held its inaugural meeting in the Board Room of the Public Library of New South Wales on Thursday, 29th June, when you graciously attended and addressed the meeting.

The Archives Act and the procedures which it establishes are designed to give statutory authority to the control and preservation of public archives when they have ceased to be required by the public office which created them. It is essentially a pioneer of its kind in this country inasmuch as it was the first legislation in Australia to establish an independent statutory corporation with sole responsibility for official archives.

Briefly, the Act provides that the Archives Authority of New South Wales "shall undertake the preservation, storage, arrangement, repair, cataloguing and calendaring, and have the custody and control, of the State archives and shall have the management of the Archives Office of New South Wales". The Archives Office of New South Wales is itself an office and repository in which such public archives as are made available to the Authority and are considered by it to be worthy of preservation, shall be deposited and preserved as State archives.

In practice it has been found that the Act has been soundly conceived, while the Authority is pleased to report that it has received the utmost co-operation from all public offices. No cases have come to its notice of any failure or neglect by any person to comply with or observe any of the provisions of the Act, including that section of the Act which provides that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

PUBLIC ARCHIVES IN NEW SOUTH WALES UP TO JUNE, 1961

The public archives of this State, as the mother State of the Commonwealth of Australia, have long been regarded as of great historical significance, although general recognition of their administrative importance has developed fully here, as in many other places, only within the last generation.

The first recorded awareness of the value of public archives and of the necessity for their preservation as fundamental source materials for the history of Australia dates from the third quarter of the 19th century when the centenary of the Colony was approaching. This interest led to the

appointment of an Archivist of New South Wales in 1887 and to the publication of the *History of New South Wales from the Records* and the *Historical Records of New South Wales*. But at this time the term, archives, was used in a much more general sense than its present more technical meaning of records which were made or received in the course of official duties by any person employed in a public office and which are to be permanently preserved.

The Trustees of the Public Library of New South Wales had been active from about 1870 in the preservation of books and manuscripts, including official records, relating to Australia, but added stimulus was given to this in 1910 by the opening of the Mitchell Library, as the pre-eminent collection of documentary material on Australasia and the Pacific, which had been bequeathed to the Trustees. In 1911 the Trustees proposed to the Government that a separate Archives Office be established but although this proposal lapsed, the Premier in the following year issued instructions to public offices that reference should be made to the Principal Librarian of the Public Library of New South Wales before any departmental records were destroyed or otherwise disposed of. This instruction was repeated at varying intervals and more recently was supported by similar instructions issued by the Public Service Board. On the authority of these instructions the Trustees of the Public Library became, in effect, the archival authority for the State and much work was done especially in the Mitchell Library in the collection and preservation of State archives.

This was put on a more formal basis when an Archives Department was established within the Public Library in November, 1953, by which time an estimated 7,500 feet of archives were in custody of the Mitchell Library. These included important records such as those of the Supreme Court, 1788 to 1825; early records of the Surveyor General; and Bankruptcy Estate Files for the years 1842 to 1929. But by far the most important group was the vast collection of archives ranging from 1788 to 1938 which were transferred to the Library from the Chief Secretary's Department between 1934 and 1938. Many of these are fundamental to the study of the establishment and development of civilization in Australia. While most of them were records of the Colonial Secretary they included those of various defunct departments and offices such as the Principal Superintendent of Convicts, the Commissariat, the Ordnance Department, the Clergy and School Lands Corporation, the Chief Gold Commission, and the City of Sydney Improvement Board.

The Archives Authority in this, its first Report, takes the opportunity of paying tribute to the Trustees of the Public Library of New South Wales who, for so many years, took an active interest in the preservation of State archives and to whose credit it lies that many archives of the greatest historical value were rescued from destruction and made available for research purposes.

In addition to public records in the custody of the Trustees of the Public Library there had been for some years before 1953 a store of public records in the city which remained entirely under the control of individual public offices, each of which had its own section of the store. This store was, however, quite unsuitable for its purpose. Following investigation by a committee appointed by the Public Service Board, all records in the store were transferred to a former wool-shed at Shea's Creek, Alexandria, which, although unsuitable, was the best accommodation available. This became the Government Records Repository under the immediate control of the Archives Department of the Public Library.

This Archives Department in the period following 1953 adapted and put into practice recognized archival principles and procedures, both in the management of State archives in the custody of the Trustees and in the management of the Government Records Repository for whose operation and management it was responsible to the Public Service Board. The Repository contained for the most part intermediate records, that is, public records which are in semi-current use in the office of origin but which may be stored economically away from the department itself, thus releasing expensive office space for other purposes. Many of these records will remain in this state indefinitely but many of them will ultimately be disposed of either by destruction or by transfer for permanent preservation as State archives.

The Archives Authority of New South Wales, however, on taking office in June, 1961, was pleased to find that although there had been no previous statutory authority, a sound foundation had been established for the control and management of State archives as well as of intermediate records. With comparatively minor alterations to ensure compliance with the provisions of the Archives Act, the Authority was able to take over from the Trustees of the Public Library the existing staff, organization, and facilities for the control and management of State archives and to make the Archives Department of the Public Library the basis of the Archives Office of New South Wales. It was helped in this by the fact that the Principal Librarian of the Public Library was appointed also to be Principal Archivist under the Archives Act.

The Trustees of the Public Library generously offered accommodation and all facilities for the work of the Authority and this offer was gratefully accepted. At the same time, the Trustees transferred to the Authority the State archives in their custody that had been transferred to them by public offices. The Archives Office was therefore established within the Public Library building and in December was transferred to the three newly completed floors of the south-east wing of that building which had been designed by the Trustees specifically to accommodate State archives. The archives are now housed in some 40,000 feet of "Compactus" electrically operated mobile shelving in fully air-conditioned premises. The Archives Authority believes that at least for the next few years this close association, both in terms of location and staff, with the work of the Trustees of the Public Library, especially in the Mitchell and Dixson Libraries, will be in the public interest and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

OPERATIONS OF THE ARCHIVES AUTHORITY

Notwithstanding all that had previously been done, the Archives Authority upon taking office was immediately seized with the magnitude of the task that lay before it. Without previous statutory authority the preservation of public archives had hitherto necessarily been somewhat haphazard, while many records of importance had been inadvertently destroyed or had been allowed to decay through inadequate care; some archives had been allowed to go into private hands and even to leave the State.

Notification of Provisions of the Archives Act

It was obvious therefore that as a first step the provisions of the Archives Act and the procedures to be followed under it should be drawn to the attention of all public offices. This was done by means of a letter that you were kind enough to address to your ministerial colleagues for the information of the officers under their control and, without exception, it appears that all public offices have responded actively and even enthusiastically in co-operating with the Authority. One result of this has been that an exceptionally large number of recommendations for the disposal of public records has been submitted to the Authority in this initial period.

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. In fact this means that a public office may retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form and order as that in which they were maintained in the public office.

During the first seven months of the operation of the Act, the Archives Authority dealt with 36 recommendations for the disposal of public records. These covered 560 separate series of records, together with certain records of the Area Offices of Education, of which there are 7; the Clerks of Petty Sessions, of which there are 297; and the sections and country offices of the Department of Mines. Approval was given for the continuing destruction of records in the three last-named offices, and of 45 other series. A total of 111 series was required to be transferred as State archives.

Records in Country Centres

In addition however, it became known to the Authority that collections of public records of varying size and importance were in existence especially in some country centres where changes in population and in the function of departments had allowed them to remain without suitable facilities for their custody and preservation. The Authority has therefore initiated a plan for surveying records of this kind throughout New South Wales, beginning with the Maitland district. As a result of a visit to that district by an archives officer during September a number of important records were transferred to the Archives Office for preservation as State archives. At the same time, the officer concerned was able to draw to the attention of the Principal Librarian a number of private and business records which were of interest to the Mitchell Library. Arrangements are being made for an inspection of the Braidwood district, while it is intended, as funds and staff permit, to continue this kind of survey and to co-operate in it with officers of the Public Library in the interests of economy and for the benefit both of the Archives Office and the Public Library.

Archival Estrays

One archival stray, a record of the Bench of Magistrates at Cawdor, 17th October, 1825, to 11th September, 1826, was bought from a private citizen, while arrangements have been made with an institution outside New South Wales to transfer to the Archives Office a collection of public records which had come into its custody.

Availability and Use of State Archives

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the Archives Office and for the use and copying of State archives. The Authority has thought it wise not to proceed to the making of by-laws at this stage but has depended upon its own resolutions and directions in this respect.

State archives are available for use to holders of a reader's ticket which is issued to accredited students, but a reader's ticket issued by the Trustees of the Public Library for the use of the special collections of the Library is also accepted for this purpose. Generally, no restriction is placed upon the use of State archives that are more than fifty years old, although some restrictions are still necessary on certain classes of records such as those relating to convicts and mental hospitals. State archives that are less than fifty years old may be made available only with the permission of the Authority itself

or with the permission of the originating department. This period of fifty years conforms to a fairly common standard in overseas archival repositories but will be reviewed in the light of any special developments. No charge is made for the use of State archives but copying or publication of any requires special permission. This is, however, fairly readily given. Permission which was originally granted by the Trustees of the Public Library to the Genealogical Society of the Church of Jesus Christ of Latter Day Saints to microfilm archives of genealogical interest has been confirmed.

With the co-operation of the Trustees of the Public Library, State archives are made available for consultation in the reading room of the Mitchell Library. This avoids any present need for the Archives Office of New South Wales to establish a separate Australian reference library, as well as being in the interests of students.

The Government Records Repository

In their annual reports to you the Trustees of the Public Library, up to the year ending 30th June, 1961, reported on their activities in connection with State archives, and also reported on the operation of the Government Records Repository. The latter does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. However, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Archives Authority has been kept informed of developments in the records repository, as reported each month to the Public Service Board, and it has thought it wise to transmit this information to you in its own annual report.

Repair and Preservation of Records

Very little repair work has been attempted during the period under review apart from the repair of maps and plans; a collection of 1906 and 1911 Electoral Maps has been repaired, while work is progressing on Public Works Department Plans and Lands Department Parish Maps. Some lamination of single documents was, however, carried out, and, in addition, one volume was laminated and rebound. This was a Sydney Gaol Entrance Book, 1819-23.

Some thousands of volumes of State archives are in very bad condition and have to be held together with straps. Use of these volumes is causing further deterioration. There is an even greater number of volumes whose bindings are rotting and need treatment, while many thousands of individual documents require expert attention if they are to survive. It is intended to make a full review of binding and repair needs, following the transfer of the Archives Office to its new accommodation.

Publications

The two Preliminary Inventories of Archives published in December, 1959, and January, 1960, are still being requested occasionally, especially from overseas. In June, 1961, 14 inventories were in preparation, of which three were ready for editing prior to publication, while it was hoped at that time that five inventories would be published by June, 1962. This is now unlikely to be achieved, partly because of the great increase in disposals of public records following proclamation of the Archives Act and partly because of interruptions arising from occupation of the new wing of the Public Library building.

Meetings

There were six meetings of the Archives Authority, the average attendance being seven. The attendances were as follows:—

Dr. H. S. Wyndham, C.B.E., M.A., Ed. D., Dip. Ed. (Chairman)	4
(Excused for his absence from 2 meetings)			
Mr. G. M. Gray, C.B.E., B.A. (Deputy Chairman)	5
(Excused for his absence from 1 meeting)			
The Hon. Mr. Justice W. H. Collins, LL.B.	5
(Excused for his absence from 1 meeting)			
Mr. Senior Inspector J. R. Clancy	5
(Excused for his absence from 1 meeting)			
Dr. George Mackaness, O.B.E., M.A., D.Litt., Hon. D.Sc.	6
Mr. John Metcalfe, B.A., F.L.A.	6
Mr. F. H. Rogers, M.A., F.L.A., F.N.Z.L.A.	2
(Excused for his absence from 4 meetings, while abroad)			
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	6
Professor J. M. Ward, M.A., LL.B.	5
(Excused for his absence from 1 meeting)			

Staff

The Archives staff consists of 6 archives officers; 3 clerical officers; and 4 records attendants; in addition to the Principal Archivist. This staff serves both the Archives Office of New South Wales and the Government Records Repository where, normally, 2 records attendants are employed full time. The senior archives officer, Mr. D. J. Bluford, B.A., completed in December all examination requirements for promotion to the higher grades of the Public Service.

STATISTICS

State Archives

The last report on State archives was submitted as part of the report of the Trustees of the Public Library of New South Wales for the year ending 30th June, 1961, on which date the Archives Act had been in operation for one month. A comparison between the statistics in this present report and in the last report of the Trustees should take this into account, together with the fact that earlier reports gave statistical tables for a complete twelve months, whereas this report covers a period of seven months.

During the seven months ending 31st December, 1961, 2,878 feet of records were added to the Government Records Repository compared with 9,594 for the year ending 30th June, 1961. This was a marked decrease in average monthly accessions, due to lack of storage space until it became possible to transfer records to the new accommodation in the Public Library building. The Repository now contains 59,295 feet of records from 61 departments and agencies compared with 56,417 feet from 62 departments at the end of May, 1961. The reduction of one in the number of departments and agencies arises from the fact that the Supreme Court and the Prothonotary's Office were previously treated as two record groups and have now been amalgamated. Approval was given for the destruction of 7,249 feet of valueless records, bringing the total destruction since 1953 to 33,703; 90 feet of the records destroyed during the year were records previously stored in the Records Repository.

Records occupying 151 feet of shelf space were processed and shelved as State archives in the Public Library building during the year. Some of these records were earlier accessions which had not been processed on accession. This brings the total holdings of State archives in the Public Library building to 8,357 feet. In addition, there is a great quantity of archives that have been stored in the Repository because of their bulk. However, the new wing of the Public Library building was completed and ready for occupation at the beginning of December and during that month work was begun on moving the archives from the Repository and from the Dixson wing of the Public Library building to this new accommodation. Certain public records stored for departments will also be transferred to this safer storage but will be kept distinct from the State archives. It is expected that this move will be completed by the end of January, 1962. The disposal of records from departments both by transfer as intermediate records or as State archives, and by destruction, amounted to 10,278 feet, bringing the total disposals up to 101,355 feet; that is to say, city office space has been saved to that extent since November, 1953.

The number of processed individual items of State archives stored in the Public Library building has now reached 19,082, that is, volumes, boxes, and similar units, not individual documents. There remain approximately 3,000 items in the Public Library building waiting to be processed. Because of this the figures for archives in the Public Library building are only approximate. Processed and unprocessed records are now estimated to occupy 8,357 feet of shelving. When the unprocessed records have been properly housed in boxes of uniform size, the number of individual items mentioned above will of course rise, and there will be some adjustment in the estimated amount of shelf space occupied. The total figures given include the Inwards and Outwards Passenger Lists since October 1923 which are held on indefinite loan from the Commonwealth. These amount to 466 items occupying 94 feet. Maps and plans are not included in the total. Since the completion of repair work on the Lands Department Plans, repairs have been commenced on various other series of maps and plans notably Lands Department Parish Maps, Public Works Department Plans, and a collection of 1906 and 1911 Electoral Maps.

The more important accessions of archives during the year were as follows:—

- (1) Returned Soldiers' and Sailors' Employment Board Papers, 1935-45. These records were an earlier accession recently processed. The records are mainly minute books and various series of correspondence.
- (2) Government Stores—Letter Books, 1899-1915.
- (3) Housing Board—Photograph Album on Dacey Garden Suburb, 1913-8.
- (4) Public Health—Reception House, Darlinghurst: Registers of Admissions and Discharges, Indexes, Case books, Medical Registers and Journals, and other records, ca. 1868 to ca. 1958, 147 vols.

During December various miscellaneous records, including Patients' Case Files, 1914-40, were received from the Reception House, Darlinghurst. These amount to an estimated 90 feet. Also, Government Transport Department Tramway Files for 1901-37 were accessioned. These occupy an estimated 76 feet. While awaiting processing these records have not been included in the statistics.

The remaining notebooks of the Judges of the Supreme Court previous to 1900 have now been processed. There remains a considerable number of notebooks of Judges who took up office since 1900. It is not intended to process these records at present, since their information content is to some extent duplicated in Court Reporting Office Transcripts. The notebooks of ten Judges were processed in the period under review. The Judges were as follows:—

Sir W. M. Manning, 1884-9, 1876-87, 242 vols., 17 feet.
 Sir J. Martin, 1873-86, 153 vols., 10 feet.
 S. J. Milford, 1856-65, 147 vols., 9 feet.
 Sir W. Owen, 1887-1908, 229 vols., 16 feet.
 G. B. Simpson, 1867-1910, 253 vols., 18 feet.
 Sir A. Stephen, 1839-75, 279 vols., 15 feet.
 M. H. Stephens, 1867-1904, 135 vols., 9 feet.
 W. G. Walker, 1896-1906, 199 vols., 7 feet.
 Sir W. C. Windeyer, 1876-95, 270 vols., 15 feet.
 E. Wise, 1860-5, 99 vols., 6 feet.

Government Records Repository

There has been a further increase in the work done at the Repository during the year, the number of individual jobs done having amounted to 25,164 for the seven month period compared with 24,660 for the twelve month period of the last Report. This represents a monthly average of 3,595 compared with 2,055 per month for the previous twelve months. This figure is arrived at by adding together the figures for number of files requested, number of files returned, number of files added to existing boxes, and number of loose papers to be attached to files. Each time any one of these actions is performed, reference has to be made to one box of records. The destructions authorized this year amounted to 7,249 feet. Of this, 6,000 feet is an estimated figure for Auditor General Records destroyed in the years 1958-9 to 1960-1. These records are destroyed by officers of the Auditor General's office.

The last rack for the storage of records was erected in the Repository, being a 24-bay rack which will accommodate 1,440 cartons. The Repository has now been completely filled with shelving. The previous estimate that the Repository would be full by September 1961 proved to be accurate and, as indicated above, under State Archives, accessions of records during the last months of the year had to be limited. Use of the new wing of the Public Library building has made additional space available in the Repository but the problem is not completely solved. The Repository is a wooden structure, unlined, and with an asphalt floor and it offers very inadequate and even unsafe accommodation for records because of fire risk, dust, and changes in humidity and temperature. The more valuable records both for the departments and for research are being transferred to the safe accommodation of the Public Library building, but 30,000 feet or more of records will of necessity remain in the Repository. Many of these are of considerable value to departments and for historical research. For these reasons and also because it is estimated that the Repository will be full again within four to five years, it is urgent that planning begin for permanent, safe and adequate accommodation for present and future needs.

The following is a list of State Departments and Agencies showing statistics of records transferred to the Repository:—

RECORDS IN THE REPOSITORY (All figures are in foolscap feet)

Agency	Held May, 1961	Increase 1961	Present Total
Agriculture	171	171
Attorney-General and Justice	537	264	801
Bankruptcy Administration	632	632
Botanic Gardens	10	10
Building Materials	9	9
Bureau of Statistics	23	23
Chief Secretary	546	546
Child and Social Welfare	18	18
Children's Court	831	113	944
Civil Defence	161	161
Clerk of the Peace	820	820
Clerks of Petty Sessions	271	271
Conservation	135	135
Coroner's Court and Morgue	33	33
Council of Auctioneers	64	21	85
Court Reporter's Branch	831	831
Crown Solicitor	671	53	724
District Court	544	191	735
Education	4,367	72	4,439
Equity Office	23	23
Forestry Commission	411	7	418

RECORDS IN THE REPOSITORY—*continued*
(All figures are in foolscap feet)

Agency	Held May, 1961	Increase 1961	Present Total
Government Architect	5	5
Government Insurance Office	6,073	705	6,778
Government Printer	130	130
Government Real Estate Office	25	31	56
Government Stores	1,266	5	1,271
Government Transport	740	740
Housing Commission	3,352	582	3,934
Industrial Commission	30	30
Industrial Registrar	254	254
Labour and Industry	365	365
Land Tax Office	29	8	37
Lands	7,101	1	7,102
Local Government	1,746	1,746
Master in the Protective Jurisdiction of the Supreme Court	1,146	1,146
Mercantile Marine Office	294	294
Milk Board	342	342
Mines Department	1,891	17	1,908
Potato Marketing Board	7	7
Premier's Department	326	46	372
Prices Branch	1,086	1,086
Prisons	340	35	375
Probate Office	306	73	379
Public Health	88	88
Public Service Board	1,041	4	1,045
Public Solicitor	28	28
Public Trust Office	4,313	88	4,401
Public Works	295	149	444
Registrar General	4,134	184	4,318
Register of Co-operative Societies and of Friendly Societies	358	358
Rent Control	204	93	297
Stamp Duties Office	580	61	641
Superannuation Board	397	397
Supreme Court and Prothonotary	1,244	1,244
Technical Education	289	289
Treasury	2,119	2,119
University of New South Wales	36	36
Water Conservation and Irrigation Commission	2,522	(—) 36	2,486
Western Lands Commission	110	110
Workers' Compensation Commission	651	111	762
Workers' Compensation Silicosis Committee	46	46
Totals	56,417	2,878	59,295

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository:—

FILE REFERENCE SERVICE
Government Records Repository

	1957-8	1958-9	1959-60	1960-1	1961
Number of files requested	7,171	9,028	9,173	14,541	11,069
Number of files issued	5,872	7,658	7,751	11,804	9,058
Number of files returned	1,946	3,660	4,970	8,603	611
Number of files added to existing boxes	809	962	751	1,408	96
Number of loose papers to be attached to files	Record not kept.	335	93	108	12

The statistical table included in the last report of the Trustees of the Public Library is reproduced below and extended to include the period to 31st December, 1961. Although the figures apply to a shorter period of time, the operative figure is a percentage which still applies. It will be noted that the proportion of the number of files issued to the number of files requested has increased slightly during the year. Very few departments list each individual file in each box, while few keep a record of gaps in sequences transferred. Most of the 18 per cent. of files not found were in fact never transferred; one department in particular which provides a high percentage of the total requests has, in the past, boxed records inefficiently and compiled very inadequate finding aids. Of the files requested by this department, only 72 per cent. were supplied, which is a slight decrease on even last year's low figure. In any case it is not expected that the percentage of files issued over files requested will rise above 85 per cent. with existing methods of finding aid control. It would involve a great deal more work by departments before this figure could be improved.

	Files requested	Files issued	Per cent.
1954-55	3,593	1,888	53
1955-56	5,906	3,810	68
1956-57	6,408	4,667	77
1957-58	7,171	5,872	82
1958-59	9,028	7,568	84
1959-60	9,173	7,751	84.5
1960-61	14,541	11,804	81
1961	11,069	9,058	82

The following table gives a summary of disposals analysed into three types: records transferred to the Public Library building; records transferred to the Government Records Repository; and records authorized for destruction:—

STATISTICAL SUMMARY—DISPOSALS
(All figures are foolscap feet)

	Increase 1957-58	Increase 1958-59	Increase 1959-60	Increase 1960-61	Increase 1961	Present Total
Records stored in Public Library building ..	157	51	163	(—) 18	151	8,357
Records stored at Records Repository ..	5,598	5,086	7,798	9,594	2,878	59,295
Destructions authorized	2,618	4,643	502	6,750	7,249	33,703
Total Disposals	8,373	9,780	8,463	16,326	10,278	101,355

It will be noted that these figures do not add up correctly to produce the present total. This is because of the overlap of one month between this report and the last report of the Trustees of the Public Library. Because of this the various figures for June, 1961, are included in the totals in the columns for both Increase 1960-61 and Increase 1961.

G. D. RICHARDSON,
Principal Archivist.

H. S. WYNDHAM,
Chairman.

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FOR THE YEAR ENDED 31st DECEMBER, 1962

1962-63

PARLIAMENT OF NEW SOUTH WALES

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FOR 1962

Ordered to be printed, 5 March, 1963

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its second Annual Report covering the year ending 31st December, 1962.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such public records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December 1961 the Archives Office has occupied three floors which were specially designed and equipped for it in the south-east wing of the building housing the Public Library of New South Wales.

In its first annual report the Archives Authority acknowledged the pioneer work of the Trustees of the Public Library of New South Wales in the preservation of public records, and at the same time expressed appreciation to the Trustees for their continuing assistance in providing facilities and accommodation for the Authority's own work. The Authority again has pleasure in thanking the Trustees for their indispensable support, and in re-affirming its belief, based upon a further year's experience of the operation of the Archives Act, that the close association that has been maintained, both in terms of location and staff, with the work of the Trustees, especially in the Mitchell and Dixson Libraries, is a source of greater efficiency and is of considerable benefit to scholars using the resources both of the Archives Office and the Library.

Accessions during 1962

In total, the State archives, exclusive of maps and plans, now occupy approximately 11,639 feet of shelving of which 948 feet were added during the year under review. Some of the more important accessions during the year were—

State Mines Control Authority—Miscellaneous correspondence and minutes files, 1932-55, and Mine Manager's reports, 1953-60.

Colonial Secretary—Letter Book: Letters to Surveyor General, 1851-2.

Prisons Department—Maitland and Armidale Gaols: Entrance Books, Description Books, Discharge Books, 1840-1920. 47 Volumes.

Premier's Department—Agent General for New South Wales, London: Various accounting ledgers and other records, 1883-1942. 15 Volumes.

Department of Child Welfare and Social Welfare—Adoptions Branch: Adoption files 1952-6.

Department of Local Government—Plans of public works carried out by Local Government authorities, 1943-61.

Archival Estrays

Various archival estrays, that is public archives which have strayed from official custody, were received during the year as gifts from other institutions or private persons. Included in these were the following:—

Letter Book of the Bench of Magistrates at Wee Waa, 1849-80.

Presented by the University of New England.

Papers of the Bench of Magistrates at Bringelly, 1826-32.

Presented by the Trustees of the Public Library of New South Wales.

Letter Book of Surveyor J. C. Burnett, 1837-44.

Presented by the Library Board of Queensland.

A volume created by the Clerk of Petty Sessions at Hillgrove, containing Mining Registrar's accounts records, 1872-3, an account of fees paid to witnesses in various cases, 1873-4, and an account of blankets issued to aborigines, 1890-1904.

Presented by S. Lawrence, Esq., Hillgrove.

Register of Crown Land Sales, Armidale, 1861-74.

Presented by the University of New England.

Register of Crown Land Open to Selection, Armidale, 1861-73, and Register of Crown Land Open to Selection, Walcha, 1859-69.

Presented by the University of New England.

Unidentified Index, 1890-4: (possibly an index to donations from private individuals under the Scab in Sheep Act).

Presented by the University of New England.

Volume of Common Law Costs, 1844.

Presented by Mr. W. Guest, Sydney.

The Archives Authority is pleased to note the interest in the preservation of public records evidenced by the return of these estrays to proper custody.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the Archives Office and for the use and copying of State archives. As reported last year, the Authority has thought it wise not to proceed to the making of by-laws at this stage but has successfully depended upon its own resolutions and directions in this respect.

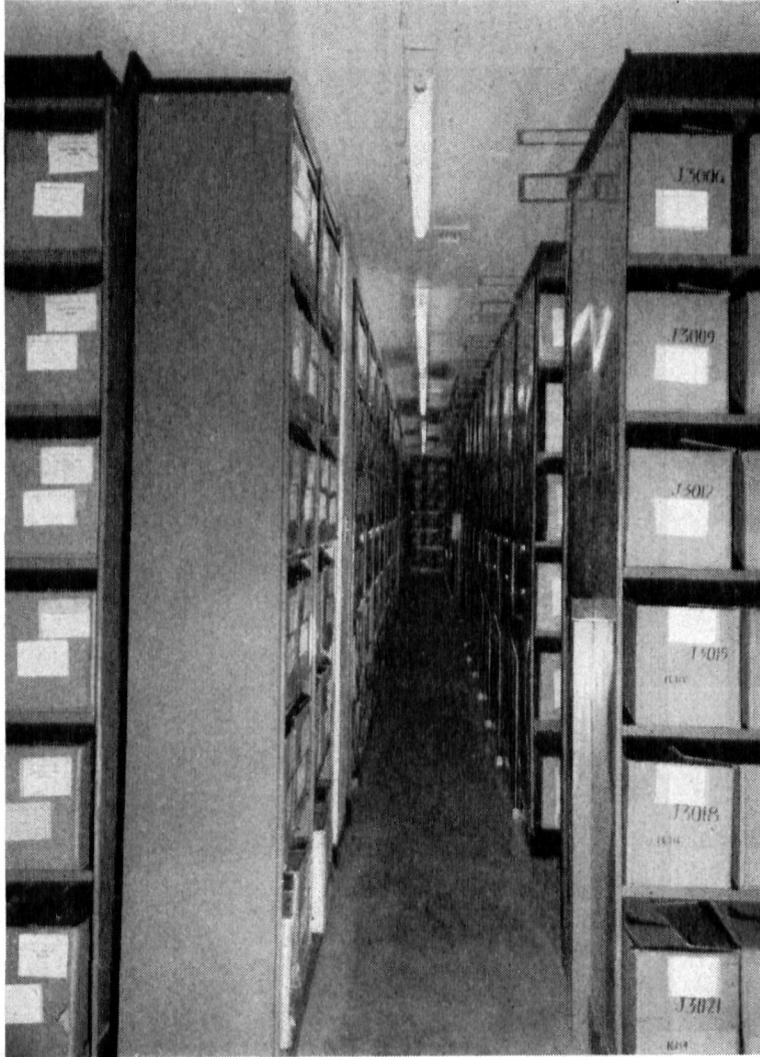
State archives are available for use to holders of a reader's ticket which is issued to accredited students, but a reader's ticket issued by the Trustees of the Public Library for the use of the special collections of the Library is also accepted for this purpose. Generally, no restriction is placed upon the use of the State archives that are more than fifty years old, although some restrictions are still necessary on certain classes of records such as those relating to convicts and mental hospitals. State archives that are less than fifty years old may be made available only with the permission of the Authority itself or with the permission of the originating department. This period of fifty years conforms to a fairly common standard in overseas archival repositories but will be reviewed in the light of any special developments. No charge is made for the use of State archives but copying or publication of any requires special permission. This is, however, fairly readily given.

With the co-operation of the Trustees of the Public Library, State archives are made available for consultation in the reading room of the Mitchell Library. This avoids any present need for the Archives Office of New South Wales to establish a separate Australian reference library, as well as being in the interests of students.

During the year, permission was given on 28 occasions for the copying of State archives, and on 8 occasions for publication of copies. All of these were in connexion with special research projects. The Genealogical Society of the Church of Jesus Christ of Latter Day Saints, which was given permission in 1961 to microfilm archives of genealogical interest, completed this work in 1962.

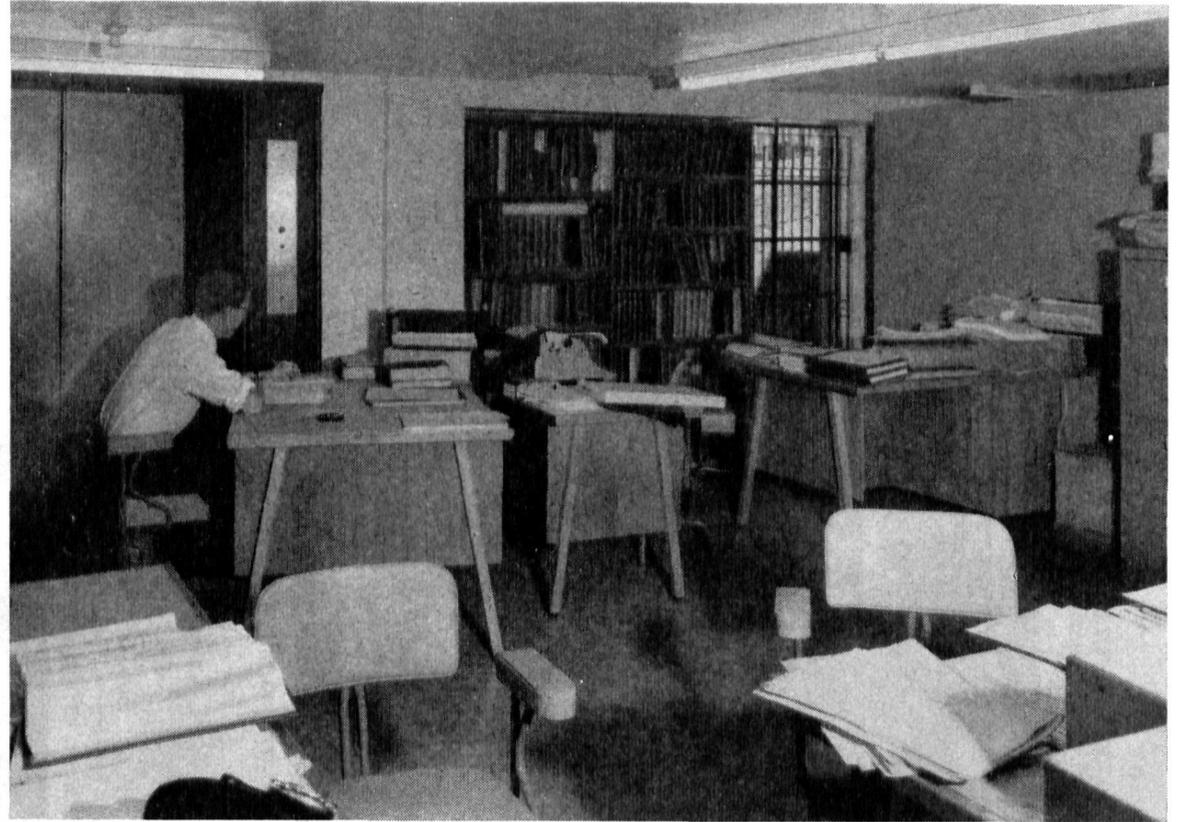
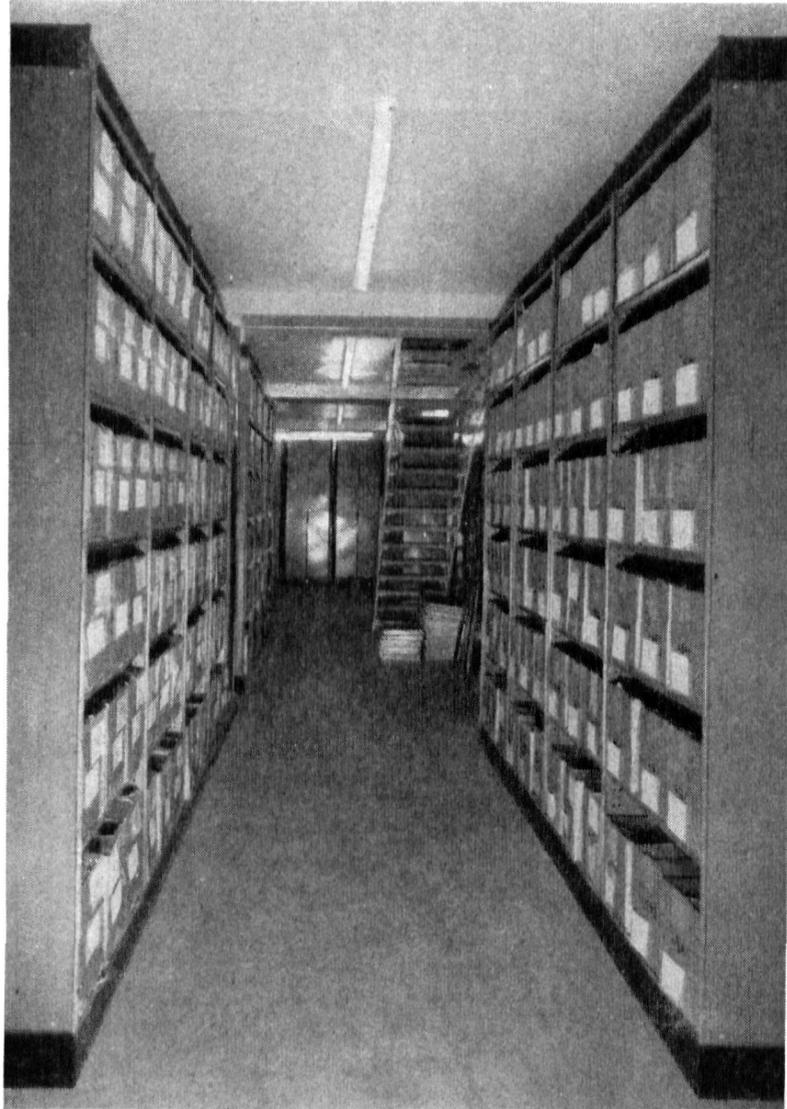
DISPOSAL OF PUBLIC RECORDS

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. In fact this means that a public office may retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form and order as that in which they were maintained in the public office.



The Archives Office of New South Wales

The photograph on the left shows the "Compactus" mobile shelving in use. The poor state of the bindings in the photograph on the right is typical of several thousand volumes in the State Archives



The Archives Office of New South Wales

The standard cartons used for unbound records appear in the photograph on the left. The photograph above shows part of the office accommodation

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to comply with or observe any of the provisions of the Act, including that section of the Act which provides that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

During 1962, the Archives Authority dealt with 87 recommendations for the disposal of public records. Those covered 1,429 separate series of records. Included in these were records of the Electricity Commission, the Police Department, the Department of Motor Transport, the Metropolitan Water, Sewerage and Drainage Board, the State Superannuation Board, the State Mines Control Authority, the Australian Museum, the Water Conservation and Irrigation Commission, the University Branch Office of the Department of Education, the Agent General for New South Wales in London, the Department of Government Transport, the Department of Child Welfare and Social Welfare, the Department of Lands, the Chief Secretary's Department, and others, for each of which a continuing authority was given to destroy specified series of records without further reference to the Archives Authority.

Whenever practicable, the Authority has sought to give permission for the destruction of records on a continuing basis; this is commonly suitable 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. This kind of permission for the disposal of records, once given, obviates the need for a department 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 department.

A total of 948 feet of records, covering 201 series was required to be transferred as State archives. Authority was given for the destruction of 13,659 feet of records, covering approximately 1,228 series.

RECORDS IN COUNTRY CENTRES

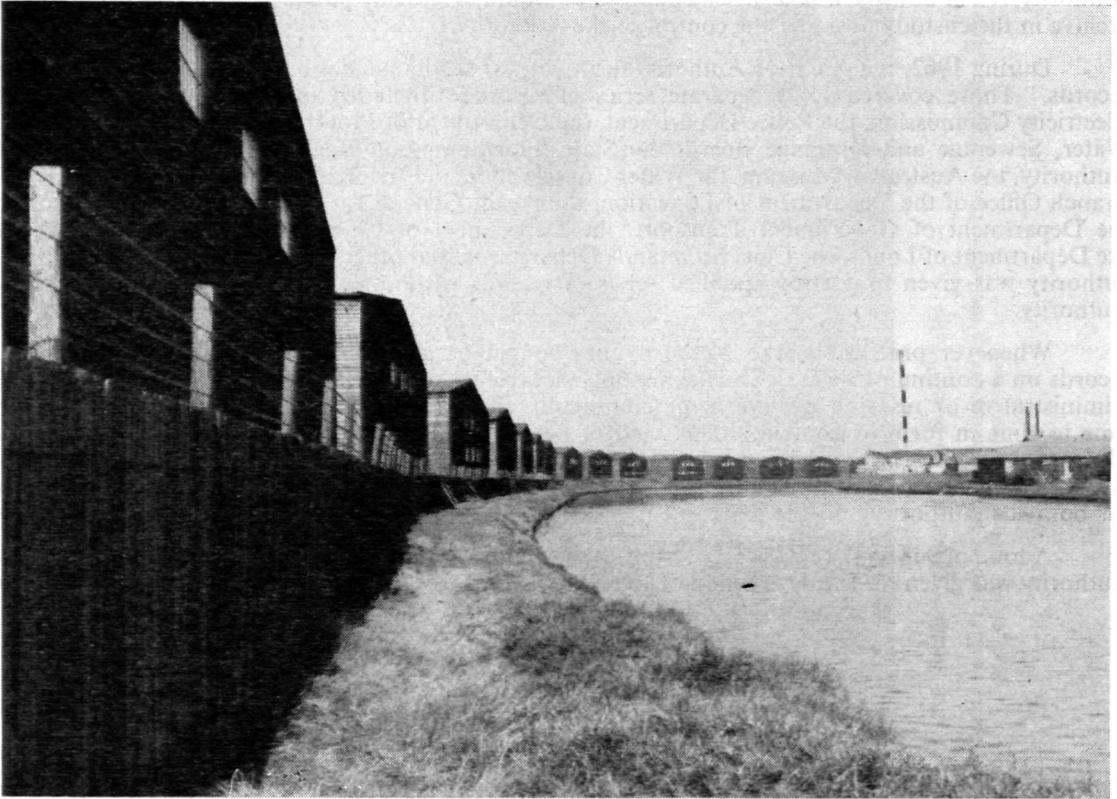
As reported last year the Archives Authority has been aware that collections of public records of varying size and importance are in existence, especially in some country centres where changes in population and in the function of departments have allowed them to remain without suitable facilities for their custody and preservation. The Authority has therefore continued a plan begun in 1961 for surveying records of this kind throughout New South Wales. Visits were made during 1962 to the Braidwood, Armidale, Bathurst and Newcastle-Maitland districts, and as a result of the visits various important records were transferred to the Archives Office for preservation as State archives. At the same time, the officers engaged in this work were able to draw to the attention of the Principal Librarian a number of private and business records which were of interest to the Mitchell Library. It is intended, as funds and staff permit, to continue this kind of survey and to co-operate in it with officers of the Public Library in the interests of economy and for the benefit both of the Archives Office and the Public Library.

THE GOVERNMENT RECORDS REPOSITORY

In their annual reports to you the Trustees of the Public Library, up to the year ending 30th June, 1961, reported on the operation of the Government Records Repository, which does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. However, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Archives Authority has been kept informed of developments in the Records Repository, as reported each month to the Public Service Board, and it has thought it wise to transmit this information to you in its own annual report.

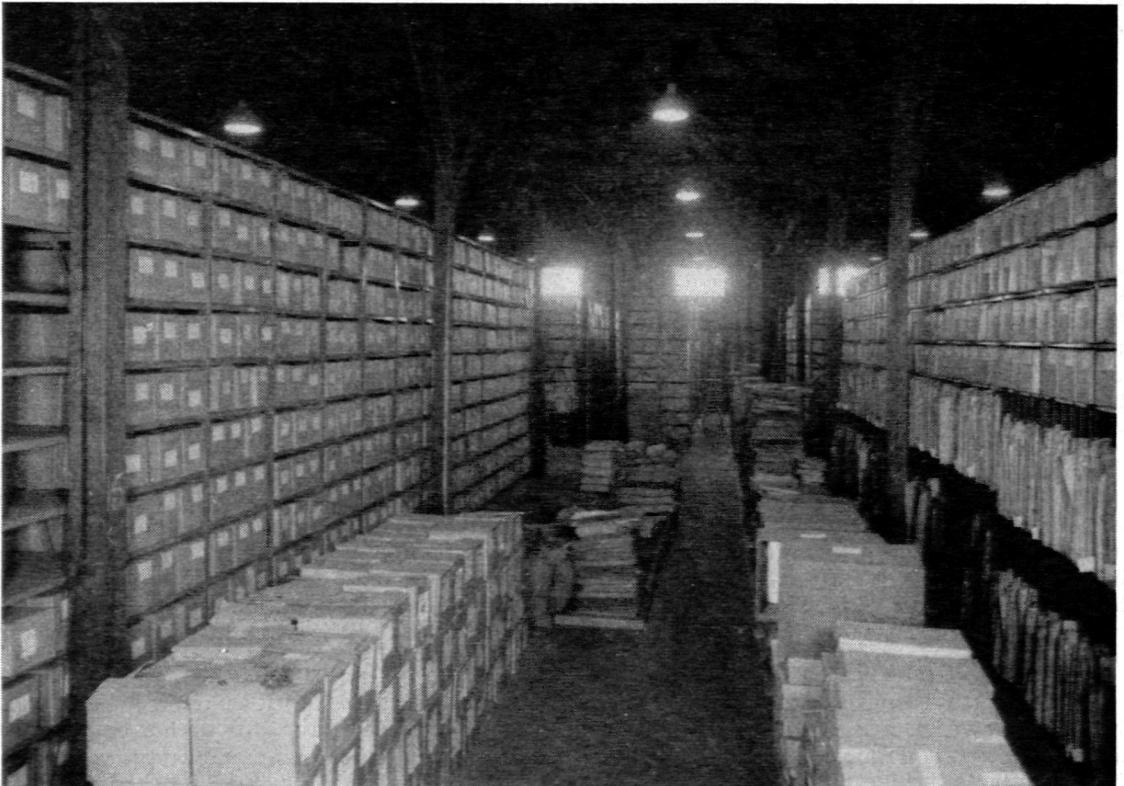
Use of the south east wing of the Public Library building for public records as well as for State archives has made additional space available in the Repository but this is at best a temporary relief of the problem of adequate storage space. The Repository is a wooden structure, unlined, and with an asphalt floor and it offers very inadequate and even unsafe accommodation for records because of fire risk, dust, and changes in humidity and temperature. The more valuable records both for the departments and for research have been transferred to the safe accommodation of the Public Library building, but more than 30,000 feet of records of necessity remain in the Repository. Many of these are of considerable value to departments and for historical research.

For these reasons and also because it is estimated that the Repository will be full again within three to four years, it is urgent that provision be made in the near future for permanent, safe and adequate accommodation for present and future needs. A committee comprising representatives of the Archives Authority, the Trustees of the Public Library, and the Public Service Board, has begun investigations into the possibility of securing a suitable site for a permanent repository for State archives and semi-current public records which cannot be accommodated in the Public Library building.



The Government Records Repository

The view above shows the western end of the Repository, looking south along Shea's Creek. This demonstrates the unsatisfactory location and structure of the building. The photograph below is a general view of the interior



REPAIR AND PRESERVATION OF RECORDS

Very little repair work has been attempted during the period under review apart from the repair of maps and plans; work has been completed on the repair of Public Works Department Plans and is progressing on Lands Department Maps. Some lamination of single documents was carried out, and several volumes were rebound.

Some thousands of volumes of State archives are in very bad condition and have to be held together with straps. Use of these volumes is causing further deterioration. There is an even greater number of volumes whose bindings are rotting and need treatment, while many thousands of individual documents require expert attention if they are to survive.

These difficulties have been made known to the Government Printer, both through personal discussion and in correspondence, but it does not appear at present that the necessary staff can be provided even to begin to overcome the deterioration due to long years of neglect.

PUBLICATIONS

Although the Archives Authority had expressed the hope in its first report that further Preliminary Inventories of archives would be published during 1962, this was not achieved, partly because of the great increase in disposals of public records following proclamation of the Archives Act and partly because of interruptions arising from occupation of the new wing of the Public Library building. However, an inventory of the records of the Commissariat in New South Wales should be published early in 1963, while it is hoped that others may follow during the year.

MEETINGS

There were eleven meetings of the Archives Authority, the average attendance being seven. The attendances were as follows:—

Dr. H. S. Wyndham, C.B.E., M.A., Ed.D., Dip. Ed. (Chairman)	10
(Excused for his absence from 1 meeting)			
Mr. G. M. Gray, C.B.E., B.A. (Deputy Chairman)	10
(Excused for his absence from 1 meeting)			
The Hon. Mr. Justice W. H. Collins, LL.B.	8
(Excused for his absence from 3 meetings)			
Mr. Senior Inspector J. R. Clancy	7
(Excused for his absence from 2 meetings)			
Dr. George Mackaness, O.B.E., M.A., D.Litt., Hon. D.Sc.	7
(Excused for his absence from 3 meetings)			
Mr. John Metcalfe, B.A., F.L.A.	10
Mr. F. H. Rogers, M.A., F.L.A., F.N.Z.L.A.	11
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	10
Professor J. M. Ward, M.A., LL.B.	10
(Excused for his absence from 1 meeting).			

STAFF

In addition to the Principal Archivist, the Archives staff consists of a senior archives officer and 5 other archives officers, 4 clerical officers, and 5 records attendants. This staff serves both the Archives Office of New South Wales and the Government Records Repository where 3 records attendants are employed full-time. Mr. R. F. Doust, B.A., was appointed senior archives officer in July. Provision has been made in the establishment for a senior archivist who is expected to be appointed early in 1963.

STATISTICS

State Archives

The first Annual Report of the Archives Authority covered the seven month period from 1st June, 1961, to 31st December, 1961. A comparison between the statistics in this present report and in the last report should take this into account.

During the year ending 31st December, 1962, 948 feet of records were transferred as State archives. The total holding of State archives now amounts to approximately 11,639 feet. This figure includes archives previously stored in the Government Records Repository, and removed to the Public Library building in December, 1961, and January, 1962, but does not include maps or plans. It does, however, include the Inwards and Outwards Passenger Lists since October, 1923, which are held on indefinite loan from the Commonwealth. These amount to 434 items occupying 81 feet.

Although at the present time almost all the State archives are stored in the Public Library building, certain series of fairly recent records which had been stored in the Government Records Repository prior to their transfer as State archives remain in the Repository. This applies particularly where transfers are being made at regular intervals as the records cease to be of use to the department which created them.

The number of processed individual items of State archives is in excess of 20,000, that is, volumes, boxes and similar units, not individual documents. Records transferred for preservation as State archives but not yet fully processed amount to approximately 558 feet, made up of over 3,000 individual items. Because of this the figures for archives in the Public Library building are only approximate. When the unprocessed records have been properly housed in boxes of uniform size, the number of individual items mentioned above will of course rise, and there will be some adjustment in the estimated amount of shelf space occupied.

The very great increase in the number of records submitted for disposal by public offices has inevitably meant that the amount of time available for the processing of records transferred as State archives, and for the preparation of inventories of record groups, has been severely limited. For this reason, many series of archives await description.

Reference to State Archives

	1961	1962
Number of issues	5,311	6,307
Number of issues of maps	289	364

These figures do not take into account items placed "on reserve" for readers which may be used many times over a period: these items are shown only once in the statistics. No record has been kept of the considerable reference in the Archives Office by officers of State and Commonwealth departments to the Inwards and Outwards Passenger Lists.

Government Records Repository

There has been a further increase in the work done at the Repository during the year, the number of individual jobs done having amounted to 36,778, compared with 27,253 for the calendar year 1961. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 3,064, compared with 2,271 for 1961. The Repository has now been completely filled with shelving.

The following is a list of State Departments and Agencies showing statistics of records transferred to the Repository (including the Public Library Building):—

RECORDS IN THE REPOSITORY

(All figures are in foolscap feet)

Agency	Held, December, 1961	Increase, 1962	Present Total
Agriculture	171	57	228
Attorney-General and Justice	801	10	811
Bankruptcy Administration	632	632
Botanic Gardens	10	10
Building Materials	9	9
Bureau of Statistics	23	23
Chief Secretary	546	80	626
Child and Social Welfare	18	18
Children's Court	944	77	1,021
Civil Defence	161	161
Clerk of the Peace	820	1	821
Clerks of Petty Sessions	271	271
Conservation	135	135
Coroner's Court and Morgue	33	33
Council of Auctioneers	85	23	108
Court Reporter's Branch	831	74	905
Crown Solicitor	724	94	818
District Court	735	207	942
Education	4,439	438	4,877
Equity Office	23	23
Forestry Commission	418	2	420

RECORDS IN THE REPOSITORY—*continued*

(All figures are in foolscap feet)

Agency	Held December, 1961	Increase, 1962	Present Total
Government Architect	5	5
Government Insurance Office	6,778	1,560	8,338
Government Printer	130	130
Government Real Estate Office	56	55	111
Government Stores	1,271	322	1,593
Government Transport	740	56	796
Housing Commission	3,934	2,079	6,033
Industrial Commission	30	30
Industrial Registrar	254	254
Labour and Industry	365	109	474
Land Tax Office	37	37
Lands	7,102	8	7,110
Local Government	1,746	1,746
Master in the Protective Jurisdiction of the Supreme Court	1,146	1,146
Mercantile Marine Office	294	294
Milk Board	342	46	388
Mines Department	1,908	90	1,998
Potato Marketing Board	7	7
Premier's Department	372	372
Prices Branch	1,086	1,086
Prisons	375	375
Probate Office	379	83	462
Public Health	88	280	368
Public Service Board	1,045	142	1,187
Public Solicitor	28	159	187
Public Trust Office	4,401	327	4,728
Public Works	444	325	769
Registrar General	4,318	462	4,780
Registrar of Co-operative Societies and of Friendly Societies	358	358
Rent Control	297	315	612
Stamp Duties Office	641	50	691
Superannuation Board	397	16	413
Supreme Court and Prothonotary	1,244	40	1,284
Technical Education	289	289
Treasury	2,119	2,119
University of New South Wales	36	77	113
Water Conservation and Irrigation Commission	2,486	84	2,570
Western Lands Commission	110	110
Workers' Compensation Commission	762	762
Workers' Compensation Silicosis Committee	46	46
Totals	59,295	7,748	67,063

The holdings shown above as at 31st December, 1962, will be reduced in some instances when destructions approved by the Archives Authority in the latter part of the year are carried out.

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository:—

FILE REFERENCE SERVICE

	1958-9	1959-60	1960-1	1961	1962
Number of files requested	9,028	9,173	14,541	17,628	26,807
Number of files issued	7,658	7,751	11,804	14,284	20,134
Number of files returned	3,660	4,970	8,603	7,481	13,562
Number of files added to existing boxes	962	751	1,408	1,320	852
Number of loose papers to be attached to files	335	93	108	77	12

The statistical table formerly included in the report of the Trustees of the Public Library is reproduced below and extended to include the period to 31st December, 1962.

	Files requested	Files issued	Per cent.
1954-55	3,593	1,888	53
1955-56	5,906	3,810	68
1956-57	6,408	4,667	77
1957-58	7,171	5,872	82
1958-59	9,028	7,568	84
1959-60	9,173	7,751	84.5
1960-61	14,541	11,804	81
1961	17,628	14,284	81
1962	26,807	20,134	75

It will be noted that the proportion of the number of files issued to the number of files requested has decreased during the year. Very few departments list each individual file in each box, while few keep a record of gaps in sequences transferred. Most of the files not found were in fact never transferred. While some departments keep efficient indexes, registers and lists of records transferred, other departments have boxed records inefficiently and compiled very inadequate finding aids. In any case it is not expected that the percentage of files issued over files requested will rise above 85 per cent. with existing methods of finding aid control. It would involve a great deal more work by departments before this figure could be improved.

Disposal of Records

Disposal of records from departments is effected by either transfer to the Archives Office as State archives, transfer to the Government Records Repository as intermediate records, or by destruction.

The destructions authorized this year amounted to 13,659 feet.

The disposal of records from departments in 1962 by transfer as intermediate records, as State archives, and by destruction amounted to 21,471 feet, bringing the total disposals up to 117,858 feet; that is to say, city office space has been saved to that extent since November, 1953.

The following table gives a summary of the three ways in which the disposal of records may be undertaken: by transfer as State archives, by transfer to the Government Records Repository as semi-current records, and by destruction.

STATISTICAL SUMMARY—DISPOSALS (All figures are in foolscap feet)

	1958	1960	1961	1962
State archives	8,050	8,090	8,357	11,639
Semi-current records	36,476	44,395	55,295	67,063
Authorised for destruction	24,189	25,417	33,703	39,156
Total disposals	68,715	69,922	101,355	117,858

G. D. RICHARDSON,
Principal Archivist.

H. S. WYNDHAM,
Chairman.

Archives Authority of New South Wales

STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30th JUNE, 1962

Provided from Consolidated Revenue—	£	s.	d.	£	s.	d.
Salaries				11,335	17	4
Expenses—						
Removalists' Costs—Transfer of Public Records to New Repository ..	1,400	8	10			
Furniture, Filing and Storage Equipment	1,234	9	4			
Purchase of Archival Material	50	0	0			
Travelling Expenses	116	13	6			
Freight and Cartage Expenses	17	1	9			
Minor Expenses	4	14	8	2,823	8	1
				£ 14,159	5	5

Audited and found correct.

W. J. CAMPBELL,
Auditor-General of New South Wales.

G. D. RICHARDSON,
Principal Archivist.

Sydney, 10th August, 1962.



ARCHIVES AUTHORITY OF N.S.W.

ANNUAL **REPORT**

DECEMBER 1963



1962-63-64

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY

OF NEW SOUTH WALES

FOR 1963

Ordered to be printed, 18 February, 1964

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its third Annual Report covering the year ending 31st December, 1963.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such public records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December 1961 the Archives Office has occupied three floors which were specially designed and equipped for it in the south-east wing of the building housing the Public Library of New South Wales. The Archives Authority again has pleasure in thanking the Trustees of the Public Library of New South Wales for their indispensable support and continuing assistance in providing facilities and accommodation for the Authority's own work. Experience has confirmed the Authority in its belief that the close association that has been maintained, both in terms of location and staff, with the work of the Trustees, especially in the Mitchell and Dixson Libraries, is a source of greater efficiency and is of considerable benefit to scholars using the resources both of the Archives Office and the Library.

Accessions during 1963

In total, the State archives, exclusive of maps and plans, now occupy approximately 12,326 feet of shelving of which 687 feet were added during the year under review. Some of the more important accessions during the year were:—

Department of the Attorney General and of Justice: Special bundles, 1870-1945.

Bench of Magistrates, Liverpool: Bench book for Liverpool Police Court, 1832-3. 1 volume.

Chief Secretary's Department: Register of appointments as Justices of the Peace, 1844-1945. 8 volumes.

Department of Child Welfare and Social Welfare—Adoptions Branch: 1. Adoption files, 1957. 2. Adopting parents' suitability files, 1956-7.

Government Guarantee Board: Minute book, 1930-5. 1 volume.

Department of Labour and Industry: Applications for exemption from membership of an industrial union under Section 129B of the Industrial Arbitration Act 1940 as amended, 1954-9.

Letter books containing copies of letters sent by Lieut. George Lambrick, Acting Pay and Quarter Master at Port Essington, 1844-9. 1 volume.

Letter books containing copies of letters received from the Admiralty by Lieut. George Lambrick, Acting Pay and Quarter Master at Port Essington, 1844-9, together with copies of letters received by Lambrick when he was later at Ascension. 1 volume.

Police Office, Wagga Wagga: Letter book, 1848-57. 1 volume.

Probate Office: Probate files, 1956.

Workers Compensation (Silicosis) Committee: 1. Minutes of proceedings, 1927-42. 2. "Hard luck" case files, 1943-54. 3. Case files of beneficiaries, 1943-9, not covered by the Workers' Compensation (Silicosis) Act, 1942. 4. Case files of awards to dependants upon death of beneficiaries, 1929-51. 5. Terminated beneficiary case files, 1930-57.

Archival Estrays

Various archival estrays, that is public archives which have strayed from official custody, were received during the year as gifts from other institutions or private persons. Included in these were the following:—

Letter Book of the Police Magistrate at Scone, 1841-2.

Presented by W. E. M. Abbott, Esq., Scone.

Deposition Book from Invermein, January 1833-March 1834.

Presented by Messrs J. A., A. M. and D. A. Eather, Milgarra, Bunnan, via Scone.

Maps and plans from the Hunter District Water Board and from the Newcastle District Office of the District Office of the Department of Public Works.

Presented by Newcastle Public Library.

The Archives Authority is pleased to draw attention to this evidence of a continuing interest in the preservation of public records, through their return to proper custody. It particularly acknowledges the help of Mr. A. J. Gray in this connexion.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the Archives Office and for the use and copying of State archives. As reported last year the Authority has thought it wise not to make by-laws until there should be a specific need for them but has successfully depended upon its own resolutions and directions for the management of the archives.

State archives are available for use to holders of a reader's ticket which is issued to accredited students, but a readers' ticket issued by the Trustees of the Public Library for the use of the special collections of the Library is also accepted for this purpose. Generally, no restriction is placed upon the use of archives that are more than fifty years old, although some restrictions are still necessary on certain classes of records such as those relating to convicts and mental hospitals. Archives that are less than fifty years old may be made available only with the permission of the Authority itself or with the permission of the originating department. This period of fifty years conforms to a fairly common standard in overseas archival repositories and has been under consideration during the year. It will be further reviewed in the light of any special developments. No charge is made for the use of State archives but copying or publication of any requires special permission.

With the co-operation of the Trustees of the Public Library, State archives are made available for consultation in the reading room of the Mitchell Library. This avoids any present need for the Archives Office of New South Wales to establish a separate Australian reference library, as well as being more convenient for students.

During the year, permission was given on 34 occasions for the copying of State archives, and on 13 occasions for publication of copies, compared with the corresponding figures of 28 and 8 in 1962. All of these were in connexion with special research projects.

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. In fact this means that a public office may retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form and order as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to comply with or observe any of the provisions of the Act, including that section of the Act which provides that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

Whenever practicable, the Authority has continued its policy of authorizing the destruction of records on a continuing basis; this is commonly suitable 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. This kind of authority for the disposal of records once given, obviates the need for a department 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 department.

During 1963 the Archives Authority dealt with 128 recommendations for the disposal of public records, compared with 87 last year. These covered 727 separate series of records compared with 1,429 in 1962.

A total of 687 feet of records, covering 59 series was required to be transferred as State archives. The corresponding figures in 1962 were 948 and 201. Authority was given for the destruction of 17,909 feet of records, covering approximately 668 series, as against 13,659 feet and 1,228 series last year.

RECORDS IN COUNTRY CENTRES

As reported in previous years the Archives Authority has been aware that collections of public records of varying size and importance are in existence, especially in some country centres where changes in population and in the function of departments have allowed them to remain without suitable facilities for their custody and preservation. The Authority has therefore continued its plan for surveying records of this kind throughout New South Wales. Visits were made by archives officers in previous years to Maitland, Morpeth, Newcastle, Kurri Kurri, Belmont, Bungendore, Braidwood, Captain's Flat, Bateman's Bay, Araluen, Nelligen, Bathurst, Hill End, Oberon, Sofala and Kelso; and in 1963 to Orange, Parkes, Wellington, Dubbo, Molong, Cumnock, Yeoval, Peak Hill, Forbes, Eugowra, Canowindra, Cudal, Captain's Flat and Queanbeyan. As a result, various important records were transferred to the Archives Office for preservation as State archives.

At the same time, the officers engaged in this work were again able to draw the attention of the Principal Librarian to a number of private and business records which were of interest to the Mitchell Library. It is intended as funds and staff permit, to continue this kind of survey and to co-operate in it with officers of the Public Library in the interests of economy and for the benefit both of the Archives Office and the Public Library. However, the experience so far gained suggests that it is unlikely that there are many significant accumulations of records remaining in country districts. It may therefore become necessary in future for visits of this nature to be made only when some fairly definite information is received about the existence of records.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Archives Authority has been kept informed of developments in the Records Repository, as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information to you in its own annual report.

Use of the south east wing of the Public Library building during the last two years for public records as well as for State archives has made additional space available in the Repository but this is at best a temporary relief of the problem of adequate storage space. The Repository is a wooden structure, unlined, and with an asphalt floor, and it offers very inadequate and even unsafe accommodation for records because of fire risk, dust, and changes in humidity and temperature. The more valuable records both for the departments and for research have been transferred to the safe accommodation of the Public Library building, but more than 60,000 feet of records, of necessity remain in the Repository. Many of these are of considerable value to departments and for historical research.

For these reasons and also because it is estimated that the Repository will be full again within less than two years, it is urgent that provision be made in the near future for permanent, safe and adequate accommodation for present and future needs. As reported last year, a committee comprising representatives of the Archives Authority, the Trustees of the Public Library, and the Public Service Board, was set up to investigate the possibility of securing a suitable site for a permanent repository for State archives and semi-current public records which cannot be accommodated in the Public Library building. After a careful examination of available sites, in which the committee was greatly helped by officers of the Department of Education, recommendations were made for the acquisition of a site of about fifty acres at Kingswood. The Authority understands that action is now being taken to acquire this site. It wishes to emphasize that any needless delay in the provision of a repository will only prolong the present risk of disaster to a large quantity of records of great importance to the State.

REPAIR AND PRESERVATION OF RECORDS

The repair and where necessary the rebinding of State archives continues to be a matter of concern. As indicated in previous reports, some thousands of volumes of State archives are in very bad condition and have to be held together with straps. Use of these volumes is causing further deterioration. There is an even greater number of volumes whose bindings are rotting and need treatment, while many thousands of individual documents require expert attention if they are to survive.

Work on the repair or preservation of State archives during the year has necessarily been confined to the rebinding of a very few volumes; the lamination of one bundle of individual documents and the flattening of a number of parchments; and a small amount of repair and essential remounting of Department of Lands maps transferred in the latter half of the year.

Although the Government Printer is aware of these difficulties, it appears that it is still not possible to provide sufficient additional staff for the bindery or to make other arrangements for necessary repairs to be done. Nevertheless, it is urgent that steps be taken in the near future to overcome the deterioration due to long years of neglect. The Authority hopes that during the coming year some significant progress can be made in the repair and preservation of public records.

PUBLICATIONS

Some progress has now been made in the programme of publications of the Archives Authority. At the end of 1963 Preliminary Inventories of two record groups were in the hands of the Government Printer. These were the Commissariat and the Auditor General. Publication of other inventories should follow during 1964.

MEETINGS

There were nine meetings of the Archives Authority, the average attendance being seven. The attendances were as follows:—

Dr. H. S. Wyndham, C.B.E., M.A., Ed.D., Dip.Ed. (Chairman)	9
Mr. G. M. Gray, C.V.O., C.B.E., B.A. (Deputy Chairman)	6
(Excused for his absence from 3 meetings)			
The Hon. Mr. Justice W. H. Collins, LL.B.	8
(Excused for his absence from 1 meeting)			
Mr. Senior Inspector J. R. Clancy	8
Dr. George Mackaness, O.B.E., M.A., D.Litt., Hon. D.Sc.	2
(Excused for his absence from 1 meeting. Relinquished appointment, 31st May, 1963)			
Mr. John Metcalfe, B.A., F.L.A.	7
(Excused for his absence from 2 meetings)			
Associate Professor N. B. Nairn, M.A.	5
(Appointed 1st June, 1963)			
Mr. F. H. Rogers, M.A., F.L.A., F.N.Z.L.A.	7
(Excused for his absence from 2 meetings)			
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	4
(Excused for his absence from 5 meetings, while abroad)			
Professor J. M. Ward, M.A., LL.B.	0
(Excused for his absence during 1963, while abroad)			

Since August 1963 the Authority has met at two-monthly intervals instead of each month. It is proposed to review the frequency of meeting early in 1964, but no inconvenience either to the work of the Authority or to departments appears to have resulted from this change in practice.

STAFF

In addition to the Principal Archivist, the Archives Staff consists of the Senior Archivist, 6 archives officers, 4 clerical officers, and 8 records attendants. This staff serves both the Archives Office of New South Wales and the Government Records Repository where 6 records attendants are employed full-time. Mr. R. F. Doust, B.A., formerly senior archives officer, was appointed to the newly-created position of Senior Archivist in January.

STATISTICS

State Archives

During the year ending 31st December, 1963, 687 feet of records were transferred as State archives. The total holding of State archives now amounts to approximately 12,326 feet. This figure includes archives previously stored in the Government Records Repository which were removed to the Public Library building in December, 1961, and January, 1962, but does not include maps or plans. It does, however, include the Inwards and Outwards Passenger Lists since October, 1923, which are held on indefinite loan from the Commonwealth. These amount to 458 items occupying 92 feet.

Although at the present time almost all the State archives continue to be suitably stored in the Public Library building, certain series of fairly recent records which had been stored in the Government Records Repository prior to their transfer as State archives remain in the Repository. This applies particularly where transfer are being made at regular intervals as the records cease to be of use to the department which created them.

The number of processed individual items of State archives is in excess of 23,000, that is, volumes, boxes and similar units, not individual documents. Records transferred for preservation as State archives but not yet fully processed amount to approximately 1,000 feet made up of over 500 individual items. Because of this the figures for archives in the Public Library building are only approximate. When the unprocessed records have been properly housed in boxes of uniform size, the number of individual items mentioned above will of course rise, and there will be some adjustment in the estimated amount of shelf space occupied.

The continuing increase in the number of records submitted for disposal by public offices has again meant that the amount of time available for the processing of records transferred as State archives, and for the preparation of inventories of record groups, has been severely limited. For this reason, many series of archives still await description.

Reference to State Archives

	1961	1962	1963
Number of issues	5,311	6,307	5,960
Number of issues of maps	289	364	414

These figures do not take into account items placed "on reserve" for readers which may be used many times over a period: these items are shown only once in the statistics. No record has been kept of the considerable reference in the Archives Office, by officers of State and Commonwealth departments, to the Inwards and Outwards Passenger Lists.

Government Records Repository

There has been very considerable increase in the work done at the Repository during the year, the number of individual jobs done having amounted to 59,713, compared with 36,778 in 1962. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 4,976 compared with 3,064 last year.

The following is a list of State Departments and Agencies showing statistics of records transferred to the Repository (including the Public Library building):—

RECORDS IN THE REPOSITORY

(All figures are in foolscap feet)

Agency	Held, December, 1962	Increase, 1963	Total December, 1963
Agriculture	228	257	485
Attorney-General and Justice	811	811
Bankruptcy Administration	632	632
Botanic Gardens	10	10
Building Materials	9	9
Bureau of Statistics	23	23
Chief Secretary	626	4	630
Child and Social Welfare	18	67	85
Children's Court	1,021	(Decrease) 1	1,020
Civil Defence	161	161
Clerk of the Peace	821	821
Clerks of Petty Sessions	271	457	728
Conservation	135	135
Coroner's Court and Morgue	33	33
Council of Auctioneers	108	22	130
Court Reporting Office	905	218	1,123
Crown Solicitor	818	210	1,028
District Court	942	(Decrease) 78	864
Education	4,877	630	5,507
Equity Office	23	23
Forestry Commission	420	420
Government Architect	5	5
Government Insurance Office	8,338	1,021	9,359
Government Printer	130	130
Government Real Estate Office	111	111

RECORDS IN THE REPOSITORY—*continued*

(All figures are in foolscap feet)

Agency	Held December, 1962	Increase 1963	Total December, 1963
Government Stores	1,593	220	1,810
Government Transport	796	30	826
Hospitals Commission	138	138
Housing Commission	6,033	218	6,251
Industrial Commission	30	30
Industrial Registrar	254	254
Labour and Industry	474	636	1,110
Land Tax Office	37	57	94
Lands	7,110	1,427	8,537
Local Government	1,746	1,746
Master in the Protective Jurisdiction of the Supreme Court	1,146	162	1,308
Mercantile Marine Office	294	294
Milk Board	388	13	401
Mines Department	1,998	262	2,260
Potato Marketing Board	7	7
Premier's Department	372	657	1,029
Prices Branch	1,086	1,086
Prisons	375	59	966
Probate Office	462	105	567
Public Health	368	63	431
Public Service Board	1,187	114	1,301
Public Solicitor	187	61	248
Public Trust Office	4,728	214	4,942
Public Works	769	377	1,146
Registrar General	4,780	179	4,959
Registrar of Co-operative Societies and of Friendly Societies	358	30	388
Rent Control	612	235	847
Stamp Duties Office	691	2,268	2,959
Superannuation Board	413	413
Supreme Court and Prothonotary	1,284	78	1,362
Technical Education	289	289
Tourist Activities	33	33
Treasury	2,119	85	2,204
University of New South Wales	113	113
Water Conservation and Irrigation Commission	2,570	32	2,602
Western Lands Commission	110	110
Workers' Compensation Commission	762	60	822
Workers' Compensation Silicosis Committee	46	46
Totals	67,063	11,786	79,368

The holdings shown above as at 31st December, 1963 will be reduced in some instances when destructions approved by the Archives Authority in the latter part of the year have been carried out. Only 1,146 cartons of records were destroyed during 1963, although a quantity greatly in excess of this had been authorized for destruction. The appointment of additional staff at the Repository, approved late in 1963, should enable the programme of destruction of records to be carried out in the future without undue delay. The figures shown in the table above as "Increase, 1963" take into account destructions carried out during 1963. These destructions are shown in the following table:—

RECORDS IN THE REPOSITORY DESTROYED DURING 1963

(All figures are in foolscap feet)

Agency	Destructions, 1963
Children's Court	102
Court Reporting Office	73
District Court	88
Education	101
Government Insurance Office	246
Housing Commission	516
Milk Board	20
Total	1,146

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository:—

FILE REFERENCE SERVICE

	1958-59	1959-60	1960-61	1961	1962	1963
Number of files requested	9,028	9,173	14,541	17,628	26,807	32,974
Number of files issued	7,658	7,751	11,804	14,284	20,134	27,689
Number of files returned	3,660	4,970	8,603	7,481	13,562	18,447
Number of files added to existing boxes ..	962	751	1,408	1,320	852	2,900
Number of loose papers to be attached to files	335	93	108	77	12	5,392
Totals ..	21,643	22,738	36,464	40,790	61,367	87,402

The percentage of files issued to files requested during 1963 was 83, compared with 75 in 1962 and 81 in 1961. This is a significant increase, which is, however, fairly directly related to the great increase in the number of files issued to the Stamp Duties Office, for which office the proportion of files issued to files requested is quite high. Nevertheless, it is not expected that the percentage of files issued to files requested will rise above 85 with existing methods of finding-aid control. Much more work would be necessary in departments before this figure could be improved. Very few departments list each individual file in each box, while few keep a record of gaps in sequences transferred. Most of the files not found were in fact never transferred. While some departments keep efficient indexes, registers and lists of records transferred, other departments have boxed records inefficiently and compiled very inadequate finding-aids.

Disposal of Records

Disposal of records from departments is effected by either transfer to the Archives Office as State archives, transfer to the Government Records Repository as intermediate records, or by destruction. The destructions authorized this year amounted to 17,909 feet; a further 12,162 feet was reported as having been destroyed under earlier continuing authorities.

The disposal of records from departments in 1963 by transfer as State archives, as intermediate records, and by destruction amounted to 52,544 feet, bringing the total disposals up to 160,402 feet, that is to say, city office space has been saved to that extent since November, 1953.

The following table gives a summary of disposal of records during the last four years.

STATISTICAL SUMMARY—DISPOSALS

(All figures are in foolscap feet)

	1960	1961	1962	1963
State archives	8,090	8,357	11,639	12,326
Semi-current records	44,395	55,295	67,063	78,849
Authorised for destruction	25,417	33,703	39,156	69,227
Total disposals	69,922	101,355	117,858	160,402

G. D. RICHARDSON,
Principal Archivist.

H. S. WYNDHAM,
Chairman.

Archives Authority of New South Wales

STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30th JUNE, 1963

	£	s.	d.	£	s.	d.
Provided from Consolidated Revenue—						
Salaries				14,768	3	2
Expenses—						
Filing Equipment and Furnishings	2,650	2	0			
Purchase of Archival Material	150	0	0			
Travelling Expenses	168	12	1			
Freight and Cartage Expenses	16	9	8			
Minor Expenses	57	2	11			
				3,042	6	8
				£17,810	9	10

Audited and found correct.

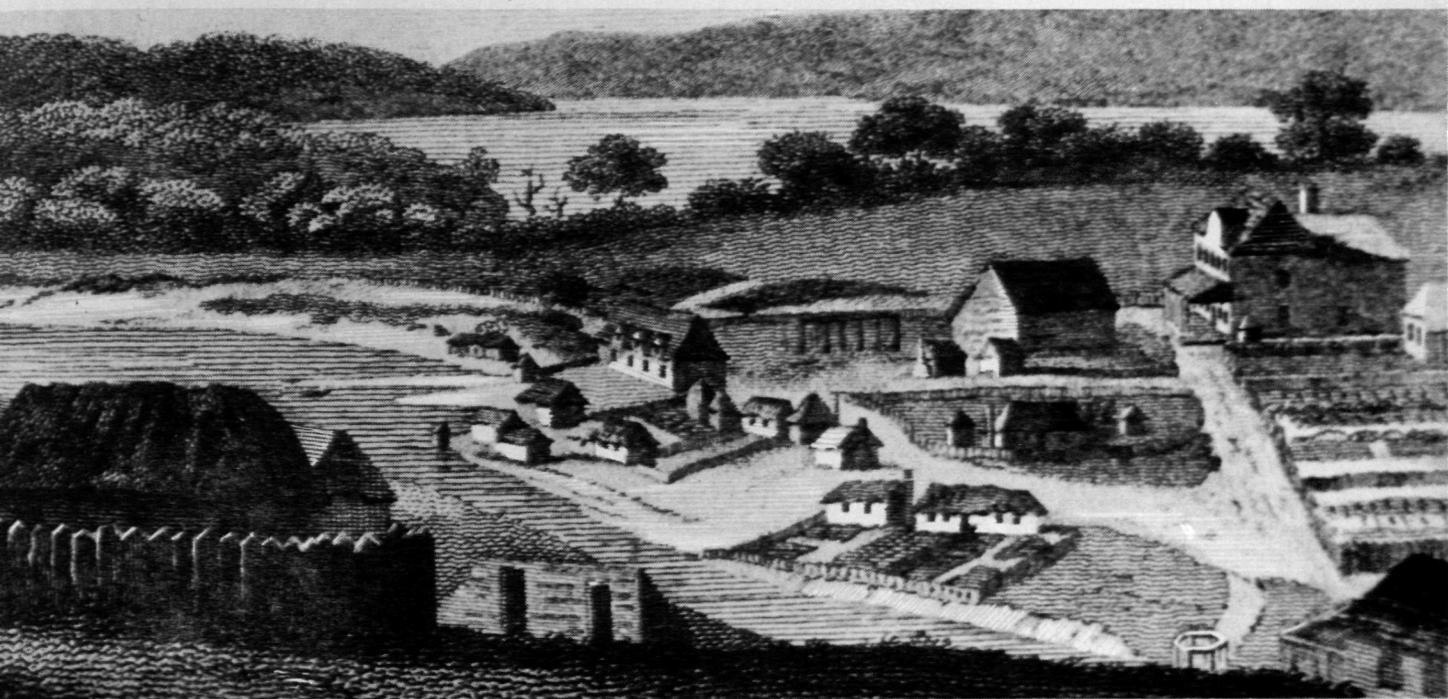
W. J. CAMPBELL,
Auditor-General of New South Wales.

G. D. RICHARDSON,
Principal Archivist.

Sydney, 2nd September, 1963.

Wholly set up and printed in Australia by

VICTOR C. N. BLIGHT, GOVERNMENT PRINTER, SYDNEY, NEW SOUTH WALES



ARCHIVES AUTHORITY OF N.S.W.

ANNUAL **REPORT**

1964

1965

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1964

Ordered to be printed, 26 May, 1965

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its third Annual Report covering the year ending 31st December, 1964.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such public records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December 1961 the Archives Office has occupied three floors which were specially designed and equipped for it in the Public Library of New South Wales. The Archives Authority again has pleasure in thanking the Trustees of the Public Library in providing facilities, accommodation and staff for the work of the Authority. This support and assistance has again been proved to be a source of greater efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

Accessions during 1964

In total, the State archives exclusive of maps and plans now occupy approximately 16,324 feet of shelving of which 3,998 feet were added during the year under review. Some of the more important accessions during the year were:—

- Department of Child Welfare and Social Welfare: Records of the Parramatta Training School for Girls.
- Department of Lands: Correspondence records of the several branches of the department, ca. 1867-1930.
- Department of Mines: Various correspondence and other records, being most of the surviving records for the period 1874-1923.
- Department of Public Health: Minute books and other records of the Board of Health, including records of the plague in 1900 in Sydney; and records of the Inspector-General of Mental Hospitals; 1880-1935.
- Registrar General's Department: Church baptism, marriage and burial registers, ca. 1840-1905.
- Rent Control Office: Applications for consent to payment of monies other than rent, 1948-55.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State Archives, but the Authority has as yet seen no need to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use to holders of a reader's ticket which is issued to accredited student's but a reader's ticket issued by the Trustees of the Public Library for the use of the special collections of the Library is also accepted for this purpose. Generally, no restriction is placed upon the use of archives that are more than fifty years old, although some restrictions are still necessary on certain classes of records such as those relating to convicts and mental hospitals. Archives that are less than fifty years old may be made available only with the permission of the Authority itself or with the permission of the originating department. The use of this " fifty year restriction " is in conformity with the practice of many archival repositories overseas.

With the co-operation of the Trustees of the Public Library, State archives are made available for consultation in the reading room of the Mitchell Library. This avoids any present need for the Archives Office of New South Wales to establish a separate Australian reference library, as well as being more convenient for students. In the latter part of the year a member of the Archives Office staff has been on duty during the day in the Mitchell Library reading-room to assist with readers' inquiries.

During the year, permission was given on 39 occasions for the copying of State archives, and on 3 occasions for publication of copies; the corresponding figures were in 1963 34 and 13. All of these were in connexion with special research projects.

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. This means that a public office may retain custody of its own records as long as it wishes, but may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form and order as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, which provides that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

When appropriate, the Authority has continued its policy of authorizing the destruction of records on a continuing basis; this can be done 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 department 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 department.

During 1964 the Archives Authority dealt with 129 recommendations for the disposal of public records, compared with 128 last year. These recommendations were for 775 separate series of records; the figure in 1963 was 727. An estimated total of 3,998 feet of records, covering 200 series was required to be transferred as State archives. The corresponding figures in 1963 were 687 and 59. Authority was given for the destruction of an estimated 8,964 feet of records, covering approximately 515 series, as against 17,909 feet and 668 series last year.

RECORDS IN COUNTRY CENTRES

In the first two years of its operation the Archives Authority embarked upon a plan for a systematic survey of public records in country districts throughout the State. It was hoped in due course to arrange for officers to visit each of the 297 places of Petty Sessions in New South Wales and such other public offices as was practicable. Previous reports have referred to visits made by archives officers to such widely separated places as Maitland, Braidwood, Hill-End, Dubbo and Captain's Flat.

The results of these visits so far suggest that it is unlikely that there are many significant accumulations of records remaining in country centres. Therefore, visits are now made only when some fairly definite information is received about the existence of records either in or out of official custody. One such visit was made to the Court House at Picton during the year on the basis of information received but no records of significance were found apart from the usual court records in current use.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connexion between the two, quite apart from the fact that they have a common staff. For this reason the Archives Authority has been kept informed of developments in the Records Repository, as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information to you in its own annual report.

During 1964 there was a considerable increase in the quantity of records transferred to the Repository by departments in anticipation of the move to the new State Office Building, and by the end of the year the Repository was completely filled with records and it was necessary to refuse space for considerable quantities of records of departments.

Arrangements were made for part of an adjoining shed to be converted for use as an additional repository, and work on this was well in hand by the end of the year. The amount of space available in this building will be relatively small until at least the end of 1965, since the remainder of the building is at present required for other purposes. It is understood, however, that the greater part of this shed will in due course be available for the storage of records.



Part of the interior of the Government Records Repository at Shea's Creek, Alexandria.

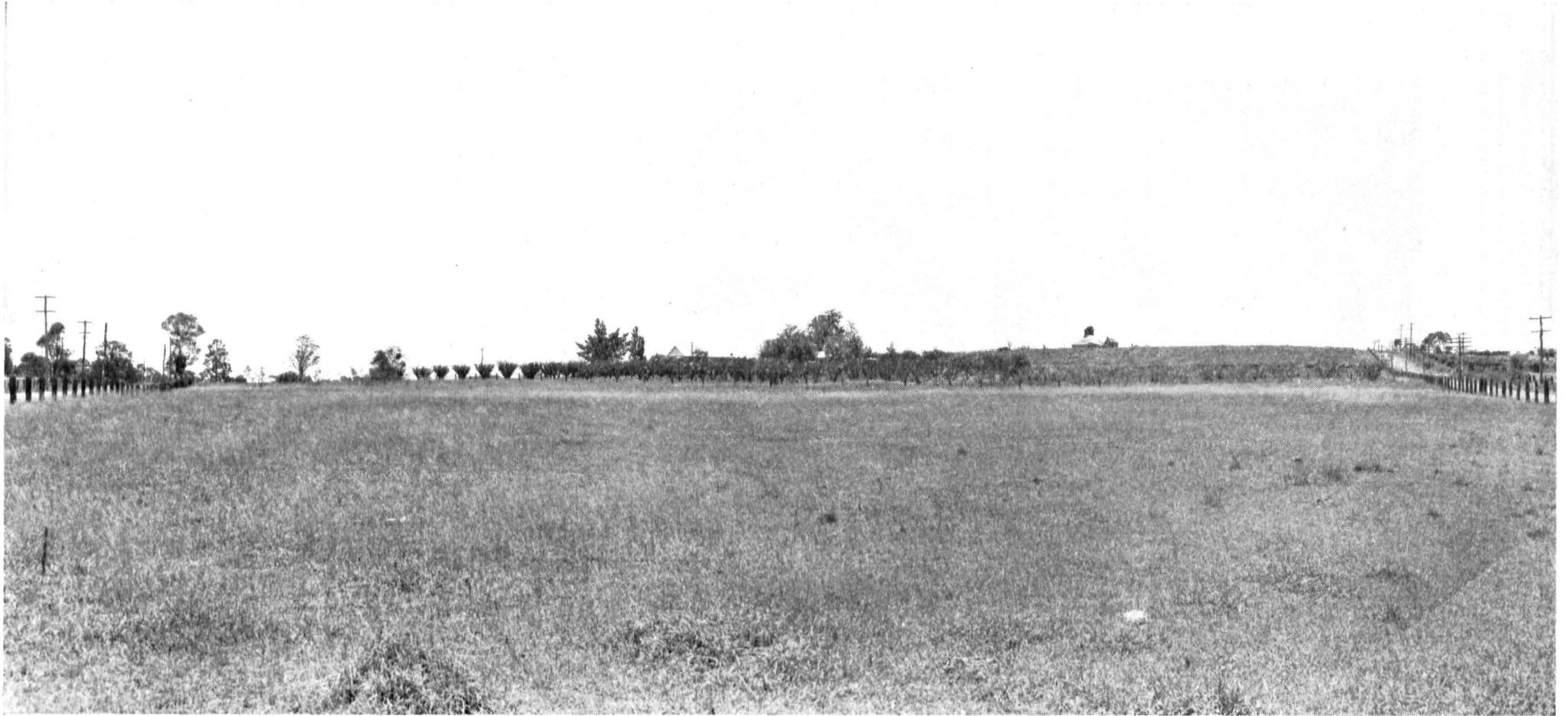
Nevertheless, the Authority wishes to emphasize most strongly that it remains a matter of the utmost urgency that provision be made without undue delay for permanent and safe accommodation for State records. There is an ever-present risk of disaster to a large quantity of records of importance to the State and of value for historical research while they continue to be stored in wooden sheds which are in themselves a fire hazard, which offer scant protection from dust and in which it is impossible to control temperature and humidity.

A site of about 50 acres at Kingswood has been acquired for a permanent repository, and the Government Architect has been asked to proceed with the preparation of preliminary sketch plans. The Authority earnestly hopes that when it next reports to you substantial progress will have been made in the planning of the permanent repository buildings, and that funds will have by then been made available for the erection of at least the first of these buildings.

REPAIR AND PRESERVATION OF RECORDS

The repair and where necessary the rebinding of State archives continues to be a matter of concern. As indicated in previous reports, some thousands of volumes of State archives are in very bad condition and have to be held together with straps. Use of these volumes is causing further deterioration. There is an even greater number of volumes whose bindings are rotting and need treatment, while many thousands of individual documents require expert attention if they are to survive.

It is pleasing to report that more satisfactory arrangements have been made during the latter part of the year for essential rebinding of the many volumes which are in a poor state of repair. Nevertheless there are still many hundreds of volumes which require urgent attention, many hundreds of maps require repair and remounting and thousands of individual documents are also in need of skilled attention.



Portion of the fifty acre site at Kingswood acquired for the Government Records Repository.

While some progress has been made during 1964 in the repair and preservation of records of historical importance, there is no cause for complacency and it is hoped that further opportunity can be taken during 1965 to undertake work which has been long neglected.



Exterior of Shed 66, Shea's Creek, which will provide additional Repository accommodation. The unpainted weatherboard construction of the shed may be clearly seen.

PUBLICATIONS

During 1964 Preliminary Inventories of two record groups, that of the Commissariat and of the Auditor General, were published. A Preliminary Inventory of the records of the Council of Education is at present in the hands of the Government Printer and it is hoped that publication of others will follow during 1965.

Work had been almost completed at the end of the year on a List of Series Titles held in the Archives Office, which will be published early in 1965 and which may prove to be of value in making known the holdings of State archives.

MEETINGS

There were six meetings of the Archives Authority. The attendances were as follows:—

Dr. H. S. Wyndham, C.B.E., M.A., Ed.D., Dip.Ed. (Chairman)	6
Mr. G. M. Gray, C.V.O., C.B.E., B.A. (Deputy Chairman)	5
(Excused for his absence from 1 meeting)			
The Hon. Mr. Justice W. H. Collins, LL.B.	6
Mr. Deputy Chief Inspector J. Frape	4
Appointed April 1964 (Excused for his absence from 1 meeting)			
Mr. John Metcalfe, B.A., F.L.A., F.L.A.A.	6
Associate Professor N. B. Nairn, M.A.	5
(Excused for his absence from 1 meeting)			
Mr. F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A.	6
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	6
Professor J. M. Ward, M.A., LL.B.	6

Since August 1963 the Authority has met at two-monthly intervals. No inconvenience either to the work of the Authority or to Departments appears to have resulted from this reduced frequency of meetings.

STAFF

The Authority is pleased to be able to report that by the end of 1964 all positions provided for on the staff establishment were occupied, and that in particular the increased staff at the Government Records Repository enabled the destruction of a considerable quantity of records for which authority had previously been given.

During the latter part of the year the Principal Archivist, Mr. G. D. Richardson, was awarded a Carnegie Fellowship, in the course of which he proposed, amongst other things, to investigate archival repositories in North America, and later in England and Europe.

The Senior Archivist, Mr. R. F. Doust, was appointed as Acting Principal Archivist during the absence abroad of the Principal Archivist.

STATISTICS

State Archives

During the year ending 31st December, 1964, 3,998 feet of records were transferred as State archives. The total holding of State archives now amounts to approximately 16,324 feet. This figure does not include maps or plans. It does, however, include the Inwards and Outwards Passenger Lists since October, 1923, which are held on indefinite loan from the Commonwealth Archives Office. These amount to 482 items occupying 104 feet.

The Commonwealth Archives Office has completed microfilming of the Inwards Passenger Lists from the beginning of 1923 to the present, and it is likely that arrangements will be made in 1965 for the storage of both Inwards and Outwards Lists from October 1923 onwards in the Commonwealth Archives Office. This microfilming was done to preserve the originals, and public use of the records is now confined to the microfilm itself.

Almost all of the State archives are at present stored in the Public Library Building, although a few series of fairly recent records are at present still in the Government Records Repository. Recent and expected accessions of State archives suggest that it is likely that the available space in the Public Library building will be exhausted in less than 2 years time. When this point is reached it will be either necessary to house some of the State Archives in the Government Records Repository, or alternatively to transfer back to the Repository some of the semi-current records which were removed to the Public Library building at the end of 1961.

Considerable progress has been made in the processing of series transferred as State Archives, but until all arrears of processing have been overcome it will not be possible to provide an entirely accurate estimate of the amount of shelving space occupied.

During 1964 a number of departments agreed to transfer as State archives records which had previously been stored as intermediate or semi-current records. Two major accessions of this kind have been correspondence records of the Department of Mines and of the Department of Lands, which together total over 3,000 feet. In this way substantial and important groups of records are being more readily made available to research workers.

The number of records submitted for disposal by public offices has remained at a high level, and has meant that the time available for detailed processing of records and in particular for the preparation of inventories of record groups has again been limited.

Reference to State Archives

	1961	1962	1963	1964
Number of issues	5,311	6,307	5,960	6,083
Number of issues of maps	289	364	414	313

These figures do not take into account items placed "on reserve" for readers which may be used many times over a period: these items are shown only once in the statistics. No record has been kept of the considerable reference in the Archives Office by officers of State and Commonwealth departments, to the Inwards and Outwards Passenger Lists.

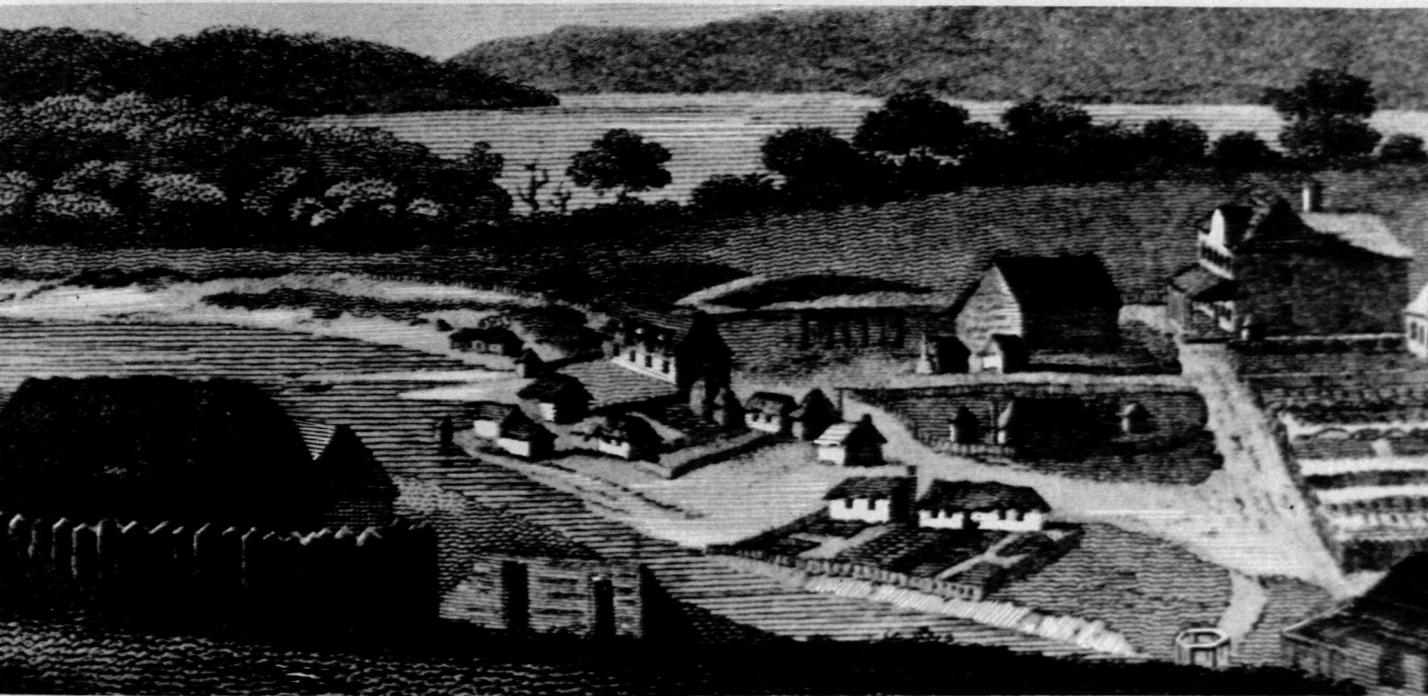
Government Records Repository

There has again been very considerable increase in the work done at the Repository during the year, the number of individual jobs done amounted to 63,959, compared with 59,713 in 1963. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 5,329 compared with 4,976 last year.

RECORDS IN THE REPOSITORY
(All figures are in foolscap feet)

Agency	Held, December, 1963	Increase, 1964	Total December, 1964
Agriculture	485	95	580
Attorney-General and Justice	811	430	1,241
Bankruptcy Administration	632	632
Botanic Gardens	10	10
Building Materials	9	9
Bureau of Statistics	23	23
Chief Secretary	630	129	759
Child and Social Welfare	85	45	130
Children's Court	1,020	78	1,098
Civil Defence	161	161
Clerk of the Peace	821	821
Clerks of Petty Sessions	728	158	886
Conservation	135	63	198
Coroner's Court and Morgue	33	33
Council of Auctioneers	130	130
Court Reporting Office	1,123	(decrease) 48	1,075
Crown Solicitor	1,028	123	1,151
District Court	864	346	1,210
Education	5,507	(decrease) 99	5,408
Equity Office	23	23
Forestry Commission	420	(decrease) 31	389
Government Architect	5	5
Government Insurance Office	9,359	(decrease) 568	8,791
Government Printer	130	130
Government Real Estate Office	111	111
Government Stores	1,813	(decrease) 125	1,688
Government Transport	826	(decrease) 83	743
Hospitals Commission	138	138
Housing Commission	6,251	(decrease) 39	6,212
Industrial Commission	30	30
Industrial Registrar	254	254
Labour and Industry	1,110	392	1,502
Land Tax Office	94	(decrease) 11	83
Lands	8,537	83	8,620
Local Government	1,746	1,746
Master in the Protective Jurisdiction of the Supreme Court	1,308	1,308
Mercantile Marine Office	294	294
Milk Board	401	33	434
Mines Department	2,260	128	2,388
Potato Marketing Board	7	7
Premier's Department	1,029	105	1,134
Prices Branch	1,086	1,086
Prisons	434	49	483
Probate Office	567	45	612
Public Health	431	49	480
Public Library of New South Wales	51	51
Public Service Board	1,301	56	1,357
Public Solicitor	248	69	317
Public Trust Office	4,942	197	5,139
Public Works	1,146	265	1,411
Registrar General	4,959	926	5,885
Registrar of Co-operative Societies and of Friendly Societies	388	388
Rent Control	847	135	982
Stamp Duties Office	2,959	2,959
Superannuation Board	413	(decrease) 98	315
Supreme Court and Prothonotary	1,362	192	1,554
Technical Education	289	289
Tourist Activities	33	33
Treasury	2,204	92	2,296
University of New South Wales	113	27	140
Valuer General	90	90
Water Conservation and Irrigation Commission	2,602	174	2,776
Western Lands Commission	110	110
Workers' Compensation Commission	822	822
Workers' Compensation Silicosis Committee	46	44	90
Totals	77,683	3,567	81,250

The appointment of additional staff at the Repository during 1964 enabled the planned destruction of many series of records for which destruction had been approved by the Archives Authority. The figures shown in the above table as "Increase 1964" take into account destructions carried out during the year. From this table and from the table below showing the total quantity of records in the Repository destroyed during 1964, it will be seen that substantial quantities of records were destroyed, in particular those of the Government Insurance Office, the Housing Commission and the Government Stores Department.



ARCHIVES AUTHORITY OF N.S.W.

ANNUAL **REPORT**

1965

1965-66

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES
FOR 1965

Ordered to be printed, 10 March, 1966

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its fifth annual Report, covering the year ending 31st December, 1965.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December 1961 the Archives Office has occupied three floors which were specially designed and equipped for it in the south-east wing of the Public Library building. The Archives Authority again has pleasure in thanking the Trustees of the Public Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

Accessions during 1965

The State archives, exclusive of maps and plans, now occupy almost 20,000 feet of shelving. Approximately 3,000 feet were added during 1965. Some of the more important accessions during the year were:—

Registrar-General's Department: Census of 1828, alphabetical lists.

Civil Service Board: Minutes of Proceedings, 1884-96 and Letterbooks 1885-96.

Public Service Board: Minutes of Proceedings, 1896-1934 and Registers and Card Indexes of Correspondence to 1934.

Public Service Board—Committee appointed by the Public Service Board to Review the Scope and Incidence of Public Service Entrance and In-Service Examinations and Training, 1962-64: Minutes of evidence, and associated records.

Governor's Office: Minutes of the Executive Council, Despatches received from the Secretary of State, and Miscellaneous correspondence files, 1901-1935.

Hunter District Water Board: Plans of the Walka Water Works (originally the Newcastle and Hunter District Water Supply Scheme).

Department of Agriculture—Glenfield Veterinary Research Station: Files relating to research undertaken at the Station.

Department of Local Government: Annual Reports of County Councils, and associated files, 1955-62.

PHOTOGRAPHS IN THE STATE ARCHIVES



The Garden Palace, from Macquarie Street 1879



The Executive Council Chamber, Colonial Secretary's Department 1892

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has as yet seen no need to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. A reader's ticket is issued to these although a reader's ticket issued by the Trustees of the Public Library for the use of the Special Collection of the Trustees has hitherto been accepted in lieu of it. However, it is proposed that from 1966 separate reader's tickets will be issued to all approved users of the State archives.

Generally no restriction is placed upon the use of archives that are more than 50 years old although some restrictions are still necessary on certain classes of records such as those relating to mental hospitals. As is the practice in many archival institutions overseas, archives that are less than 50 years old may be made available only by resolution of the Authority itself or with the permission of the public office which transferred the records.

With the co-operation of the Trustees of the Public Library, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office of New South Wales to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. A member of the Archives Office staff is on duty in the Mitchell Library reading room during those times when it is open, and is available to guide and assist readers.

During the year, permission was given on 41 occasions for the copying of State archives, and on 7 occasions for publication of copies. All of these were in connexion with special research projects. The corresponding figures in 1964 were 34 and 3.

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. This means that a public office may retain custody of its own records as long as it wishes but may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form and order as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

When appropriate, the Authority has continued its policy of authorizing the destruction of records on a continuing basis; this can be done 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 department 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 department.

During 1965 the Archives Authority dealt with 72 recommendations for the disposal of public records, compared with 129 last year. These recommendations were for 823 separate series of records; the number in 1964 was 775. An estimated total of 3,151 feet of records, covering 162 series, was required to be transferred as State archives. The corresponding figures in 1964 were 3,998 and 200. Authority was given for the destruction of an estimated 9,000 feet of records, covering approximately 661 series, as against 8,964 feet and 616 series last year.

RECORDS IN COUNTRY CENTRES

Visits by archives officers are now made to country districts only when fairly definite information has been gained about the existence of public archives either in or out of official custody. During the year an inspection was made of public records in the several public offices in Broken Hill. As a result, arrangements were made for the transfer to the Archives Office of various public records no longer in official use which appeared to be of value for research purposes; these include the earliest records of mining in the Broken Hill district.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connexion between the two, quite apart from the fact that they have a common staff. For this reason the Archives Authority has been kept informed of developments in the Records Repository, as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

As reported last year the Government Records Repository at Alexandria had been completely filled with records at the end of 1964. Portion of an adjoining shed was obtained for use as an additional repository during 1965, but by the end of the year this too was filled to capacity. In addition, the basement of an old building in Margaret Lane, Sydney, became available and has been used for the storage of approximately 3,500 feet of records. It is intended to transfer these to the Government Records Repository when space is available, but it appears unlikely that there will be sufficient repository space for this during 1966.

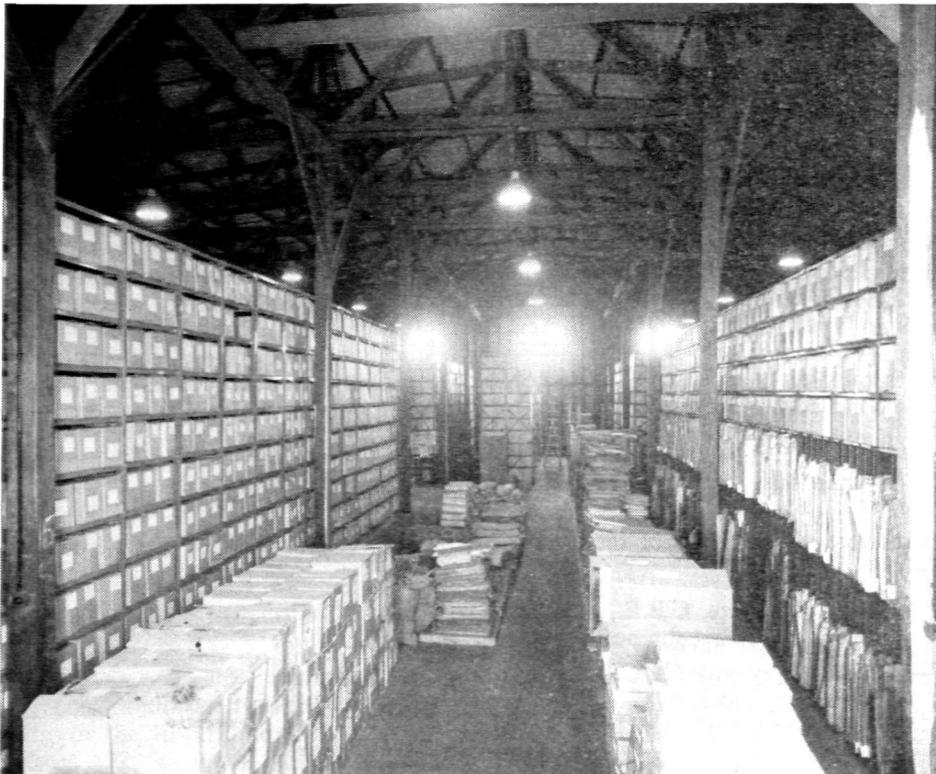
It cannot be emphasized too strongly that storage of public records in the buildings at present housing the Government Records Repository constitutes a major hazard to a large quantity of records of the greatest importance to the State. This very serious risk will continue until the erection of a new, fireproof and otherwise suitable repository building has been approved and completed.

PROPOSALS FOR A NEW REPOSITORY

As was reported in 1964 a site of about 50 acres at Kingswood has been acquired for permanent repository buildings. The Government Architect, at the request of the Authority, the Trustees of the Public Library, and the Public Service Board, has now prepared a preliminary design for initial requirements for the first buildings on this site. These comprise a large storage building of substantial but economical construction, fireproof and fully air conditioned, to house in the first instance semi-current public records of a large number of public offices and, later, increasing quantities of State archives, together with a small administrative block to provide offices, receiving, sorting and repair space, and a search room.

It is the earnest hope of the Authority that during the next financial year adequate financial provision will be made for the detailed planning of the first of the new repository buildings, so that actual construction may commence without undue delay. The Authority wishes to place on record that it cannot accept responsibility for the safekeeping of a large quantity of essential documentary records of the State while they continue to be stored in the present unsatisfactory and unsafe buildings.

STORAGE OF RECORDS



The interior of the present Government Records Repository

STORAGE OF RECORDS



Modern fireproof storage in the Archives Office of New South Wales

REPAIR AND PRESERVATION OF RECORDS

The Authority is pleased to report that some progress is now being made towards the repair and rebinding of some of the more valuable State archives. Many thousands of volumes are nevertheless in a poor state of preservation and consideration has had to be given to withholding some records from use in order to prevent further physical damage. A great deal of work still remains to be done on the repair and rebinding of volumes, the restoration of individual documents, and the repair and remounting of maps. All these processes require skilled workers and all take time.

PUBLICATIONS

During 1965 the Archives Authority published a *Preliminary Inventory of the Records of the Council of Education* as the fifth in the series of preliminary inventories, and a comprehensive *List of Series Titles in the Archives Office of New South Wales*. This latter publication was produced in a preliminary edition and circulated to research libraries, archives, and university departments of history throughout Australia. The response to the *List* has been encouraging and it is hoped to issue a second edition, revised and augmented, by the end of 1967.

MEETINGS

There were six meetings of the Archives Authority during 1965. The attendances were as follows:—

Dr H. S. Wyndham, C.B.E., M.A., Ed.D., Dip.Ed. (Chairman)	5
(Excused for his absence from 1 meeting)			
Mr G. M. Gray, C.V.O., C.B.E., B.A. (Deputy Chairman)	1
(Term expired 31st May. Excused for his absence from 1 meeting)			
Mr G. E. Dicker, B.A., Dip.Ed. (Deputy Chairman)	3
(Appointed 18th June. Resigned 14th October)			
The Hon. Mr Justice W. H. Collins, LL.B.	6

Mr Deputy Chief Inspector J. Frape	5
(Excused for his absence from 1 meeting)	
Mr John Metcalfe, B.A., F.L.A., F.L.A.A.	5
(Excused for his absence from 1 meeting)	
Mr N. B. Nairn, M.A.	4
(Excused for his absence from 2 meetings)	
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A... .. .	6
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	6
Professor J. M. Ward, M.A., LL.B.	4
(Excused for his absence from 1 meeting)	

The term of office of Mr G. M. Gray, C.V.O., C.B.E., B.A., who had been Deputy Chairman of the Authority since its inception in 1961, expired on 31st May. He was succeeded by Mr G. E. Dicker, B.A., Dip.Ed., who was appointed on 18th June as a member and Deputy Chairman of the Authority. Mr Dicker, who had been appointed on the nomination of the Premier, resigned upon his resignation from the Public Service on 14th October to take up an appointment with the Australian National University.

STAFF

At the end of 1965 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was 20, including the Senior Archivist, 2 Archivists and 4 professional archives officers.

The Principal Archivist, Mr G. D. Richardson, M.A., F.L.A.A., who had been awarded a travel grant by the Carnegie Corporation of New York to investigate, amongst other things, archival practices and procedures abroad, visited 14 archives and 2 major records repositories in North America, England and Europe between August 1964 and April 1965. The Authority has been pleased to have the benefit of Mr Richardson's advice and experience both in the planning of the proposed new repository at Kingswood and in other matters associated with the work of the Authority and of the Archives Office.

STATISTICS

State Archives

During the year ending 31st December, 1965, 3,151 feet of records were transferred as State archives. The total quantity of State archives now amounts to approximately 19,475 feet, exclusive of maps and plans. Inwards and Outwards Passenger Lists since October 1923, which had been held by the Archives Office on indefinite loan from the Commonwealth Archives Office were transferred to that Office during the year. These lists occupied over 100 feet of shelf space.

Most of the State archives are at present in the Public Library building, but it has been necessary to store some large series of recent date in the Government Records Repository. Available space in the Public Library building has now been filled while further space for State archives within the building can be gained only by transferring back to the Repository some of the semi-current records of public offices, thus exposing them to the hazards of unsuitable storage. All these semi-current or "intermediate" records are of importance for research purposes besides being important documentary records of the State, while many will become State archives themselves in due course.

As reported last year several departments have agreed to transfer as State archives records which had been previously stored on their behalf as semi-current records. Among records of this kind which were transferred during the year were Insolvency and Bankruptcy files covering the period 1814-1928, and records of the National Emergency Service during the Second World War which were transferred by the Civil Defence Organization. It is hoped that other departments will be prepared to transfer as State archives little used semi-current records, thus making them more readily available to research workers.

The considerable work of evaluating for disposal public records still in public offices has again reduced the time available for the detailed processing of State archives, but the Authority is pleased to report that the quantity of archives awaiting processing has been greatly reduced.

Reference to State Archives

	1961	1962	1963	1964	1965
Number of issues	5,311	6,307	5,960	6,083	6,372
Number of issues of maps	289	364	414	313	489

These figures do not take into account items placed "on reserve" for readers which may be used many times over a period but which are shown only once in the statistics. No record has been kept of the considerable reference in the Archives Office, by officers of State and Commonwealth departments, to the Inwards and Outwards Passenger Lists, although this use has decreased since the Lists from 1923 onwards were transferred to the Commonwealth Archives Office as reported above.

GOVERNMENT RECORDS REPOSITORY

There has again been a considerable increase in the work done at the Repository during the year. The number of individual jobs done amounted to 65,228, compared with 63,959 in 1964. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 5,466 jobs compared with 5,329 last year.

RECORDS IN THE REPOSITORY (All figures are in foolscap feet)

Agency	Held December, 1964	Increase 1965	Total December, 1965
Agriculture	580	224	804
Attorney-General and Justice	1,241	128	1,369
Botanic Gardens	10	10
Building Materials	9	9
Chief Secretary	759	105	864
Child and Social Welfare	130	130
Children's Court	1,098	115	1,213
Clerk of the Peace	821	154	975
Clerks of Petty Sessions	886	300	1,186
Companies Office	280	280
Conservation	198	198
Coroner's Court and Morgue	33	33
Council of Auctioneers	130	130
Court Reporting Office	1,075	(decrease) 54	1,021
Crown Solicitor	1,151	102	1,253
District Court	1,210	296	1,506
Education	5,408	105	5,513
Equity Office	23	23
Forestry Commission	389	389
Government Architect	5	5
Government Insurance Office	8,791	1,094	9,885
Government Printer	130	130
Government Real Estate	111	75	186
Government Stores	1,688	274	1,962
Government Transport	743	20	763
Hospitals Commission	138	9	147
Housing Commission	6,212	415	6,627
Industrial Commission	30	30
Industrial Registrar	254	254
Labour and Industry	1,502	92	1,594
Land Tax Office	83	16	99
Lands	8,620	52	8,672
Licences Reduction Board	100	100
Local Government	1,746	255	2,001
Master in the Protective Jurisdiction of the Supreme Court	1,308	(decrease) 171	1,137
Milk Board	434	11	445
Mines	2,388	123	2,511
Nurses Registration Board	507	507
Premier's Department	1,134	(decrease) 13	1,121
Prices Branch	1,086	1,086
Prisons	483	483
Probate Office	612	55	667
Public Health	480	(decrease) 16	464
Public Library of New South Wales	51	7	58
Public Service Board	1,357	50	1,407
Public Solicitor	317	75	392
Public Trust Office	5,139	746	5,885
Public Works	1,411	454	1,865
Registrar General	5,885	893	6,778
Registrar of Co-operative Societies and of Friendly Societies	388	38	426
Rent Control	982	258	1,240
Stamp Duties Office	2,959	2,959
Superannuation Board	315	315
Supreme Court and Prothonotary	1,554	50	1,604
Technical Education	289	68	357
Tourist Activities	33	12	45
Treasury	2,296	71	2,367
Valuer General	90	51	141
Water Conservation and Irrigation Commission	2,776	6	2,782
Western Lands Commission	110	110
Workers' Compensation Commission	822	23	845
Workers' Compensation Silicosis Committee	90	90
Totals	81,250	7,455	87,448

The figures shown in the table above as "Increase 1965" take into account destructions during the year. In each case destruction has been authorised by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. However, before destruction of records in the Repository takes place it is necessary to ask each public office concerned to confirm that its records due for destruction may in fact be destroyed.

Destruction of records is carried out promptly, but if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must of necessity occur. It will be seen from the following table that only 725 feet of records were destroyed in 1965, compared with 3,069 feet during 1964, but this is due in some measure to the fact that relatively few records have been scheduled by departments for disposal during the year. Nevertheless, it is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, in order to free space for the storage of other records.

RECORDS IN THE REPOSITORY DESTROYED DURING 1965

(All figures are in foolscap feet)

Agency	Destructions 1965
Agriculture	6
Attorney-General and Justice	22
Companies Office	13
Court Reporting Office	54
Education	79
Government Insurance Office	19
Government Stores	14
Government Transport	28
Housing Commission	124
Labour and Industry	26
Master in the Protective Jurisdiction of the Supreme Court	294
Milk Board	10
Premier's Department	13
Public Health	16
Registry of Co-operative Societies	7
Total	725

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository:—

FILE REFERENCE SERVICE

	1958-59	1959-60	1960-61	1961	1962	1963	1964	1965
Number of files requested	9,028	9,173	14,541	17,628	26,807	32,974	35,880	35,926
Number of files issued	7,658	7,751	11,804	14,284	20,134	27,689	30,457	30,661
Number of files returned	3,660	4,970	8,603	7,481	13,562	18,447	20,225	21,448
Number of files added to existing boxes	962	751	1,408	1,320	852	2,900	2,900	2,508
Number of loose papers to be attached to files or number of files retained in department	335	93	108	77	12	5,392	4,103	5,341
Total File Reference Operations performed (i.e. files requested, files returned, files added, papers attached)	13,985	14,987	24,660	26,506	41,233	59,717	63,108	65,223

The percentage of files issued to files requested during 1965 was 85, the same percentage as in 1964, compared with 83 in 1963 and 75 in 1962. It is not expected that this percentage will rise above this figure with existing methods of finding-aid control. Much more work would be necessary in departments before this figure could be improved. Very few departments list each individual file in each box, while few keep a record of gaps in sequences transferred. Most of the files not found were in fact never transferred. While some departments keep efficient indexes, registers and lists of records transferred, other departments have boxed records inefficiently and compiled very inadequate finding aids.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, transfer to the Government Records Repository as intermediate records, or by destruction. A statistical summary has appeared in previous reports showing total disposals of public records from November 1953, when the present State archives programme was put on a formal basis. It has not been thought wise to repeat this table, since many of the figures from which the totals are derived are necessarily estimates, for instance, when authority is given for the continuing disposal of records by means of a disposal schedule, or when records transferred State as archives are subsequently reboxed in containers of a different size. However, authorized destruction of public records since November 1953 now amounts to considerably more than 80,000 feet; 87,448 feet of intermediate records in standard size cartons together with many hundred feet of volumes are at present held in the Government Records Repository. State archives themselves now amount to almost 20,000 feet; and in addition, the total holdings of maps, plans and similar records, both as intermediate records and as State archives, although difficult to measure in the equivalent of shelf feet, are now very considerable. It is probable therefore, that the total disposal of public records (by transfer as State archives, transfer to the Government Records Repository, and by destruction either from the Repository or by departments) from November 1953 to December 1965 is in excess of 200,000 feet. This means that within this period city office space for the storage of records has been saved to that extent.

G. D. RICHARDSON
Principal Archivist.

H. S. WYNDHAM,
Chairman.

ARCHIVES AUTHORITY OF NEW SOUTH WALES STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30th JUNE, 1965

Provided from Consolidated Revenue—

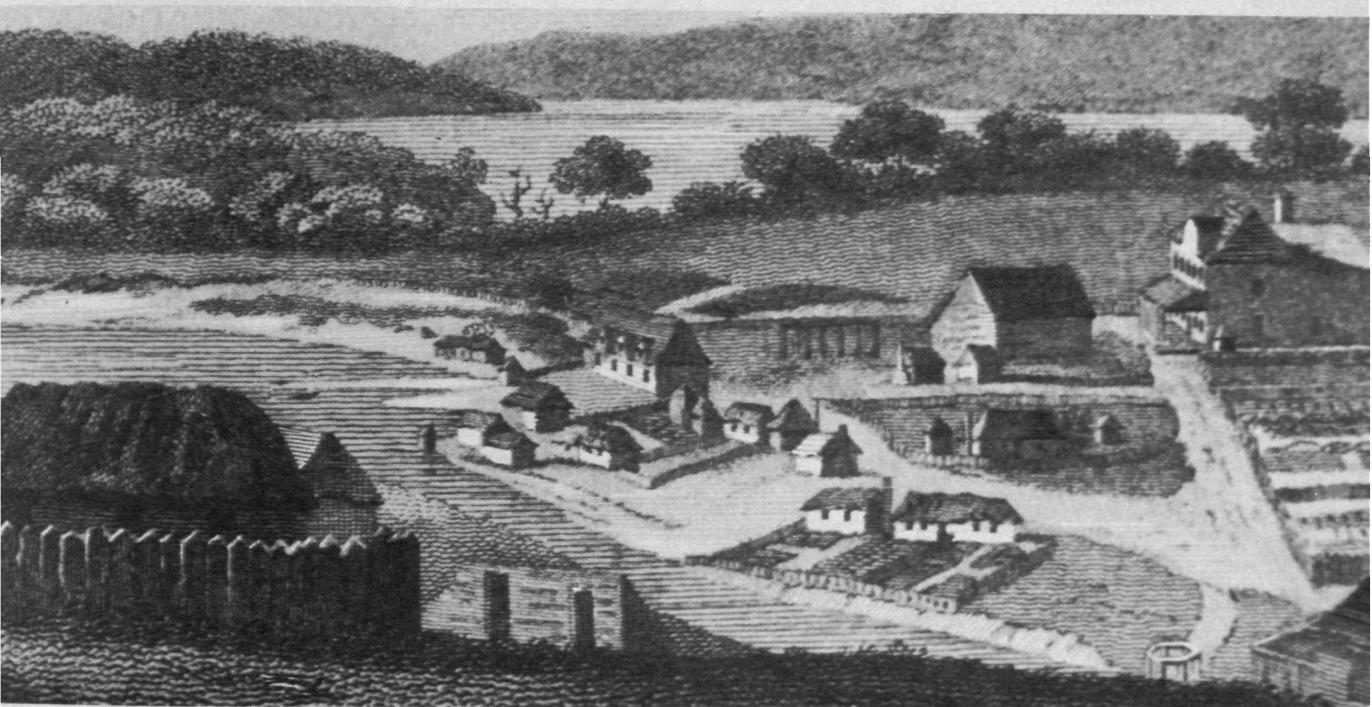
	£	s.	d.	£	s.	d.
Salaries				22,567	13	4
Expenses—						
Furniture and Filing Equipment	3,591	1	11			
Copying and Purchase of Public Archives	58	0	0			
Photocopying	28	7	0			
Travelling Expenses	49	3	5			
Freight, Cartage and Packing	74	12	6			
Postage	100	0	0			
Minor Expenses	97	0	1			
				<u>3,998</u>	<u>4</u>	<u>11</u>
						<u>£26,565 18 3</u>

Audited and found correct.

W. G. MATHIESON,
Auditor-General of New South Wales.
Sydney, 6th August, 1965.

G. D. RICHARDSON,
Principal Archivist.

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ARCHIVES AUTHORITY OF N.S.W.

ANNUAL **REPORT**

1966

1966-67

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES
FOR 1966

Ordered to be printed, 9 March, 1967

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its sixth annual Report, covering the year ending 31st December, 1966.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Public Library building. The Archives Authority again has pleasure in thanking the Trustees of the Public Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

Of the public archives submitted to the Archives Authority for disposal during the year, 4,133 feet were required for transfer as State archives, but not all of these had been received into the Archives Office by the end of the year.

The considerable work of evaluating for disposal public records still in public offices has again reduced the time available for the processing of State archives, but the Authority is pleased to report that the quantity of archives awaiting processing has been greatly reduced. Among the important records which have received attention during the year are records of the Supreme Court in the Common Law and Equity Jurisdictions, the more recent correspondence records of the Chief Secretary's Department, and about 1,500 "catalogued plans" which were transferred from the Lands Department in 1964 but which required extensive repair before they could be issued.

Accessions during 1966

The State archives, exclusive of maps and plans, now occupy 23,897 feet of shelving. Approximately 3,500 feet were added during 1966 compared with 3,000 feet in 1965. Some of the more important accessions during the year were:

- Agriculture: Registers and Directories of large stock and sheep brands, 1873-1958.
- Agriculture—Veterinary Research Station, Glenfield: Various research records of the Station mainly relating to animal diseases.
- Education: Schools files 1876-1939, and Subject files 1880-1939.
- Police—Broken Hill Police Station: Licensing Registers, 1886-1947.
- Public Service Board: Minutes of Proceedings of the Royal Commission on the Civil Service, 1894.
- State Planning Authority: Journey to Work Survey, 1963, and Sydney Social Survey, 1945.

The Authority is pleased to report that another major department has transferred as State archives records which had been previously stored on its behalf as semi-current records. This is the Department of Education, which has now transferred almost the whole of its records up to 1939. The consequent advantages to research workers in education are very great, and work is now proceeding on the detailed processing of the records so that a descriptive inventory can be prepared.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has as yet seen no need to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Previously a reader's ticket issued by the Trustees of the Public Library for the use of the Special Collections of the Trustees had been accepted in lieu of a reader's ticket for the Archives Office of New South Wales, but with increasing use it has been thought desirable to exercise a more direct control over access to the State archives.

During 1966 the Archives Authority reconsidered its policy on access to the more recent records in the Archives Office. The Authority had originally resolved that records less than fifty years old would not be made available for public use except with the consent of the public office which transferred them, or by resolution of the Authority itself. This was in conformity with fairly general practice in other archival institutions both in this country and overseas.

It now appears to the Authority that there is a widespread trend towards making records of more recent date available, a trend with which the Authority is itself wholly in sympathy so far as its responsibilities permit. The Archives Authority has therefore resolved that only those records that are less than thirty-five years old should in future be restricted of access. Implementation of this policy necessarily awaits the agreement of the public offices which have transferred their records as State archives, but it is now clear that most public offices are in agreement with the shorter period of access for the majority of their records.

In 1967, therefore, most State archives that are more than thirty-five years old will be available for public use by approved users. The exceptions will be particular series of records on which departments have placed a special restriction in terms of the provisions of Section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available.

With the co-operation of the Trustees of the Public Library, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is now open for sixty-seven hours each week: for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, and the State archives themselves may be used whenever the Mitchell Library is open.

While the State archives naturally are, for the most part, no longer regularly required for official purposes, it is important to record that they are nevertheless still required from time to time in connection with administrative action being taken either by the public offices which transferred them, or by others. Some examples of this are the continuing use for official purposes, by many departments, of plans transferred from the Department of Lands; the use by the Department of Mines of a plan of mineral leases at Broken Hill, in connection with a court case; the use by the Department of Child Welfare and Social Welfare of its adoption files which are preserved as State archives; the use of records relating to Norfolk Island both by the Commonwealth Crown Law authorities and by a private citizen, in connection with a court case; the use by the Department of Government Transport and the Council of the Municipality of Randwick of early records of Centennial Park, also in connection with a court case; the continuing use of bankruptcy and insolvency files by the Bankruptcy Administration; and the provision of information to the Government Architect on early court houses proposed for restoration.

In many instances, this use of State archives for the administrative purposes of the State has required considerable research by the staff of the Archives Office, while in a number of the examples given, the business of the State would have been seriously hampered if the records had not been preserved as State archives. The Archives Authority is firmly of the opinion that its first duty lies in the preservation and maintenance of the permanently valuable records of the State, notwithstanding that their official use may be overshadowed by the use made of them by private research workers.

During the year, permission was given on ninety-three occasions for the copying of State archives, and on six occasions for publication of copies. All of these were in connection with special research projects. The corresponding figures in 1965 were forty-one and seven. In addition, the Archives Authority has been pleased to co-operate with the Library Board of Queensland in the resumption of a project which was commenced some years ago but subsequently became dormant, to copy on microfilm records of Queensland interest in the New South Wales State archives. A positive copy of the microfilm is being supplied to the Library Board of Queensland, while the negative is being deposited in the Mitchell Library. By this means a "security copy" of an important group of records is being preserved in a safe location separately from the originals. The costs have been shared between the Library Board of Queensland and the Trustees of the Public Library of New South Wales, while the Archives Authority may, if it wishes, obtained a positive copy at any time.

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. A public office may thus retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form and order as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1966 the Authority dealt with 66 recommendations for the disposal of public records, compared with 72 last year. These recommendations were for 370 separate series of records; the number in 1965 was 823. It is now apparent that the number of substantial accumulations of older records in public offices has been reduced, with a consequent reduction in the number of series of records submitted to the Authority for disposal. An estimated total of 4,133 feet of records, covering 87 series, was required to be transferred as State archives. The corresponding figures in 1965 were 3,145 and 162. Authority was given for the destruction of an estimated 5,800 feet of records, covering 283 series, as against approximately 9,000 feet and 661 series last year.

RECORDS IN COUNTRY CENTRES

Visits by archives officers are now made to country districts only when fairly definite information has been gained about the existence of public archives either in or out of official custody. No visits to country districts were made during 1966.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository, as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

During the latter part of 1966 more space became available for the Government Records Repository at Alexandria, and by the end of the year sufficient shelving had been installed to allow for the storage of approximately 4,000 feet of additional records. However, more than half of this space has already been committed for use and it appears most likely that before the end of 1967 more shelving will have to be erected. Furthermore, 3,500 feet of records are still in rather unsatisfactory storage in the basement of an old building in Margaret Lane, Sydney. While it is intended to transfer these records to the Repository in due course, it is now clear that there is slight possibility of so doing during the forthcoming year.

The Archives Authority has to report, with regret, that no further progress towards the erection of a permanent and fireproof repository building has been made during the year. The Authority is well aware of the State's financial problems, but despite the considerable cost of a new building especially designed for records storage, the Authority again most strongly urges that proper provision be made for the safe storage at least of the permanently valuable records of the State. Many of these are at present in conditions so bad that the Authority again now places on record that it cannot accept responsibility for their safekeeping in the present buildings.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is pleased to report that some progress has been made towards the repair and rebinding of some of the more valuable State archives. Many thousands of volumes are nevertheless in a poor state of preservation and consideration has had to be given to withholding some records from use in order to prevent further physical damage. A great deal of work still remains to be done on the repair and rebinding of volumes, the restoration of individual documents, and the repair and remounting of maps. All these processes require skilled workers and all take time.

The Authority has embarked upon a policy of making photographic copies of some of the more important and more frequently used State archives, with a view to preserving the original documents. It is a matter of regret, however, that lack of finance and of experienced staff has prevented, and seems likely to prevent for some years to come, any large-scale copying of this kind.

PUBLICATIONS

During the year the Archives Authority published Inventories of the records of the Workers' Compensation (Silicosis) Committee, the Board of National Education and the Denominational School Board, and the Executive Council. Work on the preparation of inventories of other important record groups has continued, while inventories of the records of the Court of Civil Jurisdiction and of the District Councils are expected to be published during 1967. As reported last year, a second edition of the comprehensive *List of Series Titles in the Archives Office of New South Wales* is in course of preparation; the Authority has been pleased to note the favourable response which the *List* has already received in many quarters.

Publications so far issued are:

Inventories:

- Commissariat: Record group NC 11. (1963).
- Auditor General: Record group NAU. (1964).
- Council of Education: Record group NCE. (1964).
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966).
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966).
- Executive Council: Record group N EC. (1966).

List of Series Titles in the Archives Office of New South Wales. (1965.)

MEETINGS

There were six meetings of the Archives Authority during 1966. The attendances were as follows:

Dr H. S. Wyndham, C.B.E., M.A., Ed.D., Dip.Ed. (Chairman)	4
(Excused for his absence from 2 meetings).	
Mr B. R. Davies, LL.B., (Deputy Chairman)	4
(Appointed 7th April, 1966. Excused for his absence from 1 meeting.)	
The Hon. Mr Justice W. H. Collins, LL.B.	4
(Excused for his absence from 2 meetings).	
Mr Deputy Chief Inspector J. Frape	4
(Excused for his absence from 2 meetings.)	
Mr John Metcalfe, B.A., F.L.A., F.L.A.A.	4
Mr N. B. Nairn, M.A.	5
(Excused for his absence from 1 meeting).	
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A.	6
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	6
Professor J. M. Ward, M.A., LL.B.	6

STAFF

At the end of 1966 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-one, including the Senior Archivist, two Archivists and five professional archives officers.

MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

In order to assist in keeping itself informed of developments in archives administration both in Australia and overseas, the Archives Authority has been admitted to membership of the International Council of Archives; the Library Association of Australia and its Archives Section; and the New South Wales Branch of the Business Archives Council of Australia.

STATISTICS

State Archives

During the year ending 31st December, 1966, the Archives Authority required that 4,133 feet of records be transferred to it as State archives, but of these only about 3,500 feet had actually been received in the Archives Office by the end of the year. The total quantity of State archives now amounts to approximately 23,897 feet, exclusive of maps and plans. This figure is the result of a careful shelf measurement of all processed records together with an estimate of the space occupied by records held in the Archives Office but not yet fully processed. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or as semi-current records, now amount to approximately 70,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that created them.

Most of the State archives are in the Public Library building, but it has been necessary to store some large series of recent date in the Government Records Repository. Available space in the Public Library building has now been filled while further space for State archives within the building can be gained only by transferring back to the Repository some of the semi-current records of public offices, thus exposing them to the hazards of unsuitable storage. All these semi-current records are of importance for research purposes besides being important documentary records of the State, while many, as pointed out above, will become State archives themselves in due course.

Reference to State Archives

	1961	1962	1963	1964	1965	1966
Number of issues	5,311	6,307	5,960	6,083	6,372	9,387
Number of issues of maps	289	364	414	313	489	337

These figures do not take into account items placed "on reserve" for readers which may be used many times over a period but which are shown only once in the statistics, while no record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments, to the Inwards and Outwards Passenger Lists up to 1923.

Government Records Repository

There has again been a considerable increase in the work done at the Repository during the year. The number of individual jobs done amounted to 68,933, compared with 65,228 in 1965. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 5,744 jobs compared with 5,466 last year.

INTERMEDIATE RECORDS IN THE REPOSITORY

(including the Public Library Building)

Public Office	Total December, 1965	(Net) Increase, 1966	Total December, 1966
Agriculture	804	66	870
Attorney-General and Justice	1,369	694
Building Materials	9	9
Chief Secretary	864	120	984
Child Welfare and Social Welfare	130	130
Children's Court	1,213	20	1,233
Clerk of the Peace	975	99	1,074
Clerks of Petty Sessions	1,186	100	1,286
Companies Office	280	280
Conservation	198	198
Coroner's Court and Morgue	33	33
Council of Auctioneers	130	— 3	127
Court Reporting Office	1,021	77	1,098
Crown Solicitor	1,253	127	1,380
District Court	1,506	99	1,605
Education	5,513	123	5,636
Equity Office	23	23
Forestry Commission	389	389
Government Architect	5	5
Government Insurance Office	9,885	866	10,751
Government Printing Office	130	130
Government Real Estate Office	186	186
Government Stores	1,962	— 32	1,930
Government Transport	763	77	840
Hospitals Commission	147	7	154
Housing Commission	6,627	339	6,966
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	1,594	91	1,685
Labour and Industry—Prices Branch	1,086	1,086
Land Tax Office	99	— 2	97
Lands	8,672	1,078	9,750
Licences Reduction Board	100	100
Local Government	2,001	11	2,012
Master in the Protective Jurisdiction of the Supreme Court	1,137	65	1,202
Metropolitan Water Sewerage and Drainage Board	67	67
Milk Board	445	— 19	426
Mines	2,511	200	2,711
Nurses Registration Board	507	507
Premier's Department	1,121	— 86	1,035
Prisons	483	483
Probate Office	667	550	1,217
Public Health	464	153	617
Public Library of New South Wales	58	58
Public Service Board	1,407	150	1,557
Public Solicitor	392	22	414
Public Trust Office	5,885	35	5,920
Public Works	1,865	165	2,030
Registrar General	6,778	898	7,676
Registry of Co-operative Societies and of Friendly Societies	426	— 10	416
Rent Control Office	1,240	331	1,571
Royal Botanic Gardens	10	10
Stamp Duties Office	2,959	498	3,457
Superannuation Board	315	30	345
Supreme Court and Prothonotary	1,604	75	1,679
Technical Education	357	357
Tourist Activities	45	16	61
Treasury	2,367	239	2,606
Valuer General	141	141
Water Conservation and Irrigation Commission	2,782	232	3,014
Western Lands Commission	110	110
Workers' Compensation Commission	845	27	872
Workers' Compensation (Silicosis) Committee	90	90
	87,448	6,226	93,674

The figures shown in the table above as "Increase 1966" take into account destructions during the year. In each case destruction has been authorised by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. However, before destruction of records in the Repository takes place it is necessary to ask each public office concerned to confirm that its records due for destruction may in fact be destroyed. Authorised destruction of records is carried out promptly, but if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must of necessity occur. It is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, in order to free space for the storage of other records. The following table gives details of authorised destruction of records from the Repository during the year.

RECORDS IN THE REPOSITORY DESTROYED DURING 1966

(All figures are in foolscap feet)

Public Office	Destructions 1966
Agriculture	31
Attorney-General and Justice	675
Children's Court	6
Council of Auctioneers	32
District Court	21
Education	84
Government Insurance Office	16
Government Stores	159
Government Transport	24
Housing Commission	194
Labour and Industry	100
Land Tax Office	2
Milk Board	19
Mines	1
Premier's Department	86
Public Health	20
Registrar General	47
Registry of Co-operative Societies and of Friendly Societies	10
Totals	1,557

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository:

FILE REFERENCE SERVICE

	1958-59	1959-60	1960-61	1961	1962	1963	1964	1965	1966
Number of files requested ..	9,028	9,173	14,541	17,628	26,807	32,974	35,880	35,926	37,128
Number of files issued ..	7,658	7,751	11,804	14,284	20,134	27,689	30,457	30,661	32,001
Number of files returned ..	3,660	4,970	8,603	7,481	13,562	18,447	20,225	21,448	23,980
Number of files added to existing boxes	962	751	1,408	1,320	852	2,900	2,900	2,508	4,381
Number of loose papers to be attached to files or number of files retained in department	335	93	108	77	12	5,392	4,103	5,341	3,444
Total File Reference Operations performed (i.e., files requested, files returned, files added, papers attached)	13,985	14,987	24,660	26,506	41,233	59,717	63,108	65,223	68,933

The percentage of files issued to files requested during 1966 was eighty-six. In 1965 and 1964 it was eighty-five, in 1963 it was eighty-three and in 1962 it was seventy-five. There has therefore been a slight increase over the last five years in the percentage of files issued to files requested. This is largely due to better methods of finding aid control in the public offices.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, transfer to the Government Records Repository as semi-current records, or by destruction. The reports of the Authority up to 1964 included a statistical summary which showed total disposals of public records from November, 1953, when the present State archives programme was put on a formal basis. This table was not repeated in the 1965 report, since many of the figures from which the totals were derived were estimates whose accuracy was open to question. It is, however, clear that substantial amounts of valuable storage space in public offices have been saved by the archives programme: more than 93,000 feet of semi-current records are held in the Government Records Repository and almost 24,000 feet are held as State archives, from which it is estimated that authorised destruction of public records since November, 1953, now amounts to at least 100,000 feet.

G. D. RICHARDSON,
Principal Archivist.

H. S. WYNDHAM,
Chairman.

ARCHIVES AUTHORITY OF NEW SOUTH WALES

STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30th JUNE, 1966

Provided from Consolidated Revenue—

	\$	\$
Salaries		48,542.07
Expenses—		
Furniture and Filing Equipment	6,950.42	
Copying and Purchase of Public Archives	230.63	
Travelling Expenses	259.72	
Freight, Cartage and Packing	103.05	
Minor Expenses	35.08	
	<u>7,578.90</u>	7,578.90
		<u>\$56,120.97</u>

Audited and found correct.

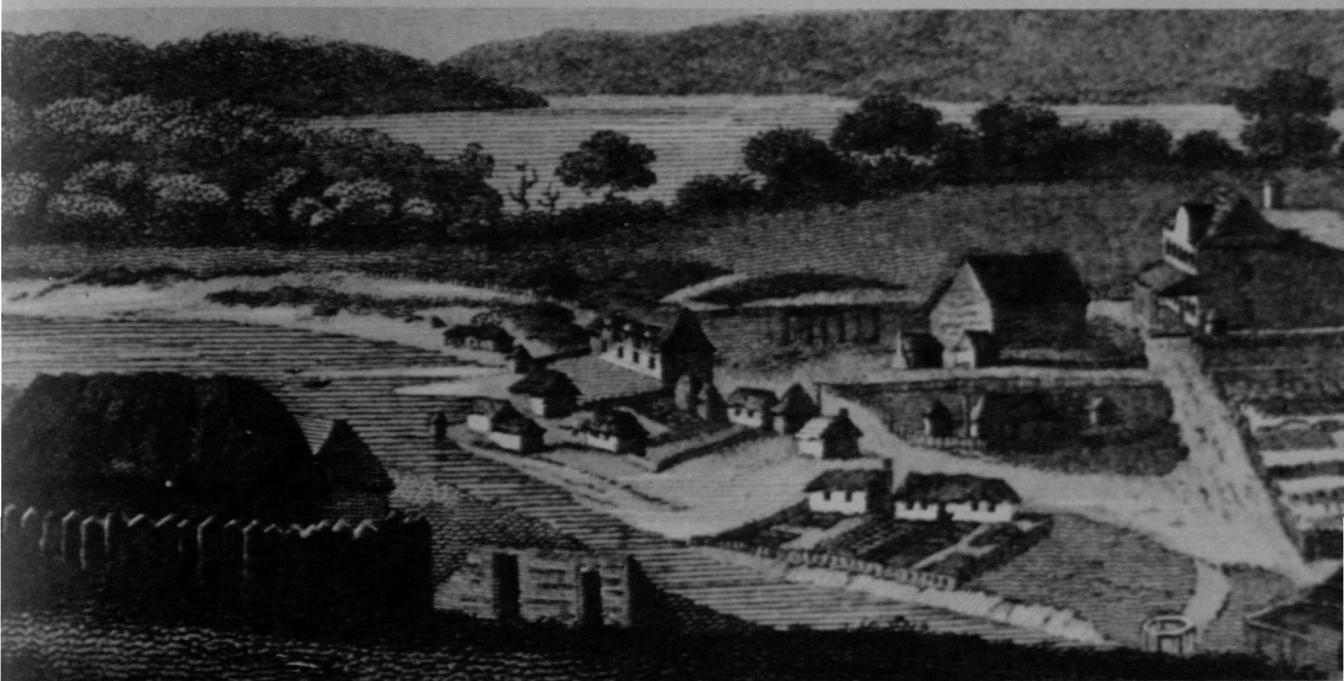
W. G. MATHIESON,
Auditor General of New South Wales.

G. D. RICHARDSON,
Principal Archivist.

Sydney, 28th September, 1966.

 BY AUTHORITY:

V. C. N. BLIGHT, GOVERNMENT PRINTER, NEW SOUTH WALES—1967



ARCHIVES AUTHORITY OF N.S.W.

ANNUAL **REPORT**

1967

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1967

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its seventh annual report, covering the year ending 31st December, 1967.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Public Library building. The Archives Authority again has pleasure in thanking the Trustees of the Public Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

Of the public archives submitted to the Archives Authority for disposal during the year, 865 feet were required for transfer as State archives; most of these had been received into the Archives Office by the end of the year.

Because fewer requests than in some previous years were received from public offices for authority to dispose of public records still in those offices, more time was available in the Archives Office for processing State archives. Processing includes detailed examination, sorting, and arrangement of the records, placing them in suitable containers, and describing each series carefully to show clearly the information typically contained in the series. In some instances this may require detailed listing of individual papers. At this stage, too, arrangements may be made for repair, binding, or other means of physical preservation.

Among important series which have received attention during the year are records of the Department of Mines, the Treasury, the Governor, the Chief Secretary, the Surveyor General, and the Department of Lands, and the Public Service Board. Much of this work during the year has been carried out on records which have been in the Archives Office for some time: it has been possible, for the most part, to record only very briefly accessions recently received. The accumulation of records awaiting processing is therefore still considerable.

Accessions during 1967

The State archives, exclusive of maps and plans (which themselves number over 10,000), now occupy 24,760 feet of shelving. Approximately 865 feet were added during 1967, compared with 3,500 in 1966 when the very large series of School files and Subject files of the Department of Education had been transferred. Some of the more important accessions during the year were:

Agriculture—Division of Animal Industry: Minute books of the Stock Medicine Board, 1941–63.

Attorney General and Justice—Adult Probation Service: Pre-sentence files and Probation files, 1951–62. (A ten per cent sample of each has been transferred.)

Bench of Magistrates, Patrick's Plains: Register of convicts' punishments ("Black Book"), 1833–39.

Education—University Branch Office: Commonwealth Scholarship Scheme "policy" files, 1951–65.

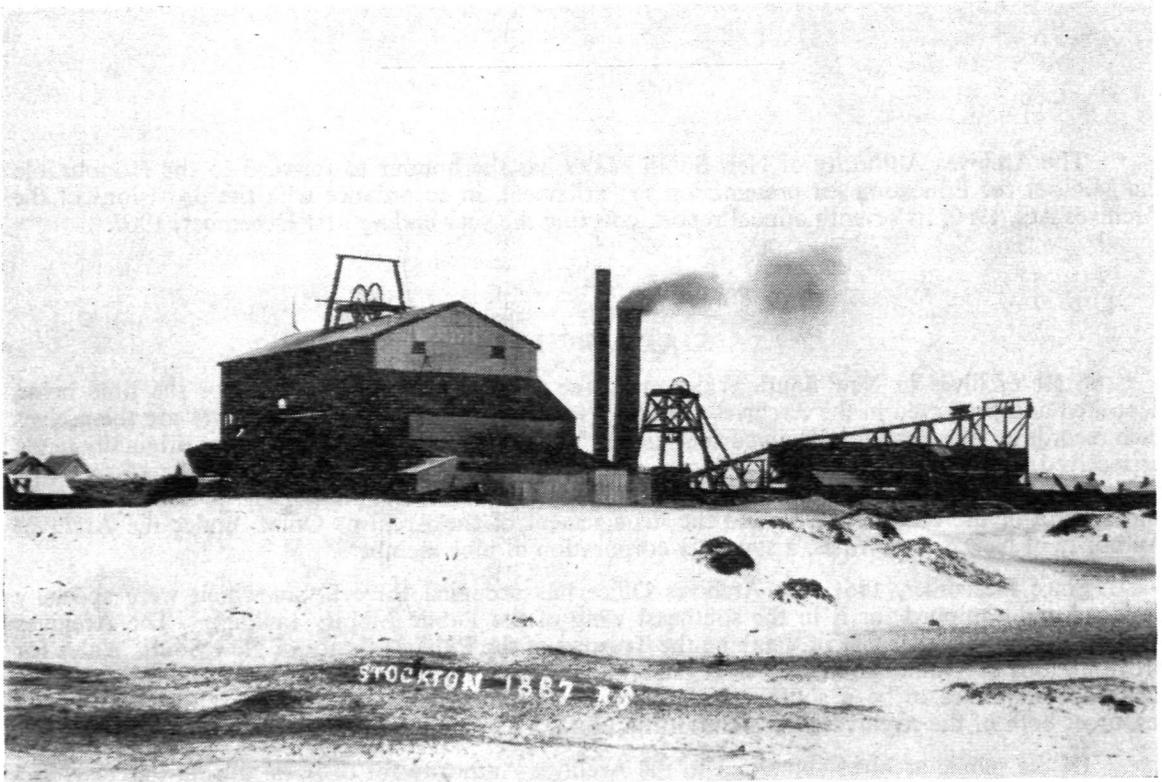
Public Health—Medical Board of New South Wales: Medical Register, 1838–1901. Records of the several other professional Boards were also transferred.

Maritime Services Board: Miscellaneous correspondence, 1890–1932, including records of the former Sydney Harbour Trust and the Navigation Department.

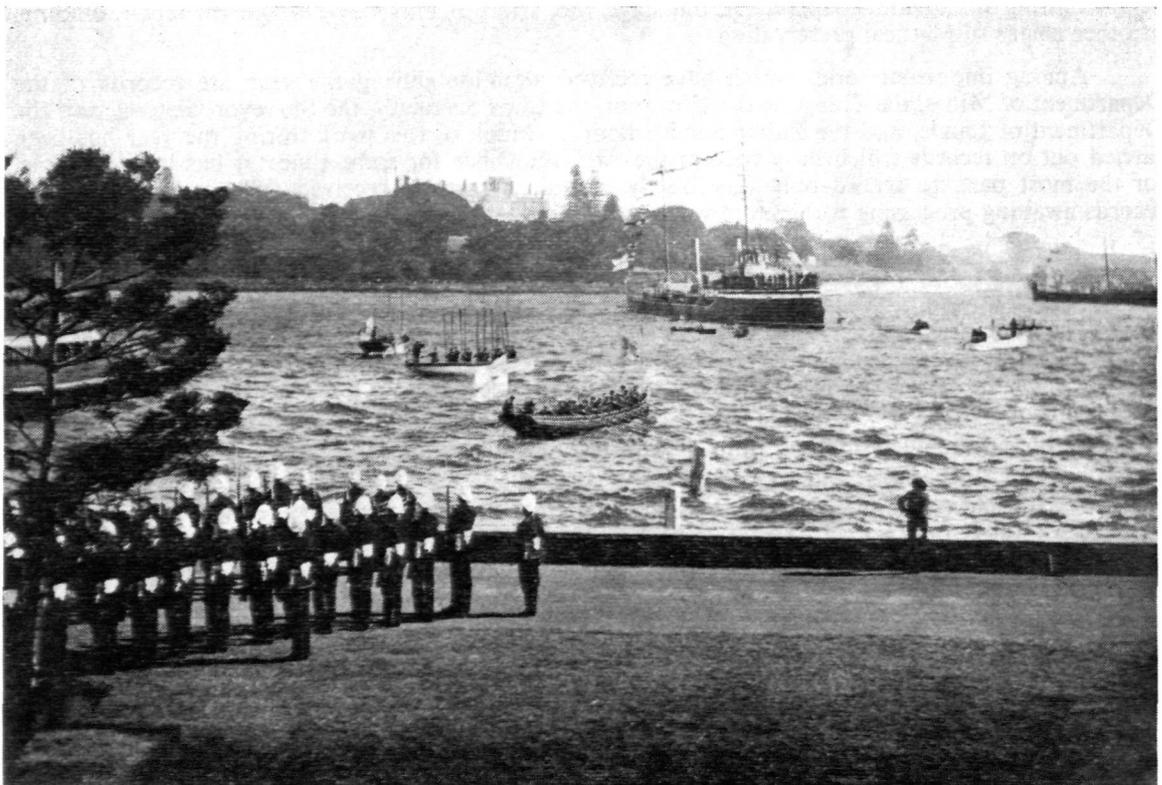
Mines: Photographs of coal mines, 1885–94.

Treasury: Salary vouchers for the South African Contingent, 1901–2.

EXAMPLES OF PHOTOGRAPHS IN THE STATE ARCHIVES



Stockton Colliery in 1887



The arrival in Sydney of Lord Hopetoun, first Governor-General of the Commonwealth of Australia, in December, 1900

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Reader's tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. From the beginning of 1966 up to the end of 1967, 615 reader's tickets for the State archives had been issued. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

As was reported last year the State archives are in general "open" for use when they are 35 years old. The exceptions are particular series of records on which public offices have placed a special restriction in terms of the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Trustees of the Public Library, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is now open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives themselves may be used whenever the Mitchell Library is open.

While the State archives naturally are, for the most part, no longer regularly required for official purposes, it is important to record that they are nevertheless still required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. An example of this was a search made by the Crown Solicitor to determine the precise extent of the boundaries of New South Wales at various times since the original definition in Governor Phillip's Commission and Instructions of 1786 and 1787. In many instances, this use of State archives for the administrative purposes of the State has required considerable research by the staff of the Archives Office.

During the year, permission was given on 167 occasions for the copying of State archives, and on 13 occasions for publication of copies. All of these were in connection with special research projects. The corresponding figures in 1966 were 93 and 6. The special project reported last year, in which the Library Board of Queensland had arranged to copy on microfilm records of Queensland interest in the New South Wales State archives, was almost completed by the end of the year. A positive copy of the microfilm was supplied to the Library Board of Queensland and the original negative was deposited in the Mitchell Library. The Archives Authority may, if it wishes, obtain a positive copy at any time, but so far has not seen the need to do so.

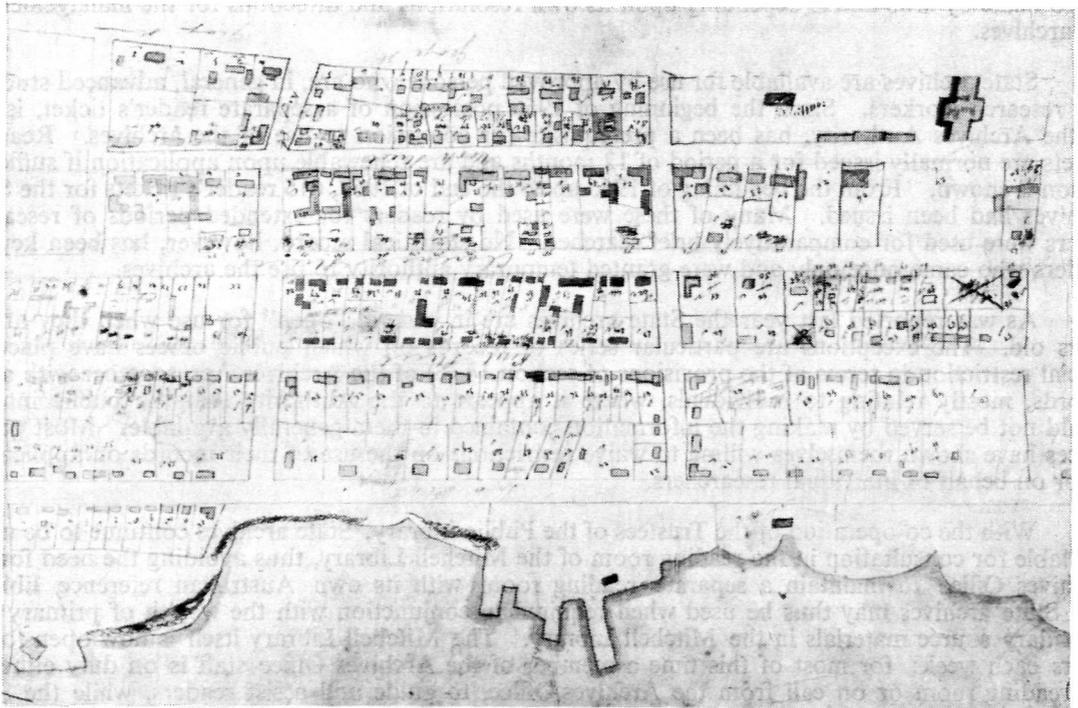
DISPOSAL OF PUBLIC RECORDS

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. A public office may thus retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody of or under the control of the Authority.

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.

AN ARCHIVAL MAP



No.	Proprietor	Occupier	Remarks
10	John Hobbs	pro Raza	occupation
11	pro Fisher	same	do
12	David McPherson	vacant	do
13	Wm Campbell	David Kirkhollo	of office
14	Tom Kempton	pro Pearson	of occupation
15	do	Wm Arnold	10/5
16	pro Blackland	same	
17	Wm Hutcherson	of office	vacant occupier
18	pro Quize	Mary Kirby	do
19	Wm Hutcherson	Rayman	do
20	Sarah Whitney	vacant	do
21	Arthur Little	Forger	of occupation
22	Saml Terry	pro Bulger	of office do
23	Matthew Bacon	Wm Case	of office do
<u>Kent St</u>			
1	David Anderson	same	occupation
2	Tom Kempton	pro Parish	do 4/5
3	Geo Peat	same	do
4	pro Dempsey	same	do
5	pro Day	same	do
6	do	pro Council	of office do
7	Arthur Little	vacant	do
8	pro Peaf	do	do
9	Tom Terman	same	do

Part of a plan of Sydney, c. 1822, with index

From the original in the Archives Office

During 1967 the Authority dealt with 67 recommendations for the disposal of public records, compared with 66 last year. These recommendations were for 555 separate series of records, compared with 370 last year, and included a number of disposal schedules for the whole or major sections of the records of several public offices. The trend noted in the last 2 years towards a decrease in the number of series of records submitted to the Authority for disposal has continued. This is partly due to the use of disposal schedules and partly to authorization for the continuing disposal of individual series. A total of 865 feet of records covering 74 series, was required to be transferred as State archives. The corresponding figures in 1966 were 4,133 and 87. Authority was given for the destruction of an estimated 7,407 feet of records, covering 481 series, as against approximately 5,800 feet and 281 series last year.

RECORDS IN COUNTRY CENTRES

Visits by archives officers are now made to country districts only when fairly definite information has been gained about the existence of public archives either in or out of official custody. No visits to country districts were made during 1967, but the Archives Authority is pleased to record its appreciation of the co-operation of the Police Department in making known to the Authority the existence of early records in a number of country Police stations, and in providing facilities for their transport to Sydney when required; some of the records have been transferred as State archives.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

During 1967 the remainder of a second shed became available for the Government Records Repository at Alexandria. Of the two sheds now in use, one has been completely full for some years and about one-third of the other had been occupied by semi-current records by the end of the year. Three large steel racks, giving a further 3,600 feet of shelving, were installed at the end of the year. All this shelving is expected to be filled by the middle of 1968. As previously reported, about 3,500 feet of semi-current records remain in the basement of an old building in Margaret Lane, Sydney, in storage conditions almost as unsatisfactory as those in the Repository at Alexandria.



Inside the Government Records Repository. Note the use of ladders to reach the upper shelves

The Authority has noted with satisfaction that the proposed new Repository building at Kingswood is now on a list of public buildings which are proposed for erection. The Authority understands, however, that the proposed Repository is fairly low in priority while it is apparent that there is small chance even of the detailed planning of the new building being commenced within the next financial year.

Risk to Records

In each of its annual reports the Authority has drawn attention to the urgent need to provide secure and fireproof accommodation for the permanently valuable records of the State. Although action has been taken to transfer selected records to the Public Library building, records housed in the Repository continue to be subject to substantial fire risk. Furthermore, in the long-term, temperature, humidity, and atmospheric pollution may be equally disastrous; these three factors operate continuously and are uncontrollable in the present buildings. There are already unmistakable signs of deterioration in some records which have been in the Repository for little more than 10 years.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report that repair and rebinding of some of the more valuable State archives has continued, but nevertheless some documents have had to be withheld from use in order to prevent further physical damage. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

The Authority has continued its policy of making photographic copies of some of the more important and frequently used State archives in order to preserve the original documents. This can be done, however, only in the most extreme instances where further handling of the originals would result in their early destruction. Some experimental work has been done towards copying on to 35 mm positive film a small group of the very large collection of glass negatives which were formerly in the Government Printing Office. Lack of finance has prevented large-scale copying projects from being attempted, while in any case the preparation of material for photocopying takes so much time that it seems unlikely that much more can be attempted with the present staff establishment.

PUBLICATIONS

During the year the Archives Authority published descriptive inventories of the Naturalization and Denization Records of the Colonial Secretary and of the records of the Court of Civil Jurisdiction and of the District Councils. The inventory of Naturalization and Denization records is a revised edition of a preliminary inventory which had been published in 1959 by the Archives Department of the Public Library of New South Wales and which had been out of print for many years.

The following is a list of the publications issued by the Archives Authority:

Inventories:

- Commissariat: Record group NC 11. (1963).
- Auditor General: Record group NAU. (1964).
- Council of Education: Record group NCE. (1964).
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966).
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966).
- Executive Council: Record group N EC. (1966).
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834–1904: Record group NCS-ND. (1967).
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967).
- District Councils, 1843–50: Record group N DC. (1967).

List of Series Titles in the Archives Office of New South Wales. (1965. Out of print.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1967. The attendances were as follows:

Dr H. S. Wyndham, C.B.E., M.A., Ed.D., Dip.Ed. (Chairman)	6
Mr B. R. Davies, LL.B., (Deputy Chairman)	5
(Excused for his absence from 1 meeting.)			
The Hon. Mr Justice W. H. Collins, LL.B.	3
(Excused for his absence from 3 meetings.)			
Mr Deputy Chief Inspector J. Frape	3
(Excused for his absence from 3 meetings.)			

EXAMPLES OF EARLY ARCHIVES

Head of the Bench, Port Jackson
 A Court of Magistrates, Port Jackson, Minutes of the Court for
 the Territory of New South Wales - 19th Feb. 1788
 Present
 David Collins, Esq. Magistrate of the Bench
 Mary Jackson, of course, was brought before them, charged
 with detaining a boat, in which a woman and a young
 boy, were taken to the beach, & towards dinner on a boat
 belonging to the ship, the British Frigate.
 Thomas Deane, a Seaman, being duly sworn, deposes
 that, he gave the witness mentioned in the charge,
 to the Prisoner, Mary Jackson, for the purpose of getting
 them to go to the beach, last Sunday night, giving her
 the same time to go to the beach, as he had given her
 before, and was sent to catch them in the morning
 night last, after pursuing a boat, some time before the
 Frigate, to go to the beach, and get the things from the Prisoner,
 who told him at first, that they were taken out of the boat,
 but that if the Frigate, would take her and send the witness
 (and) encourage with her, she would consent to be taken
 them - that when she came to the beach, she was told
 would not receive them, giving at the same time some
 change - that she refused, not being able to get the things,
 from her, and was obliged to return to the Frigate, and
 apply to the Major, who sent a Prisoner, then
 to the Prisoner, with directions to her to deliver the things,
 or to send some of the Frigate, to her - that the
 Prisoner, would not comply with the order, & that
 if there was any Frigate, that then she gave up the
 things, and went to the Frigate, & knowing the other Prisoner,
 of the boat, that he took a boat to the Frigate, and
 expressed him to her having got her things, & returning to
 have the Frigate, which had been sent.
 Samuel Bacon, Prisoner (having sworn) deposes that
 he was taken to the beach, & that he saw the Prisoner,
 who told him that she would consent to be taken
 them, if she delivered the things mentioned in the charge
 to David Deane, who was with her, & that she was
 of it, & returned to give them up, & was taken to the
 Frigate, being sent to the Frigate, & was taken to the Frigate.

Australia's first court record: Minutes of Proceedings of the Bench of Magistrates at Port Jackson, Sydney, 19th February, 1788

From the original in the Archives Office.

Return of Duty paid on Cedar from 21st to the 31st July inclusively

No.	Name & Master	Owner	From whence	Feet	From whence of Cedar what cut	Rate per feet	Amount of Duty paid per feet
1820	July 21	July Brisbane	Thomas	The Sydney Cove Island	4691	per 1000	46.91
	Elizabeth Maynard	Jasper James	Jasper James	557	per 1000	5.57	1.7.11
	William	Wm & Maria	John Kingworth	5713	per 1000	57.13	14.19.3
	Henry		James Wright	331	per 1000	3.31	
	Elizabeth Maynard	Jasper James	Jasper James	999	per 1000	9.99	2.1.7
	John			2225	per 1000	22.25	4.12.3
	John	John	George Wallstonecraft	Shoal Haven			
	John	John	John				
	John	John	John				
	Thomas & Charlotte	John Ogell	The Sydney Cove Island	4401	per 1000	44.01	

Total Office Sydney
 31 August 1826

John Ogell

20.1.26

Return of duty paid on cedar, July 1826, in the records of the Colonial Secretary

From the original in the Archives Office.

Mr John Metcalfe, B.A., F.L.A., F.L.A.A.	2
(Term expired 31st May.)	
Mr N. B. Nairn, M.A.	5
(Excused for his absence from 1 meeting.)	
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A.	6
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	5
(Excused for his absence from 1 meeting.)	
Professor J. M. Ward, M.A., LL.B.	5
(Excused for his absence from 1 meeting.)	
Mr A. R. Horton, B.A., A.L.A.A.	4
(Appointed 1st June.)	

Mr Metcalfe who had been a member of the Authority since its inception in 1961 retired upon completion of his current term of office on 31st May. He was succeeded by Mr A. R. Horton as one of three members representing universities and historical and archival bodies. At its meeting on 19th June, the Authority unanimously resolved as follows:

That the Archives Authority of New South Wales place on record its deep appreciation of the services rendered to it by Mr John Metcalfe, B.A., F.L.A., F.L.A.A., as an active, informed, and influential member of the Authority since its inception on 1st June, 1961;

That the Authority recognizes, and records its appreciation of, the work done by Mr Metcalfe up to 1959, in his capacity as Principal Librarian of the Public Library of New South Wales, towards the preservation of the official archives of the State and in furtherance of the action that led to the passing of the Archives Act of 1960.

That this resolution be conveyed to Mr Metcalfe by the Principal Archivist.

STAFF

At the end of 1967 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-one, including the Senior Archivist, three archivists, and four professional archives officers.

MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

In order to assist in keeping itself informed of developments in archives administration both in Australia and overseas, the Archives Authority became a member of the International Council of Archives; of the Library Association of Australia and its Archives Section; and of the New South Wales Branch of the Business Archives Council of Australia. The Principal Archivist is at present the President of the Library Association of Australia while the Senior Archivist is a member of the Committee of the New South Wales Branch of the Business Archives Council of Australia.

RADIO BROADCASTS

During the year the Australian Broadcasting Commission arranged a series of eighteen radio broadcasts under the general title of "From the State Archives". These were based on records in the Archives Office of New South Wales. Several members of the Archives Office staff took part in the broadcasts which seem to have been widely heard and well received.

STATISTICS

State Archives

During the year ended 31st December, 1967, approximately 865 feet of records were transferred as State archives: the total quantity of State archives is now estimated at 24,760 feet, exclusive of maps and plans. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or as semi-current records, now amount to more than 85,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

While most of the State archives are present in the Public Library building and will probably remain there at least until the new Repository at Kingswood is built, it has been necessary to store some large series of State archives of recent date in the Government Records Repository at Alexandria. In addition, space for new accessions of State archives during the year has been provided in the Public Library building only through the transfer to the Repository of some semi-current public records. These semi-current records are themselves of considerable value for research purposes besides being of continuing importance to the public offices which sent them for storage. The hazards to which they are now exposed at the Government Records Repository have already been pointed out elsewhere in this Report.

Reference to State Archives

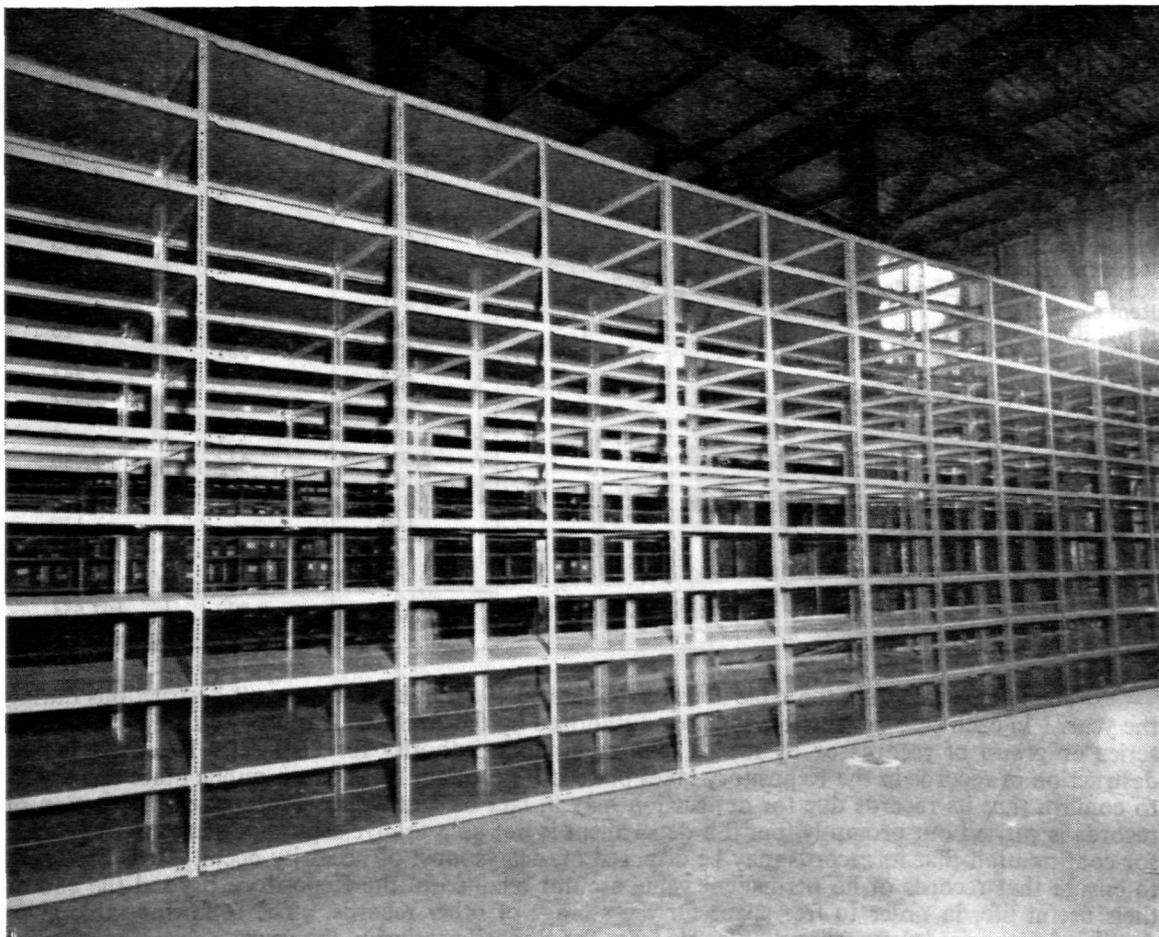
	1961	1962	1963	1964	1965	1966	1967
Number of issues	5,311	6,307	5,960	6,083	6,372	9,387	9,136
Number of issues of maps	289	364	414	313	489	337	341
Total number of readers	2,201

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period but which are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments to the Inward and Outwards Passenger Lists up to 1923. The figure for "Total number of readers" is the sum of the daily totals of readers using State archives. Many of these attended for more than one day, some over long periods, and the figure does not therefore represent the number of individual readers, but is included as an indication of the use made of the archives.

Government Records Repository

There has again been a very considerable increase in the work done at the Repository during the year. The number of individual jobs done amounted to 81,681 in 1967, compared with 68,933 in 1966. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 6,806 jobs compared with 5,744 last year. This considerable increase in business has so far been handled without a corresponding increase in the staff establishment, but it seems likely that if the amount of work done in the Repository continues to increase at this rate, additional staff will be needed. To some extent the increase in work performed at the Repository arose from the fact that public offices which moved to the State Office Block during the year sent for storage large quantities of records of comparatively recent date. In each case the departments concerned now have within their own offices considerably less space for records storage than they possessed in older and more spacious buildings.

STORAGE EQUIPMENT



Newly erected racks of steel shelving in the Government Records Repository

SEMI-CURRENT RECORDS IN THE REPOSITORY

(including the Public Library Building)

(All figures are in foolscap feet)

Public Office	Total December, 1966	(Net) Increase, 1967	Total December, 1967
Agriculture	870	221	1,091
Attorney-General and Justice	694	344	1,038
Building Materials	9	9
Chief Secretary	984	120	1,104
Child Welfare and Social Welfare	130	130
Children's Court	1,233	56	1,289
Clerk of the Peace	1,074	105	1,179
Clerks of Petty Sessions	1,286	87	1,199
Companies Office	280	535	815
Conservation	198	198
Coroner's Court and Morgue	33	33
Council of Auctioneers	127	127
Court Reporting Office	1,098	25	1,123
Crown Solicitor	1,380	114	1,494
District Court	1,605	177	1,782
Education	5,636	714	6,350
Equity Office	23	23
Forestry Commission	389	2	387
Government Architect	5	5
Government Insurance Office	10,751	558	11,309
Government Printing Office	130	130
Government Real Estate Office	186	186
Government Stores	1,930	826	2,756
Government Transport	840	101	941
Hospitals Commission	154	42	196
Housing Commission	6,966	736	7,702
Immigration	34	34
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	1,685	180	1,865
Labour and Industry—Prices Branch	1,086	1,086
Land Tax Office	97	35	132
Lands	9,750	730	10,480
Licences Reduction Board	100	34	134
Local Government	2,012	129	2,141
Maritime Services Board	1	200	200
Master in the Protective Jurisdiction of the Supreme Court	1,202	77	1,279
Metropolitan Water Sewerage and Drainage Board	67	67
Milk Board	426	43	469
Mines	2,711	211	2,922
Nurses Registration Board	507	507
Premier's Department	1,035	153	1,188
Prisons	483	483
Probate Office	1,217	224	1,441
Public Health	617	89	706
Public Library of New South Wales	58	7	65
Public Service Board	1,557	83	1,640
Public Solicitor	414	9	423
Public Trust Office	5,920	7	5,927
Public Works	2,030	1,275	3,305
Registrar General	7,676	674	8,350
Registry of Co-operative Societies and of Friendly Societies	416	416
Rent Control Office	1,571	213	1,784
Royal Botanic Gardens	10	10
Stamp Duties Office	3,457	501	3,958
State Superannuation Board	345	2	343
Supreme Court and Prothonotary	1,679	1,679
Technical Education	357	357
Tourist Activities	61	7	68
Treasury	2,606	432	3,038
Valuer General	141	9	150
Water Conservation and Irrigation Commission	3,014	66	2,948
Western Lands Commission	110	110
Workers' Compensation Commission	872	872
Workers' Compensation (Silicosis) Committee	90	7	97
	93,674	9,880	103,554

The figures shown in the table above as "Increase 1967" take into account destructions during the year. In each case destruction has been authorized by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. However, before destruction of records in the Repository takes place it is necessary to ask each public office concerned to confirm that its records due for destruction may in fact be destroyed. Authorised destruction of records is carried out promptly, but if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must of necessity occur. It is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, in order to free space for the storage of other records. The following table gives details of authorised destruction of records from the Repository during the year.

STORAGE EQUIPMENT



Plan cabinets, on "Compactus" mobile bases, in the Archives Office

RECORDS IN REPOSITORY DESTROYED DURING 1967

(All figures are in foolscap feet)

Public Office	Destructions 1967
Clerks of Petty Sessions	87
Companies Office	17
Court Reporting Office	54
District Court	14
Education	69
Forestry Commission	2
Government Insurance Office	34
Government Stores	20
Government Transport	22
Housing Commission	90
Labour and Industry	4
Milk Board	10
Premier's Department	18
Public Solicitor	25
Public Works	150
Registrar General	15
State Superannuation Board	30
Water Conservation and Irrigation Commission	96
Workers' Compensation (Silicosis) Committee	4
Total	761

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository, and includes reference to semi-current records in the Public Library building:

FILE REFERENCE SERVICE

	1961	1962	1963	1964	1965	1966	1967
Number of files requested ..	17,628	26,807	32,974	35,880	35,926	37,128	46,305
Number of files issued ..	14,284	20,134	27,689	30,457	30,661	32,001	39,002
Number of files returned ..	7,481	13,562	18,447	20,225	21,448	23,980	28,813
Number of files added to existing boxes ..	1,320	852	2,900	2,900	2,508	4,381	2,727
Number of loose papers to be attached to files or number of files retained in department ..	77	12	5,392	4,103	5,341	3,444	3,836
Total File Reference Operations performed (i.e., files requested, files added, papers attached) ..	26,506	41,233	59,717	63,108	65,223	68,933	81,681

The percentage of files issued to files requested during 1967 was eighty-four. In 1966 it was eighty-six, 1965 and 1964 eighty-five, in 1963 eighty-three and in 1962 seventy-five.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 103,500 feet while a further 24,760 feet are held as State archives. From these figures it is deduced that the authorised destruction of public records since November, 1953, is now certainly well in excess of 100,000 feet, while the true figure may be substantially more than this.

G. D. RICHARDSON,
Principal Archivist.

H. S. WYNDHAM,
Chairman.

ARCHIVES AUTHORITY OF NEW SOUTH WALES

STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30th JUNE, 1967

Provided from Consolidated Revenue—

	\$	\$
Salaries and Overtime		55,058.88
Expenses—		
Furniture and Filing Equipment	9,915.92	
Copying and Purchase of Public Archives	22.80	
Travelling Expenses	121.72	
Freight, Cartage and Packing	24.65	
Minor Expenses	88.13	
	10,173.22	
		\$65,232.10

Audited and found correct.

V. H. COHEN,
Auditor General of New South Wales.

Sydney, 29th September, 1967.

G. D. RICHARDSON,
Principal Archivist.

ARCHIVES AUTHORITY

of

NEW SOUTH WALES

**ANNUAL
REPORT**

1968

1968-69

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1968

Ordered to be printed, 6 March, 1969

BY AUTHORITY

V. C. N. BLIGHT, GOVERNMENT PRINTER, NEW SOUTH WALES—1969

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1968

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its eighth annual report, covering the year ending 31st December, 1968.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Public Library building. The Archives Authority again has pleasure in thanking the Trustees of the Public Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library. The Authority is aware, nevertheless, that within the next few years the Trustees of the Library may require for library purposes some of that portion of their building now used for State archives and public records.

Of the public archives submitted to the Archives Authority for disposal during the year under review, 1,280 feet were required for transfer as State archives; most of these had been received into the Archives Office by the end of the year.

During the year, work was completed on the final organization of the records of the Governor and a descriptive inventory of these records is now ready for publication. Work continued on the organization of the records of the Department of Mines, the Treasury, the Chief Secretary, and the Public Service Board, while except for the maps and plans, work is substantially complete on the records of the Surveyor General.

A large proportion of staff time was taken up with the preparation of a revised *Guide to the State archives*, a preliminary edition of which was produced in 1965 as a *List of Series Titles*. The Archives Authority hopes that sufficient funds will be available for its publication during 1969. As a result of the work done on this *Guide* there has been a very considerable reduction in the number of smaller series of records awaiting processing. There are, however, still many large series of records to be fully dealt with; among these are the records of the Department of Education from 1880 to 1939, those of the Department of Lands for a similar period, and the earlier Immigration records, while further work on records of the Department of Mines has had to be suspended for the time being.

Accessions during 1968

The State archives, exclusive of maps and plans (which now number well over 16,000), and exclusive of other records such as the very large collection of glass negatives from the Government Printing Office, and similar items which do not readily lend themselves to statistical measurement, now occupy 30,816 feet of shelving. This figure, which is a revision of that given in the last report, has been arrived at by a careful measurement of fully processed State archives together with a close estimate of unprocessed material. Approximately 1,280 feet were added during 1968 compared with 865 feet during 1967. Some of the more important accessions during the year were:

Attorney General and Justice: Correspondence, "special bundles", 1918-63.

Board of Secondary School Studies: Minutes of proceedings, 1937-67; and other related records of the Board and its predecessor, The Board of Examiners.

Board of Technical Education: Minutes of proceedings, 1883-89; and other early records of technical education.

Education—Correspondence files about technical education, 1880-1940.

Education—Technical Education Branch: Correspondence files, 1891-1939.

Mines: Records concerning the working of Rothbury Colliery by the government with police and militia units.

Public Health: Noxious trades files, 1901-58.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Reader's tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1968, 594 Reader's Tickets had been issued and were still current. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

The State archives are in general "open" for use when they are 35 years old. The exceptions are particular series of records on which public offices have placed a special restriction under the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Trustees of the Public Library, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is now open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives themselves may be used on due notice whenever the Mitchell Library is open.

While the State archives naturally are, for the most part, no longer regularly required for official purposes, it is important to record that they are nevertheless still required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Examples of this were research undertaken by officers of the Public Service Board and the Department of Tourism into the administrative history of their respective departments, while the Department of Railways, the Metropolitan Water Sewerage and Drainage Board, the Electricity Commission and other public offices all made use of plans among the archives of the Department of Lands. It is of some interest that plans more than one hundred years old are still in occasional use for official purposes. In many instances, this use of State archives for the administrative purposes of the State has required considerable research by the staff of the Archives Office.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 594 holders of a current reader's ticket were—

- Captain John Brabyn—details of life and background events.
- Preparation of brochure for Tasmanian Government on historical sites.
- The education of intellectually limited children in Australia.
- Architectural research on Hartley.
- Conscription as an issue in Australian politics during World War I.
- The New South Wales Royal Commission on the Birthrate, 1904.
- The Intercolonial Conference of 1880–87.
- Research for novels on the wine industry and bushranging.
- The Defences of Sydney Harbour c. 1880.

During the year the Archives Authority considered the increasing use being made of some important series of records by persons engaged in research into their own family histories. It had become apparent that the frequency of use of records such as immigrant lists and other records of persons arriving in New South Wales, and of certain other records such as convict indents and records of land grants, was such that there would be serious deterioration of the originals. Being mindful of its responsibility for the preservation of unique documentary records, the Authority was therefore reluctantly obliged to resolve that for the time being it could not make records of this nature available for genealogical research. Consequently, reader's tickets for the State archives are not at present issued to persons investigating their own family history.

At the same time, however, the Authority sought and gained approval for funds for a large-scale project of copying, by microfilm and other suitable means, of the most-used records. The intention is that photographic copies only will be available for public use, thus ensuring the preservation of the original documents. There are some technical problems to be overcome, and only a few records had been copied by the end of the year. It will take, in any case, a number of years for the copying project to be completed, because of the expenditure of staff time as well as money. In the meantime, the Authority has accredited a number of professional records searchers, who may use the records for genealogical searches on behalf of others.

During the year, permission was given on 191 occasions for the copying of State archives, and on 8 occasions for publication of copies. All of these were in connection with special research projects. The corresponding figures in 1967 were 167 and 13.

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. A public office may thus retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody of or under the control of the Authority.

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.

During 1968 the Authority dealt with 69 recommendations for the disposal of public records, compared with 67 last year. These recommendations were for 467 separate series of records, compared with 555 last year, and included a number of disposal schedules for the whole or major sections of the records of several public offices. The trend noted in the last 3 years towards a decrease in the number of series of records submitted to the Authority for disposal has continued. This is partly due to the use of disposal schedules and partly to authorization for the continuing disposal of individual series. A total of 1,280 feet of records covering 105 series, was required to be transferred as State archives. The corresponding figures in 1967 were 865 and 74. Authority was given for the destruction of an estimated 10,000 feet of records, covering 362 series, as against approximately 7,407 feet and 481 series last year.

RECORDS IN COUNTRY CENTRES

For some years past the Archives Authority has not made any systematic attempt to seek out records in country districts. Experience has shown that it is usually wise to wait until some fairly definite information has been received about the existence of public records which may be of importance. However, during 1968 the Senior Archivist inspected records in public offices at Grafton on behalf of the Public Service Board. Most public offices in Grafton will move to a new State Office building during 1969. No public records were transferred as State archives as a result of this visit, but important records of the Grafton Land Board Office have been sent for storage to the Government Records Repository and consequently will be more readily available for research, with departmental approval.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

The Government Records Repository is housed in two large wooden sheds at Alexandria. It is estimated that sufficient space for the storage of public records remains in the Repository for at most two to three years. Many hundreds of feet of public records are still stored in the basement of a building in Margaret Lane, Sydney; these are being transferred gradually to the Repository at Alexandria, but the building in Margaret Lane will continue to be used to house public records in volume form as well as for the storage of some State archives which cannot be accommodated in the Public Library building.

The Authority noted with satisfaction in its last report that the proposed new Repository building at Kingswood was on a list of public buildings proposed for erection, but it then appeared that the Repository was fairly low in priority. The Authority now understands that the Premier has approved of the construction of the Government Records Repository being granted higher priority. This decision will enable detailed planning to commence and the Authority is hopeful that construction of the Repository will begin at the latest in 1970.

The Authority is pleased to note this firm evidence of desire on the part of the Government to provide proper accommodation for the State archives and for its semi-current public records generally. As mentioned earlier in this report, it now seems likely that the Archives Office may not be able to continue to use the whole of the accommodation which it now enjoys in the Public Library building for more than the next two or three years, because of the continuing expansion of the collections under the control of the Trustees of the Public Library of New South Wales, whose building it is.

There is thus a pressing need for more, as well as better, accommodation for public records of the State which are of permanent value both for administrative purposes and for research. In the meantime, many of these will have to continue to be housed in buildings which are, as pointed out in previous Reports, thoroughly unsatisfactory for the purpose.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report that repair and rebinding of some of the more valuable State archives has continued, but nevertheless some documents have had to be withheld from use in order to prevent further physical damage. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to the project for copying records used mainly for genealogical research, referred to above, but is of necessity on a fairly small scale.

PUBLICATIONS

At the end of 1968 there were ready for publication a descriptive inventory of the records of the Governor, and the revised and much extended *Guide to the State Archives of New South Wales* which will supersede the *List of Series Titles in the Archives Office of New South Wales*. The latter was published in 1965 but has been for some time out of print. Preparation of this *Guide* has been noted earlier in this report; its publication will depend on the special provision of funds for the purpose.

The following is a list of the publications already issued by the Archives Authority:

Inventories:

- Commissariat: Record group NC 11. (1963).
- Auditor General: Record group NAU. (1964).
- Council of Education: Record group NCE. (1964).
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966).
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966).
- Executive Council: Record group N EC. (1966).
- Colonial Secretary: Records having legal effect, part I—Naturalization and Denization records, 1834–1904: Record group NCS-ND. (1967).
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967).
- District Councils, 1843–50: Record group N DC. (1967).

List of Series Titles in the Archives Office of New South Wales. (1965. Out of print.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1967. The attendances were as follows:

Dr H. S. Wyndham, C.B.E., M.A., Ed.D., Dip.Ed. (Chairman)	..	6
Mr B. R. Davies, LL.B., (Deputy Chairman)	5
(Excused for his absence from 1 meeting.)		
The Hon. Mr Justice W. H. Collins, LL.B.	4
(Excused for his absence from 2 meetings.)		
Mr Deputy Chief Inspector J. Frape	5
(Excused for his absence from 1 meeting.)		
Mr N. B. Nairn, M.A.	6
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A.	4
(Excused for his absence from 2 meetings.)		
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	6
Professor J. M. Ward, M.A., LL.B.	3
(Excused for his absence from 3 meetings.)		
Mr A. R. Horton, B.A., A.L.A.A.	6

Dr Wyndham, who had been Chairman of the Archives Authority since its inception in 1961, retired on 31st December 1968 as Director-General of Education and consequently as a member of the Authority. At its last meeting for the year the Authority expressed and recorded its appreciation of Dr Wyndham's work and services as its Chairman during its formative years.

STAFF

At the end of 1968 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-one, including the Senior Archivist, and seven other professional archivists or archives officers.

MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

In order to assist in keeping itself informed of developments in archives administration both in Australia and overseas, the Archives Authority is a member of the International Council of Archives; of the Library Association of Australia and its Archives Section; and of the New South Wales Branch of the Business Archives Council of Australia. The Principal Archivist was President of the Library Association of Australia in 1968 while the Senior Archivist is President of the Archives Section of the Association and is a member of the Committee of the New South Wales Branch of the Business Archives Council of Australia.

STATISTICS

State Archives

During the year ended 31st December, 1968, approximately 1,280 feet of records were transferred as State archives: the total quantity of State archives is now estimated at 30,816 feet, exclusive of maps, plans and photographs. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or as semi-current records, probably now amount to 100,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

While most of the State archives are in the Public Library building, increasing quantities of them are necessarily being placed in the Government Records Repository at Alexandria, while some are in the temporary store in Margaret Lane. So far these have been only large series of fairly recent date which are not yet "open" for public use. It is expected that increasing use will have to be made in this way of the existing Repository buildings, pending the erection of the new Repository at Kingswood.

Reference to State Archives

	1961	1962	1963	1964	1965	1966	1967	1968
Number of issues	5,311	6,307	5,960	6,083	6,372	9,387	9,136	10,215
Number of issues of maps	289	364	414	313	489	337	341	360
Total number of readers	2,201	2,222

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period but which are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments to the Inward and Outwards Passenger Lists up to 1923. The figure for "Total number of readers" is the sum of the daily totals of readers using State archives. Many of these attended for more than one day, some over long periods, and the figure does not therefore represent the number of individual readers, but is included as an indication of the use made of the archives.

It will be seen from the table that, since the publication in 1965 of the *List of Series Titles in the Archives Office of New South Wales*, there has been a considerable increase in the use of the State archives for research purposes. The Authority is pleased to note this evidence of its success in attempting to make more widely known the nature and extent of the State archives.

Government Records Repository

There has again been an increase in the work done at the Repository during the year. The number of individual jobs done amounted to 88,309 in 1968, compared with 81,681 in 1966. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records. This represents a monthly average of 7,359 jobs compared with 6,806 last year. This considerable increase in business has so far been handled without a corresponding increase in the staff establishment, but is certain that additional staff will be required from time to time. There seems to be no doubt that when the existence of a facility such as the Government Records Repository becomes known it is used more and more widely. As an illustration of this, several departments have begun to use the Repository during the year which had not hitherto stored their records there: they were the Department of Main Roads, the Electricity Authority of New South Wales, the Library Board of New South Wales, and the Rural Reconstruction Board. The result is increasing economy in the use of space in public offices in the city and elsewhere, which had previously been used for the storage of public records.

SEMI-CURRENT RECORDS IN THE REPOSITORY
(including the Public Library Building)
(All figures are in foolscap feet)

Public Office	Total December, 1967	(Net) Increase 1968	Total December, 1968
Agriculture	1,091	166	1,257
Attorney-General and Justice	1,038	529	1,567
Building Materials	9	9
Chief Secretary	1,104	197	1,301
Child Welfare and Social Welfare	130	130
Children's Court	1,289	106	1,395
Clerk of the Peace	1,179	167	1,346
Clerks of Petty Sessions	1,199	231	1,430
Companies Office	815	219	1,034
Conservation	198	3	201
Coroner's Court and Morgue	33	33
Council of Auctioneers	127	30	157
Court Reporting Office	1,123	58	1,065
Crown Solicitor	1,494	78	1,572
District Court	1,782	51	1,833
Education	6,350	454	6,804
Electricity Authority of N.S.W.	64	64
Equity Office	23	44	67
Forestry Commission	387	387
Government Architect	5	5
Government Insurance Office	11,309	1,033	12,342
Government Printing Office	130	130
Government Real Estate Office	186	48	138
Government Stores	2,756	350	3,106
Government Transport	941	288	1,229
Hospitals Commission	196	196
Housing Commission	7,702	639	8,341
Immigration	34	15	49
Industrial Commission and Industrial Registrar	284	284
Labour and Industry	1,865	353	2,218
Labour and Industry—Prices Branch	1,086	1,086
Land Tax Office	132	132
Lands	10,480	729	11,209
Library Board of N.S.W.	135	135
Licences Reduction Board	134	134
Local Government	2,141	94	2,235
Main Roads	182	182
Maritime Services Board	200	229	429
Master in the Protective Jurisdiction of the Supreme Court	1,279	65	1,344
Metropolitan Water Sewerage and Drainage Board	67	67
Milk Board	469	2	471
Mines	2,922	42	2,964
Nurses Registration Board	507	507
Premier's Department	1,188	138	1,326
Prisons	483	94	577
Probate Office	1,441	1,441
Public Health	706	28	728
Public Library of New South Wales	65	11	76
Public Service Board	1,640	120	1,760
Public Solicitor	423	54	477
Public Trust Office	5,927	5,927
Public Works	3,305	88	3,393
Registrar General	8,350	402	8,752
Registry of Co-operative Societies and of Friendly Societies	416	5	421
Rent Control Office	1,784	344	2,128
Royal Botanic Gardens	10	10
Rural Reconstruction Board	275	275
Stamp Duties Office	3,958	3,958
State Superannuation Board	343	3	346
Supreme Court and Prothonotary	1,679	140	1,819
Technical Education	357	357
Tourist Activities	68	5	73
Treasury	3,038	217	3,255
Valuer General	150	156	306
Water Conservation and Irrigation Commission	2,948	27	2,975
Western Lands Commission	110	110
Workers' Compensation Commission	872	29	901
Workers' Compensation (Silicosis) Committee	97	6	91
	103,554	8,513	112,067

The figures shown in the table above as "Increase 1968" take into account destructions during the year. In each case destruction has been authorized by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. However, before destruction of records in the Repository takes place it is necessary to ask each public office concerned to confirm that its records due for destruction may in fact be destroyed. Authorised destruction of records is carried out promptly, but if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must of necessity occur. It is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, in order to free space for the storage of other records. The following table gives details of authorized destruction of records from the Repository during the year.

RECORDS IN REPOSITORY DESTROYED DURING 1968

(All figures are in foolscap feet)

Public Office	Destructions 1968
Agriculture	2
Attorney General and Justice	1
Clerks of Petty Sessions	70
Companies Office	22
Court Reporting Office	58
District Court	24
Education	17
Government Insurance Office	139
Government Real Estate Office	48
Government Stores	169
Housing Commission	157
Labour and Industry	76
Land Tax Office	8
Lands	8
Master in the Protective Jurisdiction	5
Milk Board	9
Mines	1
Premier's Department	22
Public Health	23
Public Solicitor	18
Public Works	19
Registrar General	162
Rent Control	169
State Superannuation Board	20
Treasury	2
Water Conservation and Irrigation Commission	25
Workers' Compensation (Silicosis) Committee	6
Total	1,280

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository, and includes reference to semi-current records in the Public Library building:

FILE REFERENCE SERVICE

	1961	1962	1963	1964	1965	1966	1967	1968
Number of files requested	17,628	26,807	32,974	35,880	35,926	37,128	46,305	49,630
Number of files issued	14,284	20,134	27,689	30,457	30,661	32,001	39,002	40,264
Number of files returned	7,481	13,562	18,447	20,225	21,448	23,980	28,813	31,836
Number of files added to existing boxes	1,320	852	2,900	2,900	2,508	4,381	2,727	2,240
Number of loose papers to be attached to files or number of files retained in department	77	12	5,392	4,103	5,341	3,444	3,836	4,423
Total File Reference Operations performed (i.e., files requested, files added, papers attached)	26,506	41,233	59,717	63,108	65,223	68,933	81,681	88,309

The percentage of files issued to files requested during 1968 was eighty-one. In 1967 it was eighty-four, in 1966 eighty-six, 1965 and 1964 eighty-five in 1963 eighty-three and in 1962 seventy-five.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 112,067 feet while a further 30,816 feet are held as State archives.

G. D. RICHARDSON,
Principal Archivist.

H. L. YELLAND,
Chairman.

STATEMENT OF EXPENDITURE
OF THE
ARCHIVES AUTHORITY OF NEW SOUTH WALES
FOR THE YEAR ENDED 30 JUNE, 1968

ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30 JUNE, 1968

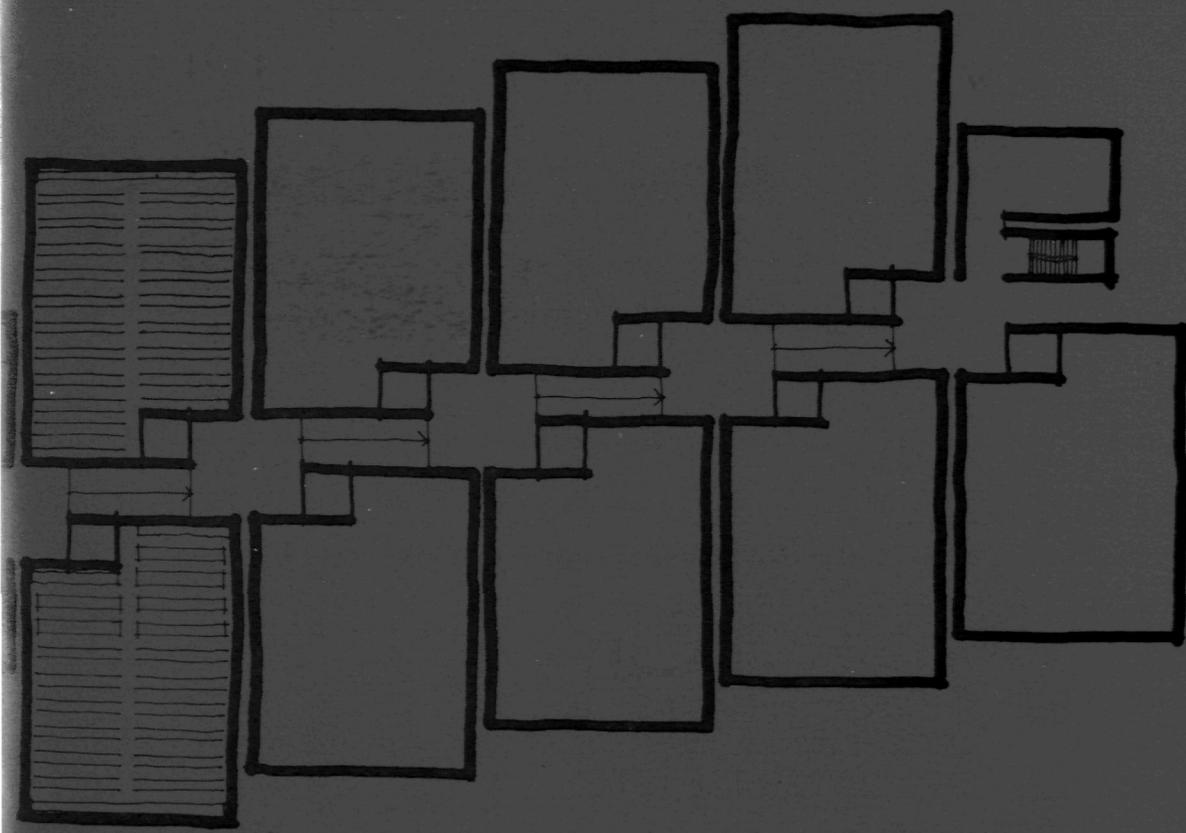
Provided from Consolidated Revenue—

	\$	\$
Salaries and Overtime		62,168.82
Expenses—		
Furniture and Filing Equipment	11,647.64	
Copying and Purchase of Public Archives	211.17	
Travelling Expenses	84.66	
Freight, Cartage and Packing	
Minor Expenses	31.19	
	11,974.66	11,974.66
		\$74,143.48

Audited and found correct.

V. H. COHEN,
Auditor-General of New South Wales.
Sydney, 26th September, 1968.

G. D. RICHARDSON,
Principal Archivist.



Archives Authority
of New South Wales

ANNUAL REPORT 1969



1969-70

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES

FOR 1969

Ordered to be printed, 17 March, 1970

BY AUTHORITY

V. C. N. BLIGHT, GOVERNMENT PRINTER, NEW SOUTH WALES—1970

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1969

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its ninth annual report, covering the year ending 31st December, 1969.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in thanking the Council of the Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

During the year a descriptive inventory of the records of the Governor was published and a *Guide to Convict Records* has been sent to the Government Printer. An inventory of the correspondence records of the Colonial Secretary is now ready for publication. The records of the Surveyor General, including the maps and plans, were fully described preparatory to the publication of an inventory. This record group is one of the largest in the State archives, both in quantity of records and in number of series. The records of the Public Service Board were organized for use and a detailed descriptive inventory is in course of preparation, while work has continued on the Treasury records and on some smaller record groups.

A *Concise Guide to the State Archives of New South Wales*, preparation of which was reported last year, is to be published early in 1970. Unlike the other publications of the Authority to date, the *Concise Guide* will be for sale at a price which will recoup the cost of printing. The Authority is hopeful that it will not only prove useful in making known the extensive range of the State archives, but will also reduce substantially the calls on the reference staff of the Archives Office, since for most series there is an adequate description of the records.

There is now more effective temporary control over new accessions of archives, some of which necessarily wait for long periods before being fully processed for use: each group of records transferred from a public office is given an accession number immediately on receipt and its temporary location is recorded so that individual records may be more readily found if required, especially for use by the public office that transferred them. Despite increasing numbers of reference and research inquiries, and notwithstanding that there has been no increase in staff for some time and that there is at present a higher than usual proportion of inexperienced officers, reasonable progress has been made in dealing with the arrears of unprocessed records. It is nevertheless a cause for some concern that such major record groups as Education and Lands remain unprocessed, that further work on the records of the Department of Mines has not been resumed since the processing officer resigned late in 1968, and that most fairly recent series of records not yet open for use cannot in the near future be properly described or given permanent shelf location. To some extent this is related to other and more pressing calls on the time of a fairly small and busy staff, but in very large measure it is because most new accessions of archives can no longer be accommodated in the Archives Office within the Library building and are in temporary storage elsewhere.

ACCESSIONS DURING 1969

The State archives, exclusive of maps and plans (which although not accurately counted number well over 16,000) and of other records such as the very large collection of glass negatives from the Government Printing Office, and similar items which do not readily lend themselves to statistical measurement, now occupy 31,959 feet of shelving. Approximately 1,143 feet were added during 1969 compared with 1,280 feet during 1968. Some of the more important accessions during the year were:

Agriculture: Large stock and sheep brands registrations, 1962-6.

Chief Secretary: Register of "Quota" motion pictures, 1936-49.

Companies Office: Records of dissolved mining partnerships, 1862-1967.

New South Wales Dried Fruits Board: Correspondence and other records, 1926-68.

Education: Semi-official correspondence of the former Director-General of Education, Sir Harold Wyndham, C.B.E., c. 1919–30, 1960–68.

Government Transport: Engineering drawings, mostly of tramcar equipment, 1913–50.

Lands—War Service Classification Committee: Correspondence files, 1943–60.

Registrar General: Affidavits, recognizances and other records relating to the registration of newspapers, 1841–1963.

Water Conservation and Irrigation Commission: Correspondence, 1913–47.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Reader's tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1969, 565 reader's tickets had been issued and were still current, compared with 594 in 1968. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

The State archives are in general "open" for use when they are 35 years old. The exceptions are particular series of records on which public offices have placed a special restriction under the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

The State archives are, for the most part, no longer regularly required for official purposes, but it is important to record that some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Perhaps the most regular use is of the plans transferred from the Department of Lands, both by that department and by others such as the Department of Railways and the Department of Main Roads. Other examples of official use of State archives during 1969 were fairly extensive research for the Government Architect's Branch of the Department of Public Works into the original designs of country court-houses and other public buildings of which restoration is contemplated; the gathering of information on early country hospitals, for the Hospitals Commission; and a search for the records of the Advisory Committee on Education 1933–38, for the Department of Education. In many instances, this use of State archives for the administrative purposes of the State has required considerable research by the staff of the Archives Office.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 565 holders of a current reader's ticket were:

Nineteenth Century travel and transport in Australia.

Industrial Relations in early Broken Hill.

History of Ryde.

History of the University of Sydney, 1867–1890.

Research on the history of Abortion.

More than 200 inquiries by letter and telephone were answered during the year. These included such subjects as the following:

Royal Commission into the Film Industry, 1934.

Type of aircraft used in New South Wales Flying School, 1916.

Roads and bridges in the New England region.

The composition of the population of New South Wales by religion in the 1820's, 1850's, and 1880's.

Reader's tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on much-used original and unique documents. However, during the year some of the records known to be in heavy demand for genealogical research were microfilmed. It is proposed that during 1970 arrangements will be made for these microfilms, with others including those made by the Genealogical Society of the Church of Jesus Christ of Latter Day Saints some years ago, to be available for public use. This will be partly dependent on the availability of microfilm reading machines, on space within the Library building, and on staff. In the meantime the Authority permits professional records searchers to use the records for genealogical searches on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives Office without extensive search of the records.

During the year, permission was given on 10 occasions for publication of copies of State archives, compared with 8 in 1968. All of these were in connection with special research projects.

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. A public office may thus retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

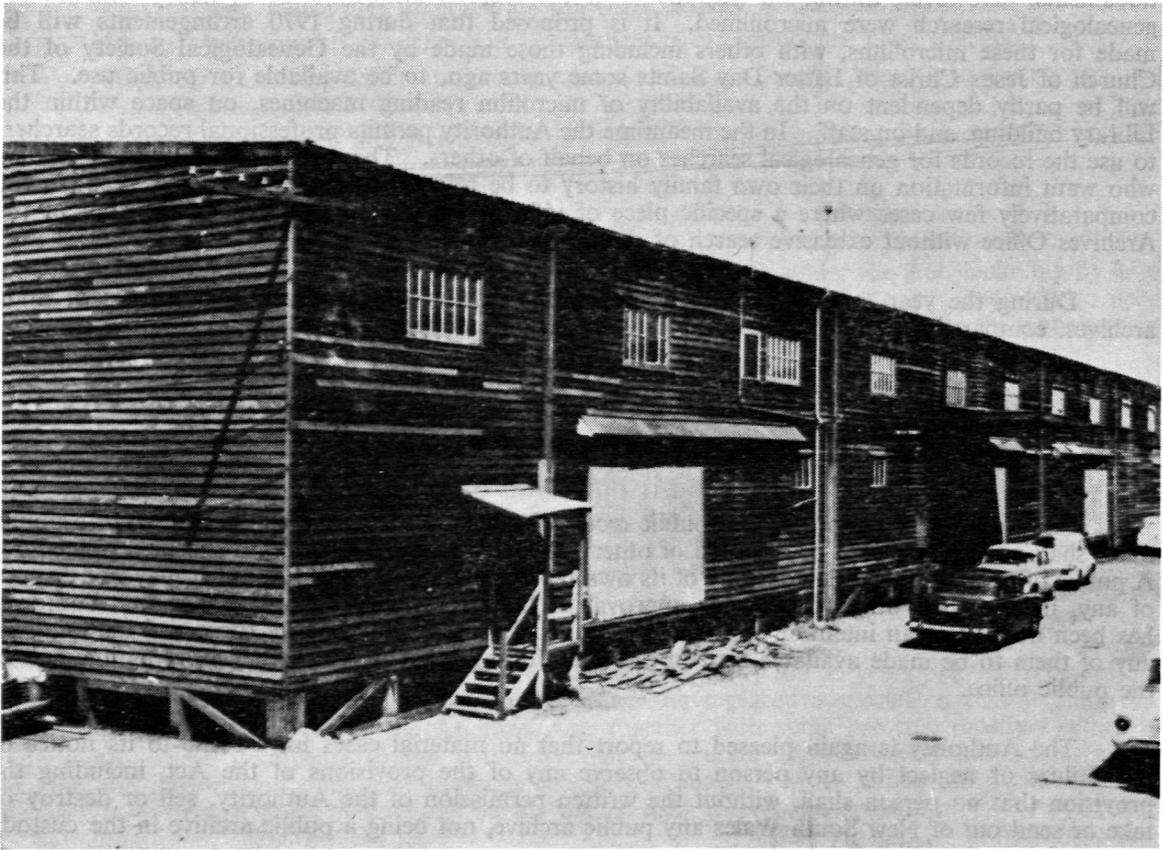
The Authority has continued its policy of authorizing the destruction of some series of records on a continuing basis; this is appropriate when records considered to be of no further administrative or research use are being continually created without any significant variation from time to time in form 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.

During 1969 the Authority dealt with 70 recommendations for the disposal of public records, compared with 69 last year. These recommendations were for 156 separate series of records, compared with 467 last year. The trend noted in recent years towards a decrease in the number of series of records submitted to the Authority for disposal has continued. This is partly due to the use of disposal schedules and partly to authorization for the continuing disposal of individual series. A total of 1,143 feet of records covering 57 series, was required to be transferred as State archives. The corresponding figures in 1968 were 1,280 and 105. An estimated 17,000 feet of records, covering 199 series, as against approximately 10,000 feet and 362 series last year, were destroyed under new or continuing authorities.

RECORDS IN COUNTRY CENTRES

For some years, after making a sample survey, the Archives Authority did not make a systematic attempt to seek out public records in country districts. Experience had shown that it was usually wise to wait until some fairly definite information had been received about the existence of records of importance. The Authority had come to this decision with the knowledge that local Court records of recent date were not often of permanent value, while earlier Court records did not usually exist; and in the belief that local office records relating to land were not of great significance since the information they contained was duplicated in other records in the Head Office of the Department of Lands. It has now become clear that local land records are of prime importance for the regional study of land use especially because the Head Office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose. It will thus be desirable for the Authority to seek out local land records and when possible to arrange for their transfer to the Archives Office. Arrangements for this to be done on a large scale are still to be made and there are serious difficulties at the present time in providing sufficient storage space for substantial new accessions from this source. Nevertheless, arrangements are in hand for the transfer of land records from Glen Innes and Inverell, while during the year the Senior Archivist visited Cooma to arrange for the transfer of records from the court-house there.

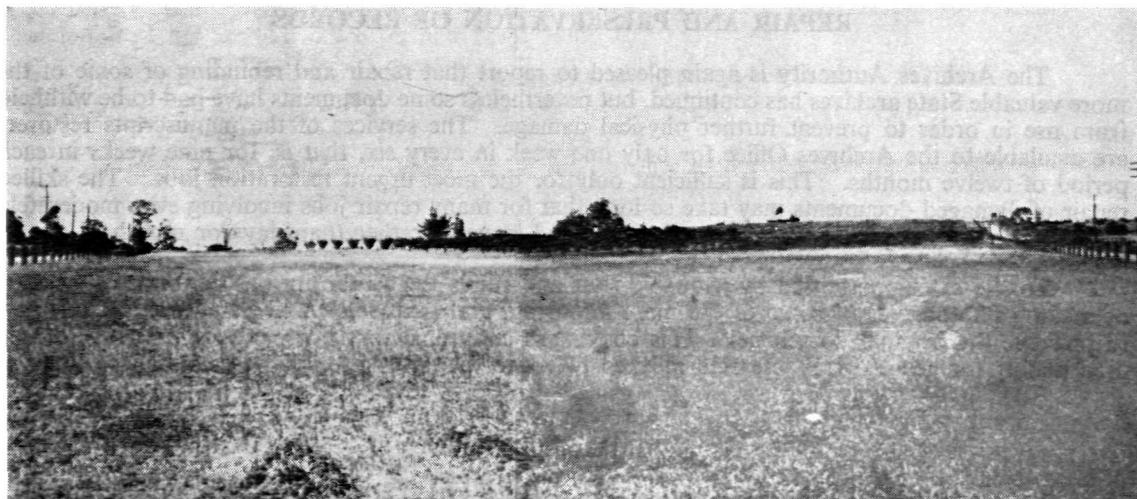
THE GOVERNMENT RECORDS REPOSITORY



One of two weatherboard sheds housing the Government Records Repository at Alexandria



At Botany during the year nine sheds of similar construction belonging to the Commonwealth of Australia were completely destroyed by fire



Portion of the fifty acre site acquired in 1964 for the Government Records Repository

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

The Government Records Repository is still housed in two large wooden sheds at Alexandria. These will be full by the middle of 1970. Many hundreds of feet of public records are still stored in the basement of a building in Margaret Lane, Sydney; these are being transferred gradually to the Repository at Alexandria, but the building in Margaret Lane will continue to be used to house some public records as well as State archives which cannot be accommodated in the Library of New South Wales building.

The Authority is aware that, as the responsible Minister, you share its regret that there is little progress to report on the proposed new Government Records Repository at Kingswood. The Repository is, however, on a list of public buildings proposed for erection, and the Authority understands that the Government will give sympathetic consideration to the construction of this urgently needed public building when funds are available. In the meantime, the Government Architect is working on the detailed planning of the building, and contract documents would be ready before the end of the present financial year in June, 1970. During 1969 the Design Architect for the project and the Senior Archivist inspected a number of new buildings for archives and public records in the United States and Canada.

In the meantime, almost all the permanently valuable semi-current records of the State, together with an increasing proportion of the State archives themselves, are stored in the thoroughly unsatisfactory wooden sheds at Shea's Creek, Alexandria, of which ample mention has been made in previous reports. The Authority has already drawn your attention to a disastrous fire in identical storage sheds owned by the Commonwealth at Botany in October, 1969. Informed opinion, including that of the Board of Fire Commissioners, was that under certain conditions it would be impossible to prevent a similar disaster at Shea's Creek.

In its previous report the Authority foreshadowed that the Archives Office might not be able to continue for more than a few years to use the whole of the accommodation which it now enjoys in the Library of New South Wales building. This is because of the continuing expansion of the collections under the control of the Council of the Library. While it has not yet proved necessary to remove State archives or other public records from the building in order to allow for Library use, there appears to be little doubt that considerably more space will very soon need to be provided for the present desirable sharing of accommodation to continue. Even now almost no unused space remains for State archives in the present three floors of the building which are occupied by the Archives Office. It has been necessary to store an increasing quantity of State archives in the Government Records Repository at Alexandria and in the building in Margaret Lane, City. However, as mentioned above, the two Repository sheds at Alexandria will be completely full by the middle of 1970, and even this storage space, unsatisfactory and inadequate as it is, will not then be available.

The Authority is naturally hopeful that all these problems of space will be largely overcome with the construction of the new Kingswood building, but in the meantime it has to report that an increasing quantity of the permanently valuable records of the State will be in unsafe accommodation.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report that repair and rebinding of some of the more valuable State archives has continued, but nevertheless some documents have had to be withheld from use in order to prevent further physical damage. The services of the manuscripts restorers are available to the Archives Office for only one week in every six, that is, for nine weeks in each period of twelve months. This is sufficient only for the most urgent restoration jobs. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to the project for copying records used mainly for genealogical research, referred to above, but is of necessity on a fairly small scale.

PUBLICATIONS

During 1969 a descriptive *Inventory of the records of the Governor* was published, while the *Concise Guide to the State Archives of New South Wales* and a *Guide to Convict Records in the Archives Office* were with the printer.

The following is a list of the publications already issued by the Archives Authority:

List of Series Titles in the Archives Office of New South Wales. (1965. Out of print.)

Inventories:

- Commissariat: Record group NC 11. (1963.)
- Auditor General: Record group NAU. (1964.)
- Council of Education: Record group NCE. (1964.)
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)
- Executive Council: Record group N EC. (1966.)
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834–1904: Record group NCS-ND. (1967.)
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967.)
- District Councils, 1843–50: Record group N DC. (1967.)
- The Governor, 1787–1935: Record group NG. (1969.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1969. The attendances were as follows:

Mr H. L. Yelland, B.A., Dip.Ed., (Chairman) (Appointed 1st January, 1969.) (Excused for his absence from 2 meetings.)	4
Mr B. R. Davies, LL.B., (Deputy Chairman).. (Excused for his absence from 2 meetings.)	4
The Hon. Mr Justice W. H. Collins, LL.B. .. (Excused for his absence from 4 meetings.)	2
Mr Deputy Chief Inspector J. Frape (Term expired 31st May, 1969.)	1
Mr N. B. Nairn, M.A.	6
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A. (Excused for his absence from 1 meeting.)	5
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D. (Excused for his absence from 1 meeting.)	5
Professor J. M. Ward, M.A., LL.B. (Excused for his absence from 1 meeting.)	5
Mr A. R. Horton, B.A., F.L.A.A.	6
Mr P. W. Beckenham, M.A., B.Ed. (Appointed 1st June, 1969.) (Excused for his absence from 1 meeting.)	3

Mr H. L. Yelland, Deputy Director-General of Education, was appointed a member and Chairman of the Authority from 1st January, 1969, in place of Sir Harold Wyndham, C.B.E., whose term of office had expired on 31st December, 1968.

Mr J. Frape, who had been a member of the Authority since April, 1964, retired on completion of his term of office on 31st May, 1969.

At its meeting on 11th August the Authority unanimously resolved as follows:

“That the Authority record and convey to Mr Frape its appreciation of his services in the preservation and control of public records, both as a member of the Authority over a period of more than 5 years and in his capacity as a Public Service Board Inspector in the 10 years preceding his appointment to the Authority.”

During the year Mr Yelland was appointed a member of the Public Service Board, and upon the retirement of Mr Frape became the member of the Authority nominated by the Board as provided by the Archives Act.

Mr P. W. Beckenham was appointed a member of the Authority from 1st June, 1969, in his capacity as Deputy Director-General of Education.

STAFF

At the end of 1969 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-one including the Senior Archivist and seven other professional archivists or archives officers. The Senior Archivist, Mr R. F. Doust, B.A., F.L.A.A., completed the requirements for the degree of Master of Librarianship in the University of New South Wales during the year. Mr Doust submitted for this degree a thesis on “The Administration of official archives in New South Wales, 1870-1960”.

MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

In order to assist in keeping itself informed of developments in archives administration both in Australia and overseas, the Archives Authority is a member of the International Council of Archives; the Library Association of Australia and its Archives Section; and the New South Wales Branch of the Business Archives Council of Australia. The Senior Archivist was President of the Archives Section of the Library Association of Australia in 1969 and is a member of the Committee of the New South Wales Branch of the Business Archives Council of Australia; the Principal Archivist is a Past President of the Library Association of Australia.

The Senior Archivist, Mr R. F. Doust, attended a World Conference on Records organized by the Church of Jesus Christ of Latter Day Saints in Salt Lake City, Utah, in August, 1969, and spent a further period on duty in the United States and Canada visiting libraries and archives to inspect new buildings and to observe developments in the application of automatic data processing to the control of archives and public records. The Archives Authority at its meeting in October received a valuable report from Mr Doust on his observations during this visit.

STATISTICS

State Archives

During the year ended 31st December, 1969, approximately 1,143 feet of records were transferred as State archives: the total quantity of State archives is now estimated at 31,959 feet, exclusive of maps, plans and photographs. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, probably now amount to over 100,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1963	1964	1965	1966	1967	1968	1969
Number of issues	5,960	6,083	6,372	9,387	9,136	10,215	11,139
Number of issues of maps	414	313	489	337	341	360	475
Total number of readers	2,201	2,222	2,369

The figures for “number of issues” do not take into account items placed “on reserve” for readers, which may be used many times over a period but are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments, to the Inward and Outwards Passenger Lists up to 1923. 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. It will be seen from the table that there continues to be a considerable increase in the use of the State archives for research purposes.

Government Records Repository

For the first time since the establishment of the Repository there has been a decrease in the amount of work done during the year compared with that in the previous year. The number of individual jobs done amounted to 79,551 in 1969, compared with 88,309 in 1968. This represents a monthly average of 6,629 jobs compared with 7,359 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards

to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records. There is no apparent reason for the decline in the work done in the Repository, and in any case the number of files requested and issued remains quite high. As will be seen from the following table the total quantity of semi-current records in the Repository continues to increase, but as records become older they are less likely to be used frequently for official purposes. The Authority will continue to observe this trend and will from time to time review the status of records in the Repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

Although not shown separately in the table, it is of some interest that records of country offices as far afield as Grafton, Dubbo, and Goulburn are now being stored in the Repository, and effective and reasonably quick file reference service is being given.

SEMI-CURRENT RECORDS IN THE REPOSITORY

(including the Public Library Building)

(All figures are in foolscap feet)

Public Office	Total December, 1968	(Net) Increase 1969	Total December, 1969
Agriculture	1,257	152	1,409
Attorney-General and Justice	1,567	285	1,852
Building Materials	9		9
Chief Secretary	1,301	330	1,631
Child Welfare and Social Welfare	130		130
Children's Court	1,395		1,395
Clerk of the Peace	1,346		1,346
Clerks of Petty Sessions	1,430	335	1,765
Companies Office	1,034	315	1,349
Conservation	201	2	203
Coroner's Court and Morgue	33		33
Council of Auctioneers	157	-15	142
Court Reporting Office	1,065	79	1,144
Crown Solicitor	1,572	218	1,790
District Court	1,833	75	1,908
Education	6,804	318	7,122
Electricity Authority of N.S.W.	64	57	121
Equity Office	67	1,443	1,510
Forestry Commission	387	-6	381
Government Architect	5		5
Government Insurance Office	12,342	887	13,229
Government Printing Office	130		130
Government Real Estate Office	138		138
Government Stores	3,106	340	3,446
Government Transport	1,229	84	1,313
Hospitals Commission	196		196
Housing Commission	8,341	481	8,822
Immigration	49		49
Industrial Commission and Industrial Registrar	284		284
Labour and Industry	2,218	145	2,363
Labour and Industry—Prices Branch	1,086		1,086
Land Tax Office	132	266	398
Lands	11,209	2,514	13,723
Library Board of N.S.W.	135		135
Library of New South Wales	76	255	331
Licences Reduction Board	134		134
Local Government	2,235	45	2,280
Main Roads	182	288	470
Maritime Services Board	429	77	506
Master in the Protective Jurisdiction of the Supreme Court	1,344		1,344
Metropolitan Water Sewerage and Drainage Board	67	25	92
Milk Board	471	2	473
Mines	2,964	86	3,050
Nurses Registration Board	507		507
Premier's Department	1,326	66	1,392
Prisons	577		577
Probate Office	1,441	124	1,565
Public Health	728	61	789
Public Service Board	1,760	118	1,878
Public Solicitor	477	169	646
Public Trust Office	5,927		5,927
Public Works	3,393	192	3,585
Registrar General	8,752	299	9,051
Registry of Co-operative Societies and of Friendly Societies	421		421
Rent Control Office	2,128	256	2,384
Royal Botanic Gardens	10		10
Rural Reconstruction Board	275	67	342
Stamp Duties Office	3,958	500	4,458
State Superannuation Board	346	529	875
Supreme Court and Prothonotary	1,819	167	1,986
Technical Education	357		357
Tourist Activities	73	21	94
Treasury	3,255	310	3,565
Valuer General	306		306
Water Conservation and Irrigation Commission	2,975	266	3,241
Western Lands Commission	110	46	156
Workers' Compensation Commission	901		901
Workers' Compensation (Silicosis) Committee	91	3	94
	112,067	12,277	124,344

The figures shown in the table above as "Increase 1969" take into account destructions during the year. In each case destruction has been authorized by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. However, before destruction of records in the Repository takes place it is necessary to ask each public office concerned to confirm that its records due for destruction may in fact be destroyed. Authorized destruction of records is carried out promptly, but if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must of necessity occur. It is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, in order to free space for the storage of other records. The following table gives details of authorized destruction of records from the Repository during the year.

RECORDS IN REPOSITORY DESTROYED DURING 1969
(All figures are in foolscap feet)

Public Office	Destructions 1969
Agriculture	33
Attorney General	31
Chief Secretary	1
Clerks of Petty Sessions	222
Council of Auctioneers	37
Court Reporting Office	171
Education	23
Forestry Commission	6
Government Insurance Office	20
Government Stores	65
Housing Commission	67
Labour and Industry	31
Land Tax Office	2
Library of New South Wales	4
Milk Board	8
Mines	1
Premiers	26
Public Health	28
Public Solicitor	6
Public Works	1
Registry of Co-operative Societies	1
Registrar General	123
State Superannuation Board	55
Treasury	2
Workers' Compensation (Dust Diseases Board)	1
Total	965

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1963	1964	1965	1966	1967	1968	1969
Number of files requested	32,974	35,880	35,926	37,128	46,305	49,630	43,660
Number of files issued	27,689	30,457	30,661	32,001	39,002	40,264	35,789
Number of files returned	18,447	20,225	21,448	23,980	28,813	31,836	28,426
Number of files added to existing boxes	2,900	2,900	2,508	4,381	2,727	2,240	2,493
Number of loose papers to be attached to files or number of files retained in department	5,392	4,103	5,341	3,444	3,836	4,423	4,972
Total File Reference Operations performed (i.e., files requested, files added, papers attached)	59,717	63,108	65,223	68,933	81,681	88,309	79,551

The percentage of files issued to files requested during 1969 was eighty-two.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 124,344 feet while a further 31,959 feet are held as State archives.

G. D. RICHARDSON,
Principal Archivist.

H. L. YELLAND,
Chairman.

STATEMENT OF EXPENDITURE
OF THE
ARCHIVES AUTHORITY OF NEW SOUTH WALES
FOR THE YEAR ENDED 30TH JUNE, 1969

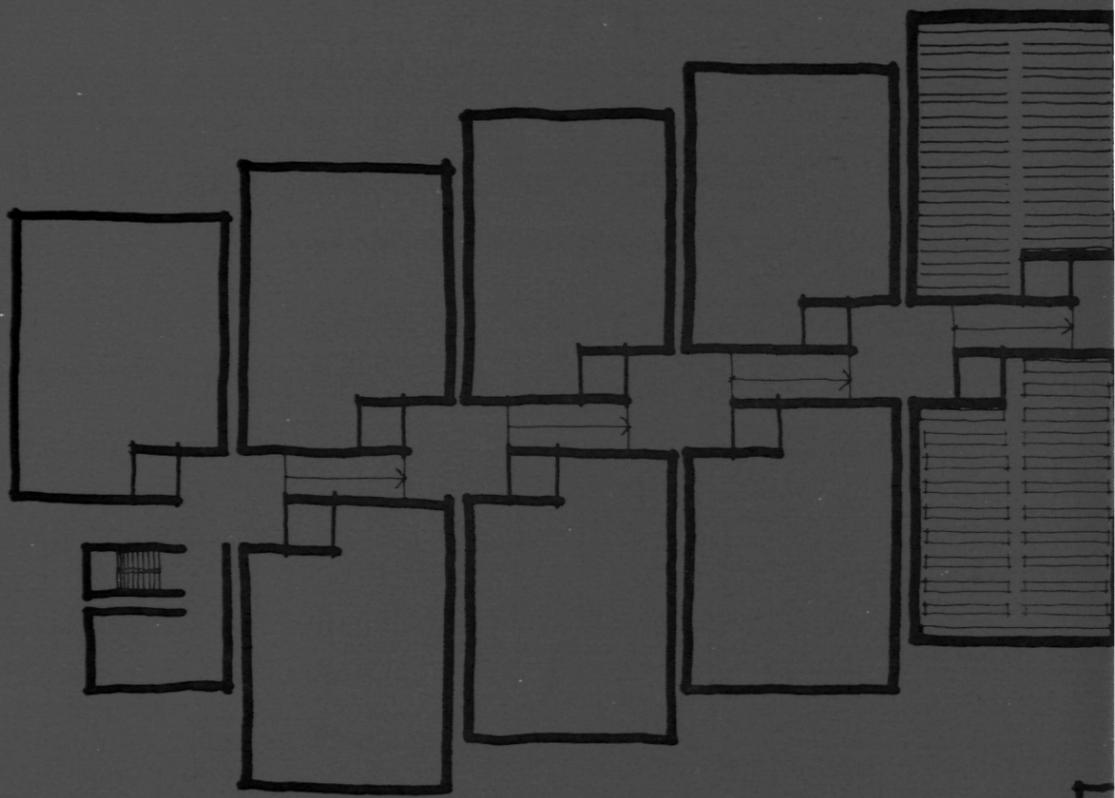
ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30 JUNE, 1969

Provided from Consolidated Revenue—	\$	\$
Salaries, etc. 		61,882.93
Expenses—		
Furniture and Filing Equipment	10,588.93	
Photocopying	353.91	
Copying and Purchasing of Public Archives	1,751.27	
Travelling Expenses	227.00	
Freight, Cartage, and Packing	14.58	
Minor Expenses	63.95	
	12,999.64	
		\$74,882.57

Audited and found correct.

D. FAIRLIE,
Auditor-General of New South Wales.
Sydney, 30th September, 1969.

G. D. RICHARDSON,
Principal Archivist.



Archives Authority
of New South Wales

ANNUAL REPORT

1971

PARLIAMENT OF NEW SOUTH WALES

REPORT

OF THE

ARCHIVES AUTHORITY OF NEW SOUTH WALES

FOR 1970

Ordered to be printed, 28 April, 1971

BY AUTHORITY

V. C. N. BLIGHT, GOVERNMENT PRINTER, NEW SOUTH WALES—1971

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1970

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its tenth annual report, covering the year ending 31st December, 1970.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in thanking the Council of the Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

Two important publications, a *Concise Guide to the State Archives of New South Wales* and a *Guide to Convict Records in the Archives Office of New South Wales*, as foreshadowed in the last report, were published during the year. The *Concise Guide* has proved a most useful reference tool for staff and readers, and will be kept up to date by the publication of a quarterly supplement, which it is hoped to cumulate annually. The first issue of the *Supplement* is now in preparation. It is hoped that an inventory of the correspondence records of the Colonial Secretary will be sent to the printer in 1971, while an inventory of the records of the Government Architect is nearing completion. A new and revised edition of the *Colonial Secretary: Muster and Census records* is also being prepared for publication.

Publication of an inventory of the records of the Surveyor General, mentioned last year, has been delayed by the need for some further work on it. However, a detailed descriptive inventory of the Public Service Board's records is nearing completion. Work has also been undertaken on the Immigration records and on processing the collection of Government Printer negatives.

Some progress has been made in dealing with arrears of unprocessed records, but unfortunately such major record groups as Education and Lands remain to be dealt with, mainly because of staffing difficulties. The proportion of relatively inexperienced officers remains high especially through the resignation or promotion of some of the more experienced staff. This has also prevented resumption of work on the Department of Mines records and has virtually halted work on the Treasury records. Staffing problems have been aggravated by a very rapid rise in the number of reference and research inquiries amounting to nearly a 300 per cent increase between 1968 and 1970.

It is also a cause for concern that recent series of records not yet open for use are unlikely to be properly described or given a permanent shelf location in the near future. The main reason for this is that most new accessions of archives cannot be accommodated in the Archives Office within the Library building and have to be placed in temporary storage elsewhere.

Accessions during 1970

The State Archives, exclusive of maps and plans (which although not accurately counted number well over 16,000) and of other records such as the very large collection of glass negatives from the Government Printing Office, and similar items which do not readily lend themselves to statistical measurement, now occupy 32,670 feet of shelving. Approximately 711 feet were added during 1970 compared with 1,143 feet in 1969. Some of the more important accessions during the year were:

Attorney-General and Justice: Correspondence Indexes and Registers, 1921-40.

Child Welfare and Social Welfare: Entry and Placement books of the *Sobraon* and *Vernon*, 1867-1911.

Colonial Secretary: Correspondence received concerning the Kelly Gang, 1879-82.

Crown Solicitor: Correspondence Indexes and Registers, 1935-45.

Forestry Commission: Aerial photographs of State Forests in New South Wales.

Registrar General: Memoranda, Articles of Association and Rules of Unincorporated bodies, 1880-1962.

Royal Botanic Gardens, Sydney: Special bundle on improvement of Government House Grounds, Cranbrook, 1905-18.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1970, 507 readers' tickets had been issued and were still current, compared with 565 in 1969. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

The State archives are in general "open" for use when they are 35 years old. The exceptions are particular series of records on which public offices have placed a special restriction under the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

It is worthy of note that although the State archives are no longer regularly required for official purposes, some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Perhaps the most regular use is of the plans transferred from the Department of Lands, both by that department and by others such as the Department of Railways and the Department of Main Roads. Some specific examples of official use of State Archives during 1970 were research for the Department of Tourism into the practicability of a survey of historic hotels in the Blue Mountains; the collection of historic material on the Chief Secretary's Department for the Department; and research into the outcome of the Statute Law Consolidation Commission of 1911, for the Law Reform Commission. In many instances the use of State archives for the administrative purposes of the State has required very considerable research by the staff of the Archives Office.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 507 holders of a current reader's ticket were:

Non-Caucasian immigration to Australasia and conditions of non-Caucasian residents, 1840-1910.

Australian domestic shipping, from c. 1900 to 1970.

Biographical study of James Barnet, Colonial Architect, 1865-90.

Development of social and technical aspects of the metalliferous mining industry in Australia.

Compilation of a book of Australian historical documents for Form 3 level.

Agricultural income in Australia.

Settlement and development of the Upper Macleay River.

More than 275 inquiries by letter and telephone were answered during the year, compared with about 200 in 1969 and 93 in 1968. They included such subjects as the following:

Report on the poisonous constituents of the nut *Macadamia Præalta*, 1936.

Cape Otway Lighthouse.

Flag and seal of office that Baron de Thierry intended using as the "Sovereign Chief of New Zealand."

The "Armstrong Protected Barbette" loading system used on the 10-inch Rifled Muzzle Loading guns in the Outer Middle Head Battery, 1882.

At present readers' tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on much-used original and unique documents. However, the Authority permits professional records searchers to use the records for genealogical searches on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives office without an extensive search of the records.

During the year, permission was given on 6 occasions for publication of copies of State archives, compared with 10 in 1969. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1970 the Authority dealt with 61 recommendations for the disposal of public records, compared with 70 last year. These recommendations were for 271 separate series of records compared with 156 last year. Although higher than in 1969, the 1970 figures are still much lower than in earlier years and do not reverse the general trend towards a decrease in the number of series of records submitted to the Authority for disposal. The trend is partly due to the use of disposal schedules and partly to authorization for the continuing disposal of individual series. A total of 711 feet of records covering 132 series, was required to be transferred as State archives. The corresponding figures in 1969 were 1,143 and 57. An estimated 26,000 feet of records, covering 147 series, as against approximately 17,000 feet and 199 series last year, were destroyed under new or continuing authorities.

RECORDS IN COUNTRY CENTRES

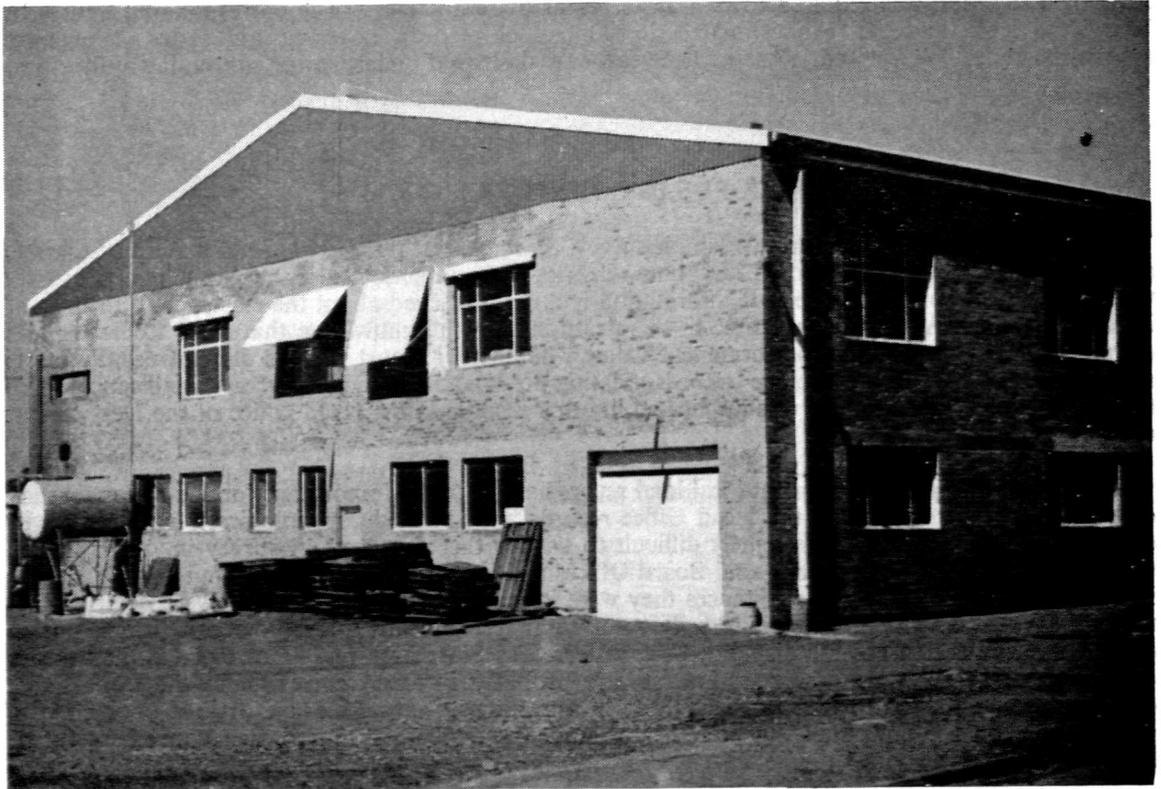
For some years, after making a sample survey, the Archives Authority has not made a systematic attempt to seek out public records in country districts. Experience had shown that it was usually wise to wait until some fairly definite information had been received about the existence of records of importance. The Authority had come to this decision with the knowledge that local Court records of recent date were not often of permanent value, while earlier Court records did not usually exist; and in the belief that local office records relating to land were not of great significance since the information they contained was duplicated in other records in the Head Office of the Department of Lands.

It has now become clear that local land records are of prime importance for the regional study of land use especially because the Head Office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose. A survey in April showed that records were held in thirteen Land Board Offices and in over eighty Crown Land Agents' Offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

There was an immediate response to this. Approximately 124 feet of records were transferred from thirteen country offices during the year while further transfers are expected in 1971.

THE GOVERNMENT RECORDS REPOSITORY

A shed at Botany similar to those housing the Government Records Repository was completely destroyed by fire in April, 1970.



Essential records will be housed in the lower floor of this building in Rookwood Road, Yagoona.

THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

The Government Records Repository is still housed principally in two large wooden sheds at Alexandria, which are now nearly full. Almost all the permanently valuable semi-current records of the State, together with an increasing proportion of the State archives themselves, are stored there. Reference has been made to the unsatisfactory nature of these sheds in previous reports. In April 1970, fire completely destroyed a similar shed and its contents less than a quarter of a mile from those occupied by the Repository, and it is clear that the fire was contained mainly because it occurred on a calm and windless morning. Had there been even a mild breeze all the storage sheds in the area would have been endangered.

Some hundreds of feet of public records are also stored in the basement of a building in Margaret Lane, Sydney, which will continue to be used to house some public records as well as State archives which cannot be accommodated in the Library of New South Wales building. In previous reports the Authority foreshadowed that the Archives Office might not be able to continue for more than a few years to use the whole of the accommodation which it now enjoys in the Library of New South Wales building. This is because of the continuing expansion of the collections under the control of the Council of the Library. While it has not yet proved necessary to remove State archives or other public records from the building in order to allow for Library use, there appears to be little doubt that considerably more space will very soon need to be provided for the present desirable sharing of accommodation to continue. Even now almost no unused space remains for State archives in the present three floors of the building which are occupied by the Archives Office.

The Authority remains hopeful that all these problems of space will eventually be overcome by the construction of the proposed new Government Records Repository at Kingswood. In 1969, the Public Buildings Programming Committee placed the Repository on its "A" priority list, but it now seems probable that three years may elapse before funds can be released to enable work to commence. Nevertheless, a preliminary cost estimate by the Government Architect of \$1,950,000 was received and approved by the Authority in April and it is hoped that approval might be given to proceed with working drawings during the next year or so. The Authority is also investigating a suggestion by the Public Buildings Programming Committee that construction might be staged so as to limit the extent of the outlay in any one financial year and provide some space earlier than might otherwise be possible.

Meanwhile, to reduce the risk of loss of essential records by fire, the Government approved in July the lease of a building at 127 Rookwood Road, Yagoona. This building has a floor area of 14,000 square feet and will allow installation of shelving for approximately 20,000 feet of public records. Though not air-conditioned or mechanically ventilated it is of brick and concrete construction, is equipped with fire sprinklers, and provides much safer storage than the present Repository at Shea's Creek. As the storage is limited it is proposed to remove from Shea's Creek all State archives stored there together with those semi-current records whose loss in the event of disaster would cause the greatest difficulty in the conduct of government. A contract has been let for shelving and appointment of additional staff has been approved. Transfer of records should commence in March, 1971.

In addition the Premier and Treasurer has indicated that he is prepared to consider making funds available for the leasing of similar premises elsewhere. The availability of suitable buildings is being investigated.

The Authority is well aware that, as the responsible Minister, you share its regret that funds are unavailable for the Kingswood building, and it appreciates the provision of temporary alternative accommodation. It points out, however, that the dispersion of the Government Records Repository over a number of separate sites will inevitably lead to inefficiency and uneconomical management.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report that repair and rebinding of some of the more valuable State archives has continued. Nevertheless some documents have had to be withheld from use in order to prevent further physical damage. Although the Bindery is now handling twenty volumes a month, compared with ten a month last year, the services of the manuscript restorers can still only be made available to the Archives Office for one week in every six, that is, for nine weeks in each period of twelve months. This is sufficient only for the most urgent restoration work. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to a project for copying records used mainly for genealogical research, but is of necessity on a fairly small scale. An example is the copying of the Government Printing Office collection of glass negatives, which is ready to commence in 1971.

PUBLICATIONS

During 1970 the *Concise Guide to the State Archives of New South Wales* and a *Guide to Convict Records in the Archives Office* were published and the first quarterly *Supplement* to the *Concise Guide* was prepared for publication.

The following is a list of the publications already issued by the Archives Authority:

List of Series Titles in the Archives Office of New South Wales. (1965. Out of print.)

Concise Guide to the State Archives of New South Wales. (1970.)

Guide to Convict Records in the Archives Office of New South Wales. (1970.)

Inventories:

Commissariat: Record group NC 11. (1963.)

Auditor General: Record group NAU. (1964.)

Council of Education: Record group NCE. (1964.)

Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)

"Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)

Executive Council: Record group N EC. (1966.)

Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834–1904: Record group NCS-ND. (1967.)

Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967.)

District Councils, 1843–50: Record group N DC. (1967.)

The Governor, 1787–1935: Record group NG. (1969.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1970. The attendances were as follows:

Mr H. L. Yelland, B.A., Dip.Ed., (Chairman)	6
Mr B. R. Davies, LL.B., (Deputy Chairman) (Excused for his absence from 1 meeting)	5
The Hon. Mr Justice W. H. Collins, LL.B. (Excused for his absence from 2 meetings)	4
Mr N. B. Nairn, M.A. (Excused for his absence from 1 meeting)	5
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A. (On leave of absence during 1970)	0
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D. (Excused for his absence from 1 meeting)	5
Professor J. M. Ward, M.A., LL.B., F.A.H.A.	6
Mr A. R. Horton, B.A., F.L.A.A.	6
Mr P. W. Beckenham, M.A., B.Ed. (Excused for his absence from 2 meetings)	4

The Chairman, Mr. H. L. Yelland, informed the Authority at its meeting on 14th December, that he would retire as a member of the Public Service Board in January, 1971, but would remain a member of the Authority. Members of the Authority extended to Mr Yelland good wishes for his retirement and recorded their appreciation that he was to continue as Chairman and a member.

STAFF

At the end of 1970 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-four including the Senior Archivist and seven other professional archivists or archives officers. Also included in this figure are two extra records attendants and a driver attendant, approval for which was given during the year. It is hoped to fill these positions early in 1971.

On 21st December, the Senior Archivist, Mr R. F. Doust, B.A., M.Lib., F.L.A.A. took up appointment as Deputy Principal Librarian, Library of New South Wales. At its meeting on the 14th December, the Archives Authority unanimously resolved to record its appreciation of the work of Mr Doust as Senior Archivist, and particularly in relation to the publication of guides to the State archives.

Mr D. J. Cross, B.A., Dip.Lib. was appointed Senior Archivist from 21st December, in succession to Mr Doust.

As announced in the New Year Honours, the Principal Archivist, Mr G. D. Richardson, M.A., F.L.A.A. was appointed an Officer of the Order of the British Empire (O.B.E.).

MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

In order to assist in keeping itself informed of developments in archives administration both in Australia and overseas, the Archives Authority is a member of the International Council of Archives; the Library Association of Australia and its Archives Section; and the New South Wales Branch of the Business Archives Council of Australia. The Principal Archivist is a Past President of the Library Association of Australia.

STATISTICS

State Archives

During the year ended 31st December, 1970, approximately 711 feet of records were transferred as State Archives: the total quantity of State Archives is now estimated at 32,670 feet. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, is in the vicinity of 100,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1964	1965	1966	1967	1968	1969	1970
Number of issues	6,083	6,372	9,387	9,136	10,215	11,139	11,939
Number of issues of maps ..	313	489	337	341	360	475	387
Total number of readers	2,201	2,222	2,369	2,412

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period but are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments to the Inward and Outwards Passenger Lists up to 1923. 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. It will be seen from the table that there continues to be a considerable increase in the use of the State Archives for research purposes.

Government Records Repository

The amount of work done in the Repository rose slightly during 1970. The number of individual jobs done amounted to 79,632 in 1970, compared with 79,551 in 1969, representing a monthly average of 6,636 jobs compared with 6,629 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records.

The slight difference in the figures between 1969 and 1970 suggests that, after years of steady and sometimes rapid rises since the inception of the Repository, the annual figure may stabilize at about 80,000. This trend was first noted in 1969 and it is still too soon to confirm it or give a definite reason. However, although the following table shows that the total quantity of semi-current records in the Repository continues to increase, as records become older they are less likely to be used for official purposes. The Authority will continue to observe this trend and will from time to time review the status of records in the Repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

SEMI-CURRENT RECORDS IN THE REPOSITORY

(including the Library of New South Wales building)

(All figures are in foolscap feet)

Public Office	Total December, 1969	(Net) Increase 1970	Total December, 1970
Agriculture	1,409	354	1,763
Attorney-General and Justice	1,852	1,091	2,943
Building Materials	9		9
Chief Secretary	1,631	150	1,781
Child Welfare and Social Welfare	130		130
Children's Court	1,395	-21	1,374
Clerk of the Peace	1,346	489	1,835
Clerks of Petty Sessions	1,765	-817	948
Companies Office	1,349	52	1,401
Conservation	203	3	206
Coroner's Court and Morgue	33		33
Council of Auctioneers	142	-16	126
Court Reporting Office	1,144	-345	799
Crown Solicitor	1,790	236	2,026
District Court	1,908	23	1,931
Education	7,122	274	7,396
Electricity Authority of N.S.W.	121	30	151
Equity Office	1,510		1,510
Forestry Commission	381		381
Government Architect	5		5
Government Insurance Office	13,229	60	13,289
Government Printing Office	130		130
Government Real Estate Office	138		138
Government Stores	3,446	377	3,823
Government Transport	1,313	34	1,347
Hospitals Commission	196	8	204
Housing Commission	8,822	-14	8,808
Immigration	49	12	61
Industrial Commission and Industrial Registrar	284		284
Labour and Industry	2,363	189	2,552
Labour and Industry—Prices Branch	1,086		1,086
Land Tax Office	398	79	477
Lands	13,723	2,168	15,891
Library Board of N.S.W.	135	23	158
Library of New South Wales	331	644	975
Licences Reduction Board	134	30	164
Local Government	2,280	64	2,344
Main Roads	470	350	820
Maritime Services Board	506		506
Master in the Protective Jurisdiction of the Supreme Court	1,344	115	1,459
Metropolitan Water Sewerage and Drainage Board	92		92
Milk Board	473		473
Mines	3,050	134	3,184
Nurses Registration Board	507	100	607
Premier's Department	1,392	16	1,408
Prisons	577	64	641
Probate Office	1,565		1,565
Public Health	789	-183	606
Public Service Board	1,878	212	2,090
Public Solicitor	646	50	696
Public Trust Office	5,927	315	6,242
Public Works	3,585	43	3,628
Registrar General	9,051	375	9,426
Registry of Co-operative Societies and of Friendly Societies	421	15	436
Rent Control Office	2,384	125	2,509
Royal Botanic Gardens	10		10
Rural Reconstruction Board	342	5	347
Stamp Duties Office	4,458		4,458
State Superannuation Board	875	-10	865
Supreme Court and Prothonotary	1,986	88	2,074
Technical Education	357		357
Tourist Activities	94	9	103
Treasury	3,565	168	3,733
Valuer-General	306	94	400
Water Conservation and Irrigation Commission	3,241	284	3,525
Western Lands Commission	156		156
Workers' Compensation Commission	901	343	1,244
Workers' Compensation (Silicosis) Committee	94	9	103
	124,344	7,898	132,242

The figures shown in the table as "Increase 1970" take into account destructions during the year. In each case destruction has been authorized by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. Before destruction of records in the Repository takes place each public office concerned is asked to confirm that its records due for destruction may in fact be destroyed.

In order to free space for the storage of other records it is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, and an attempt is made to ensure that the destruction of records is carried out promptly. However, if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must occur. In addition an exceptionally large number of records became due for destruction this year and the Repository has had staffing difficulties, with the result that a large proportion of the records marked for destruction have not yet been destroyed. It is hoped that the arrears will be cleared up during 1971. The following table gives details of records in the Repository authorized for destruction during 1970.

RECORDS IN THE REPOSITORY AUTHORIZED FOR DESTRUCTION DURING 1970

(All figures are in foolscap feet)

Public Office	Destructions 1970
Agriculture	117
Attorney-General	34
Children's Court	151
Clerks of Petty Sessions	937
Companies Office	18
Council of Auctioneers	16
Court Reporting Office	498
District Court	27
Education	16
Government Insurance Office	747
Government Stores	200
Housing Commission	500
Labour and Industry	176
Local Government	5
Mines	8
Premier's Department	23
Public Health	205
Public Trust Office	12
Public Works	22
Registrar General	30
State Superannuation Board	24
Treasury	11
Water Conservation and Irrigation Commission	119
Workers' Compensation (Silicosis) Committee	5
Total	3,901

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1964	1965	1966	1967	1968	1969	1970
Number of files requested	35,880	35,926	37,128	46,305	49,630	43,660	46,054
Number of files issued	30,457	30,661	32,001	39,002	40,264	35,789	37,293
Number of files returned	20,225	21,448	23,980	28,813	31,836	28,426	26,076
Number of files added to existing boxes	2,900	2,508	4,381	2,727	2,240	2,493	2,250
Number of loose papers to be attached to files or number of files retained in department	4,103	5,341	3,444	3,836	4,423	4,972	5,252
Total File Reference Operations performed (i.e., files requested, files added, papers attached)	69,108	65,223	68,933	81,681	88,309	79,551	79,632

The percentage of files issued to files requested during 1970 was eighty-one.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 132,242 feet while a further 32,670 feet are held as State archives.

G. D. RICHARDSON,
Principal Archivist.

H. L. YELLAND,
Chairman.

**STATEMENT OF EXPENDITURE
OF THE
ARCHIVES AUTHORITY OF NEW SOUTH WALES
FOR THE YEAR ENDED 30TH JUNE, 1970**

**THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30 JUNE, 1970**

Provided from Consolidated Revenue—	\$	\$
Salaries etc.		67,927.89
Expenses—		
Furniture and Filing Equipment	15,328.37	
Photocopying	415.03	
Copying and Purchasing of Public Archives	630.98	
Travelling Expenses	108.31	
Freight, Cartage and Packing	114.96	
Minor Expenses	44.29	
Publication Expenses:	4,857.00	
	21,498.94	
		\$89,426.83

Audited and found correct.

D. FAIRLIE,
Auditor-General of New South Wales.

G. D. RICHARDSON,
Principal Archivist.

Sydney, 24th September, 1970.

Archives Authority
of New South Wales

ANNUAL REPORT 1970

1971

PARLIAMENT OF NEW SOUTH WALES

REPORT
OF THE
ARCHIVES AUTHORITY
OF NEW SOUTH WALES
FOR 1970

Ordered to be printed, 28 April, 1971

BY AUTHORITY
V. C. N. BLIGHT, GOVERNMENT PRINTER, NEW SOUTH WALES—1971

REPORT OF THE ARCHIVES AUTHORITY OF NEW SOUTH WALES FOR 1970

The Archives Authority of New South Wales has the honour to forward to the Honourable the Minister for Education for presentation to Parliament, in accordance with the provisions of the Archives Act, 1960, its tenth annual report, covering the year ending 31st December, 1970.

STATE ARCHIVES

State archives in New South Wales are those public archives which are for the time being deposited and preserved in the Archives Office of New South Wales. Public archives are themselves such records as have ceased to be in current use in the public office in which they were originally made or received or in the public office in whose custody they have been placed after being so made or received. The Archives Act of 1960, which became effective from 1st June, 1961, places the custody and control of the State archives, and the management of the Archives Office, under the Archives Authority of New South Wales, a statutory corporation of nine members.

Since December, 1961, the Archives Office has occupied three floors which were specially designed and equipped for it in the southeast wing of the Library of New South Wales building. The Archives Authority again has pleasure in thanking the Council of the Library of New South Wales for providing this accommodation and other facilities for the work of the Authority. This support and assistance continues to be a source of efficiency and of considerable benefit to scholars using the resources both of the Archives Office and of the Library.

Two important publications, a *Concise Guide to the State Archives of New South Wales* and a *Guide to Convict Records in the Archives Office of New South Wales*, as foreshadowed in the last report, were published during the year. The *Concise Guide* has proved a most useful reference tool for staff and readers, and will be kept up to date by the publication of a quarterly supplement, which it is hoped to cumulate annually. The first issue of the *Supplement* is now in preparation. It is hoped that an inventory of the correspondence records of the Colonial Secretary will be sent to the printer in 1971, while an inventory of the records of the Government Architect is nearing completion. A new and revised edition of the *Colonial Secretary: Muster and Census records* is also being prepared for publication.

Publication of an inventory of the records of the Surveyor General, mentioned last year, has been delayed by the need for some further work on it. However, a detailed descriptive inventory of the Public Service Board's records is nearing completion. Work has also been undertaken on the Immigration records and on processing the collection of Government Printer negatives.

Some progress has been made in dealing with arrears of unprocessed records, but unfortunately such major record groups as Education and Lands remain to be dealt with, mainly because of staffing difficulties. The proportion of relatively inexperienced officers remains high especially through the resignation or promotion of some of the more experienced staff. This has also prevented resumption of work on the Department of Mines records and has virtually halted work on the Treasury records. Staffing problems have been aggravated by a very rapid rise in the number of reference and research inquiries amounting to nearly a 300 per cent increase between 1968 and 1970.

It is also a cause for concern that recent series of records not yet open for use are unlikely to be properly described or given a permanent shelf location in the near future. The main reason for this is that most new accessions of archives cannot be accommodated in the Archives Office within the Library building and have to be placed in temporary storage elsewhere.

Accessions during 1970

The State Archives, exclusive of maps and plans (which although not accurately counted number well over 16,000) and of other records such as the very large collection of glass negatives from the Government Printing Office, and similar items which do not readily lend themselves to statistical measurement, now occupy 32,670 feet of shelving. Approximately 711 feet were added during 1970 compared with 1,143 feet in 1969. Some of the more important accessions during the year were:

- Attorney-General and Justice: Correspondence Indexes and Registers, 1921-40.
- Child Welfare and Social Welfare: Entry and Placement books of the *Sobraon* and *Vernon*, 1867-1911.
- Colonial Secretary: Correspondence received concerning the Kelly Gang, 1879-82.
- Crown Solicitor: Correspondence Indexes and Registers, 1935-45.
- Forestry Commission: Aerial photographs of State Forests in New South Wales.

Registrar General: Memoranda, Articles of Association and Rules of Unincorporated bodies, 1880–1962.

Royal Botanic Gardens, Sydney: Special bundle on improvement of Government House Grounds, Cranbrook, 1905–18.

Availability and Use

The Archives Act empowers the Authority to make by-laws under the Act, including by-laws for the general management and control of the State archives, but the Authority has seen no need as yet to make by-laws and is depending upon its own resolutions and directions for the management of the archives.

State archives are available for use by approved persons who are, in general, advanced students and research workers. Since the beginning of 1966 possession of a separate reader's ticket, issued by the Archives Authority, has been a prerequisite for admission to use of the archives. Readers' tickets are normally issued for a period of 12 months and are renewable upon application if sufficient reason is shown. At the end of 1970, 507 readers' tickets had been issued and were still current, compared with 565 in 1969. Many of these were used by readers for extended periods of research; others were used for comparatively brief searches. No statistical record, however, has been kept of readers who came once only and were granted temporary authority to use the archives.

The State archives are in general "open" for use when they are 35 years old. The exceptions are particular series of records on which public offices have placed a special restriction under the provisions of section 14 (6) of the Archives Act, together with some records, mostly relating to individuals, where it appears to the Authority that the public interest would not be served by making the information contained in them generally available. Most public offices have shown themselves willing to waive restrictions on the use of their records on application by or on behalf of individual researchers.

With the co-operation of the Council of the Library of New South Wales, State archives continue to be made available for consultation in the reading room of the Mitchell Library, thus avoiding the need for the Archives Office to maintain a separate reading room with its own Australian reference library. The State archives may thus be used when required in conjunction with the wealth of primary and secondary source materials in the Mitchell Library. The Mitchell Library itself is open for 67 hours each week; for most of this time a member of the Archives Office staff is on duty either in the reading room or on call from the Archives Office, to guide and assist readers, while the State archives may be used on due notice whenever the Mitchell Library is open.

It is worthy of note that although the State archives are no longer regularly required for official purposes, some are required from time to time in connection with administrative action being taken either by the public offices which transferred them or by others. Perhaps the most regular use is of the plans transferred from the Department of Lands, both by that department and by others such as the Department of Railways and the Department of Main Roads. Some specific examples of official use of State Archives during 1970 were research for the Department of Tourism into the practicability of a survey of historic hotels in the Blue Mountains; the collection of historic material on the Chief Secretary's Department for the Department; and research into the outcome of the Statute Law Consolidation Commission of 1911, for the Law Reform Commission. In many instances the use of State archives for the administrative purposes of the State has required very considerable research by the staff of the Archives Office.

Each non-official user of the State archives, upon application for a reader's ticket, is required to state the purpose and subject of his research. Among the topics pursued by the 507 holders of a current reader's ticket were:

Non-Caucasian immigration to Australasia and conditions of non-Caucasian residents, 1840–1910.

Australian domestic shipping, from c. 1900 to 1970.

Biographical study of James Barnet, Colonial Architect, 1865–90.

Development of social and technical aspects of the metalliferous mining industry in Australia.

Compilation of a book of Australian historical documents for Form 3 level.

Agricultural income in Australia.

Settlement and development of the Upper Macleay River.

More than 275 inquiries by letter and telephone were answered during the year, compared with about 200 in 1969 and 93 in 1968. They included such subjects as the following:

Report on the poisonous constituents of the nut *Macadamia Praealta*, 1936.

Cape Otway Lighthouse.

Flag and seal of office that Baron de Thierry intended using as the "Sovereign Chief of New Zealand."

The "Armstrong Protected Barbette" loading system used on the 10-inch Rifled Muzzle Loading guns in the Outer Middle Head Battery, 1882.

At present readers' tickets for the State archives are not issued to persons investigating their own family history, because of the need to minimize wear and tear on much-used original and unique documents. However, the Authority permits professional records searchers to use the records for genealogical searches on behalf of others. The present practice is for readers who want information on their own family history to be referred to these searchers, except in the comparatively few cases where a specific piece of information can be supplied by the staff of the Archives office without an extensive search of the records.

During the year, permission was given on 6 occasions for publication of copies of State archives, compared with 10 in 1969. All were in connection with research projects.

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. A public office may thus retain custody of its own records as long as it wishes but it may not dispose of any, 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 it may inspect them and may require any of them to be made available to it in the same form as that in which they were maintained in the public office.

The Authority is again pleased to report that no material cases have come to its notice of any failure or neglect by any person to observe any of the provisions of the Act, including the provision that no person shall, without the written permission of the Authority, sell or destroy or take or send out of New South Wales any public archive, not being a public archive in the custody or under the control of the Authority.

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.

During 1970 the Authority dealt with 61 recommendations for the disposal of public records, compared with 70 last year. These recommendations were for 271 separate series of records compared with 156 last year. Although higher than in 1969, the 1970 figures are still much lower than in earlier years and do not reverse the general trend towards a decrease in the number of series of records submitted to the Authority for disposal. The trend is partly due to the use of disposal schedules and partly to authorization for the continuing disposal of individual series. A total of 711 feet of records covering 132 series, was required to be transferred as State archives. The corresponding figures in 1969 were 1,143 and 57. An estimated 26,000 feet of records, covering 147 series, as against approximately 17,000 feet and 199 series last year, were destroyed under new or continuing authorities.

RECORDS IN COUNTRY CENTRES

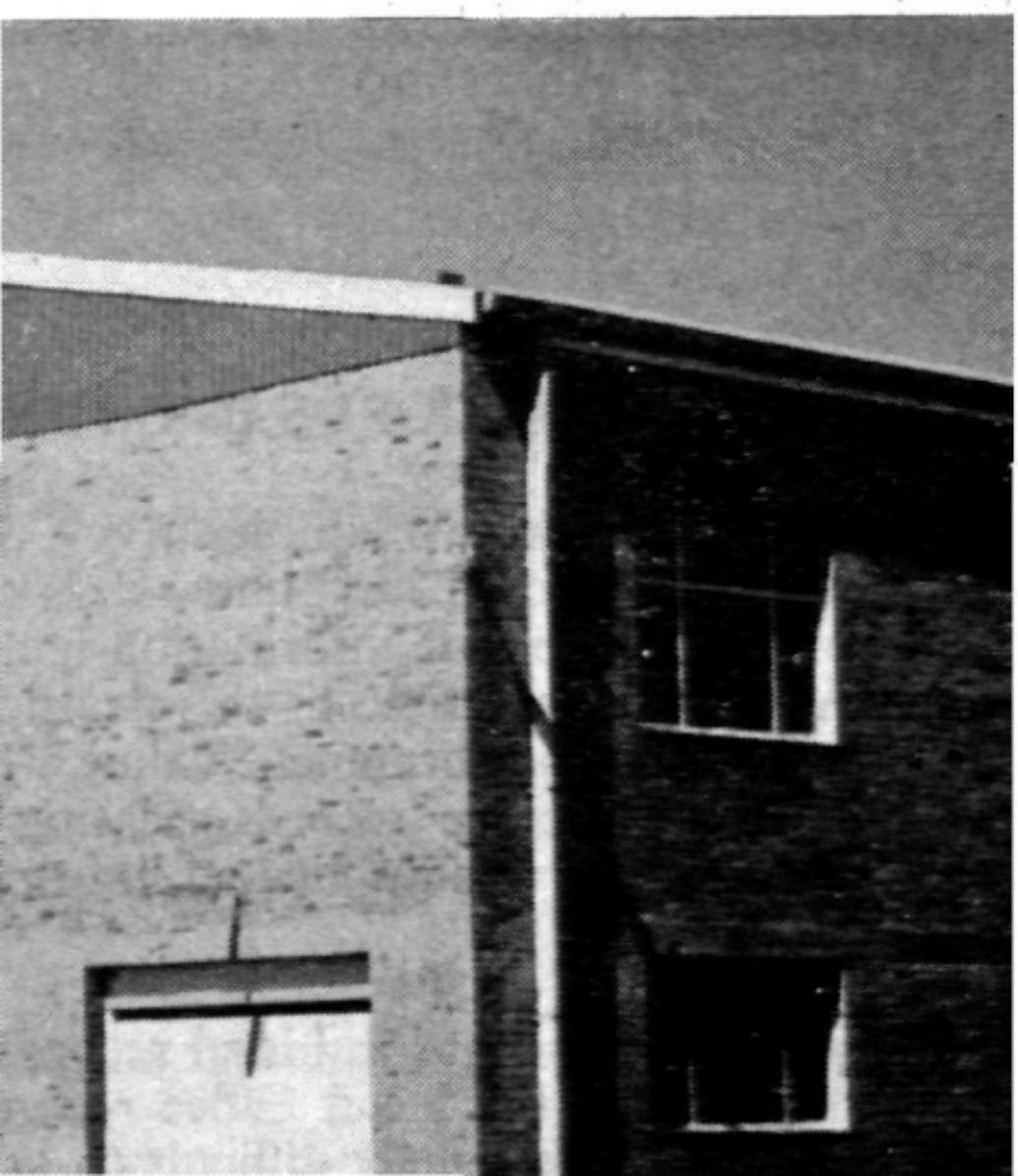
For some years, after making a sample survey, the Archives Authority has not made a systematic attempt to seek out public records in country districts. Experience had shown that it was usually wise to wait until some fairly definite information had been received about the existence of records of importance. The Authority had come to this decision with the knowledge that local Court records of recent date were not often of permanent value, while earlier Court records did not usually exist; and in the belief that local office records relating to land were not of great significance since the information they contained was duplicated in other records in the Head Office of the Department of Lands.

It has now become clear that local land records are of prime importance for the regional study of land use especially because the Head Office records are arranged chronologically rather than by district and are consequently extremely difficult to use for this purpose. A survey in April showed that records were held in thirteen Land Board Offices and in over eighty Crown Land Agents' Offices in New South Wales. In some instances they were in unsatisfactory storage and were deteriorating through lack of attention. The Authority resolved in principle that local office registers, not in current use and which are for disposal, be transferred as State archives. However, as the transfer of all such registers would present serious storage problems in the Archives Office the Department of Lands was requested to transfer only those in unsatisfactory local storage or in a poor state of preservation, on the understanding that the remainder could be transferred at a convenient future time.

There was an immediate response to this. Approximately 124 feet of records were transferred from thirteen country offices during the year while further transfers are expected in 1971.

RECORDS REPOSITORY

ment Records Repository was completely destroyed
April, 1970.



THE GOVERNMENT RECORDS REPOSITORY

The Government Records Repository does not come within the provisions of the Archives Act and is therefore not strictly the concern of the Archives Authority. Nevertheless, since the Archives Office of New South Wales and the Government Records Repository are both concerned with the preservation and availability of public records at different stages, there is clearly a close connection between the two, quite apart from the fact that they have a common staff. For this reason the Authority has been kept informed of developments in the Records Repository as reported each month to the Public Service Board, and it has thought it wise to continue its practice of transmitting this information in its own annual Report.

The Government Records Repository is still housed principally in two large wooden sheds at Alexandria, which are now nearly full. Almost all the permanently valuable semi-current records of the State, together with an increasing proportion of the State archives themselves, are stored there. Reference has been made to the unsatisfactory nature of these sheds in previous reports. In April 1970, fire completely destroyed a similar shed and its contents less than a quarter of a mile from those occupied by the Repository, and it is clear that the fire was contained mainly because it occurred on a calm and windless morning. Had there been even a mild breeze all the storage sheds in the area would have been endangered.

Some hundreds of feet of public records are also stored in the basement of a building in Margaret Lane, Sydney, which will continue to be used to house some public records as well as State archives which cannot be accommodated in the Library of New South Wales building. In previous reports the Authority foreshadowed that the Archives Office might not be able to continue for more than a few years to use the whole of the accommodation which it now enjoys in the Library of New South Wales building. This is because of the continuing expansion of the collections under the control of the Council of the Library. While it has not yet proved necessary to remove State archives or other public records from the building in order to allow for Library use, there appears to be little doubt that considerably more space will very soon need to be provided for the present desirable sharing of accommodation to continue. Even now almost no unused space remains for State archives in the present three floors of the building which are occupied by the Archives Office.

The Authority remains hopeful that all these problems of space will eventually be overcome by the construction of the proposed new Government Records Repository at Kingswood. In 1969, the Public Buildings Programming Committee placed the Repository on its "A" priority list, but it now seems probable that three years may elapse before funds can be released to enable work to commence. Nevertheless, a preliminary cost estimate by the Government Architect of \$1,950,000 was received and approved by the Authority in April and it is hoped that approval might be given to proceed with working drawings during the next year or so. The Authority is also investigating a suggestion by the Public Buildings Programming Committee that construction might be staged so as to limit the extent of the outlay in any one financial year and provide some space earlier than might otherwise be possible.

Meanwhile, to reduce the risk of loss of essential records by fire, the Government approved in July the lease of a building at 127 Rookwood Road, Yagoona. This building has a floor area of 14,000 square feet and will allow installation of shelving for approximately 20,000 feet of public records. Though not air-conditioned or mechanically ventilated it is of brick and concrete construction, is equipped with fire sprinklers, and provides much safer storage than the present Repository at Shea's Creek. As the storage is limited it is proposed to remove from Shea's Creek all State archives stored there together with those semi-current records whose loss in the event of disaster would cause the greatest difficulty in the conduct of government. A contract has been let for shelving and appointment of additional staff has been approved. Transfer of records should commence in March, 1971.

In addition the Premier and Treasurer has indicated that he is prepared to consider making funds available for the leasing of similar premises elsewhere. The availability of suitable buildings is being investigated.

The Authority is well aware that, as the responsible Minister, you share its regret that funds are unavailable for the Kingswood building, and it appreciates the provision of temporary alternative accommodation. It points out, however, that the dispersion of the Government Records Repository over a number of separate sites will inevitably lead to inefficiency and uneconomical management.

REPAIR AND PRESERVATION OF RECORDS

The Archives Authority is again pleased to report that repair and rebinding of some of the more valuable State archives has continued. Nevertheless some documents have had to be withheld from use in order to prevent further physical damage. Although the Bindery is now handling twenty volumes a month, compared with ten a month last year, the services of the manuscript restorers can still only be made available to the Archives Office for one week in every six, that is, for nine weeks in each period of twelve months. This is sufficient only for the most urgent restoration work. The skilled repair of damaged documents may take so long that for many repair jobs involving even moderately large series, the completion dates must be reckoned in years rather than days or months.

To the extent permitted by available staff and funds the Authority has continued its policy of making photocopies of some of the more important and frequently used State archives in order to preserve the original documents. This copying is additional to a project for copying records used mainly for genealogical research, but is of necessity on a fairly small scale. An example is the copying of the Government Printing Office collection of glass negatives, which is ready to commence in 1971.

PUBLICATIONS

During 1970 the *Concise Guide to the State Archives of New South Wales* and a *Guide to Convict Records in the Archives Office* were published and the first quarterly *Supplement* to the *Concise Guide* was prepared for publication.

The following is a list of the publications already issued by the Archives Authority:

- List of Series Titles in the Archives Office of New South Wales. (1965. Out of print.)
- Concise Guide to the State Archives of New South Wales. (1970.)
- Guide to Convict Records in the Archives Office of New South Wales. (1970.)

Inventories:

- Commissariat: Record group NC 11. (1963.)
- Auditor General: Record group NAU. (1964.)
- Council of Education: Record group NCE. (1964.)
- Workers' Compensation (Silicosis) Committee: Record group N WCS. (1966.)
- "Education under Two Boards": The Board of National Education and the Denominational Schools Board: Record groups N BNE and N DSB. (1966.)
- Executive Council: Record group N EC. (1966.)
- Colonial Secretary: Records having legal effect, part 1—Naturalization and Denization records, 1834–1904: Record group NCS–ND. (1967.)
- Court of Civil Jurisdiction: 1788–1814: Record group NCCJ. (1967.)
- District Councils, 1843–50: Record group N DC. (1967.)
- The Governor, 1787–1935: Record group NG. (1969.)

THE ARCHIVES AUTHORITY

There were six meetings of the Archives Authority during 1970. The attendances were as follows:

Mr H. L. Yelland, B.A., Dip.Ed., (Chairman)	6
Mr B. R. Davies., LL.B., (Deputy Chairman)	5
(Excused for his absence from 1 meeting)	
The Hon. Mr Justice W. H. Collins, LL.B.	4
(Excused for his absence from 2 meetings)	
Mr N. B. Nairn, M.A.	5
(Excused for his absence from 1 meeting)	
Mr F. H. Rogers, M.A., F.L.A., F.N.Z.L.A., A.L.A.A.	0
(On leave of absence during 1970)	
Major-General J. R. Stevenson, C.B.E., D.S.O., E.D.	5
(Excused for his absence from 1 meeting)	
Professor J. M. Ward., M.A., LL.B., F.A.H.A.	6
Mr A. R. Horton, B.A., F.L.A.A.	6
Mr P. W. Beckenham, M.A., B.Ed.	4
(Excused for his absence from 2 meetings)	

The Chairman, Mr. H. L. Yelland, informed the Authority at its meeting on 14th December, that he would retire as a member of the Public Service Board in January, 1971, but would remain a member of the Authority. Members of the Authority extended to Mr Yelland good wishes for his retirement and recorded their appreciation that he was to continue as Chairman and a member.

STAFF

At the end of 1970 the total staff establishment of the Archives Office, exclusive of the Principal Archivist, was twenty-four including the Senior Archivist and seven other professional archivists or archives officers. Also included in this figure are two extra records attendants and a driver attendant, approval for which was given during the year. It is hoped to fill these positions early in 1971.

On 21st December, the Senior Archivist, Mr R. F. Doust, B.A., M.Lib., F.L.A.A. took up appointment as Deputy Principal Librarian, Library of New South Wales. At its meeting on the 14th December, the Archives Authority unanimously resolved to record its appreciation of the work of Mr Doust as Senior Archivist, and particularly in relation to the publication of guides to the State archives.

Mr D. J. Cross, B.A., Dip.Lib. was appointed Senior Archivist from 21st December, in succession to Mr Doust.

As announced in the New Year Honours, the Principal Archivist, Mr G. D. Richardson, M.A., F.L.A.A. was appointed an Officer of the Order of the British Empire (O.B.E.).

MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

In order to assist in keeping itself informed of developments in archives administration both in Australia and overseas, the Archives Authority is a member of the International Council of Archives; the Library Association of Australia and its Archives Section; and the New South Wales Branch of the Business Archives Council of Australia. The Principal Archivist is a Past President of the Library Association of Australia.

STATISTICS

State Archives

During the year ended 31st December, 1970, approximately 711 feet of records were transferred as State Archives: the total quantity of State Archives is now estimated at 32,670 feet. The permanently valuable records of the State under the control of the Archives Office, whether as State archives or semi-current records, is in the vicinity of 100,000 feet; of the permanently valuable semi-current records held on behalf of public offices, some will in time become State archives, but others will be retained indefinitely for official use by the public offices that transferred them for storage.

Reference to State Archives

	1964	1965	1966	1967	1968	1969	1970
Number of issues	6,083	6,372	9,387	9,136	10,215	11,139	11,939
Number of issues of maps ..	313	489	337	341	360	475	387
Total number of readers	2,201	2,222	2,369	2,412

The figures for "number of issues" do not take into account items placed "on reserve" for readers, which may be used many times over a period but are shown only once in the statistics. No record has been kept of the reference in the Archives Office, by officers of State and Commonwealth departments to the Inward and Outwards Passenger Lists up to 1923. 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. It will be seen from the table that there continues to be a considerable increase in the use of the State Archives for research purposes.

Government Records Repository

The amount of work done in the Repository rose slightly during 1970. The number of individual jobs done amounted to 79,632 in 1970, compared with 79,551 in 1969, representing a monthly average of 6,636 jobs compared with 6,629 last year. These figures are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes, and the number of loose papers to be attached to files or of file movement cards to be replaced in boxes when files have been retained by departments; each time any one of these actions is performed, reference has to be made to one box of records.

The slight difference in the figures between 1969 and 1970 suggests that, after years of steady and sometimes rapid rises since the inception of the Repository, the annual figure may stabilize at about 80,000. This trend was first noted in 1969 and it is still too soon to confirm it or give a definite reason. However, although the following table shows that the total quantity of semi-current records in the Repository continues to increase, as records become older they are less likely to be used for official purposes. The Authority will continue to observe this trend and will from time to time review the status of records in the Repository, and when appropriate may seek to have inactive public records of permanent value transferred as State archives.

SEMI-CURRENT RECORDS IN THE REPOSITORY

(including the Library of New South Wales building)

(All figures are in foolscap feet)

Public Office	Total December, 1969	(Net) Increase 1970	Total December, 1970
Agriculture	1,409	354	1,763
Attorney-General and Justice	1,852	1,091	2,943
Building Materials	9		9
Chief Secretary	1,631	150	1,781
Child Welfare and Social Welfare	130		130
Children's Court	1,395	-21	1,374
Clerk of the Peace	1,346	489	1,835
Clerks of Petty Sessions	1,765	-817	948
Companies Office	1,349	52	1,401
Conservation	203	3	206
Coroner's Court and Morgue	33		33
Council of Auctioneers	142	-16	126
Court Reporting Office	1,144	-345	799
Crown Solicitor	1,790	236	2,026
District Court	1,908	23	1,931
Education	7,122	274	7,396
Electricity Authority of N.S.W.	121	30	151
Equity Office	1,510		1,510
Forestry Commission	381		381
Government Architect	5		5
Government Insurance Office	13,229	60	13,289
Government Printing Office	130		130
Government Real Estate Office	138		138
Government Stores	3,446	377	3,823
Government Transport	1,313	34	1,347
Hospitals Commission	196	8	204
Housing Commission	8,822	-14	8,808
Immigration	49	12	61
Industrial Commission and Industrial Registrar	284		284
Labour and Industry	2,363	189	2,552
Labour and Industry—Prices Branch	1,086		1,086
Land Tax Office	398	79	477
Lands	13,723	2,168	15,891
Library Board of N.S.W.	135	23	158
Library of New South Wales	331	644	975
Licences Reduction Board	134	30	164
Local Government	2,280	64	2,344
Main Roads	470	350	820
Maritime Services Board	506		506
Master in the Protective Jurisdiction of the Supreme Court	1,344	115	1,459
Metropolitan Water Sewerage and Drainage Board	92		92
Milk Board	473		473
Mines	3,050	134	3,184
Nurses Registration Board	507	100	607
Premier's Department	1,392	16	1,408
Prisons	577	64	641
Probate Office	1,565		1,565
Public Health	789	-183	606
Public Service Board	1,878	212	2,090
Public Solicitor	646	50	696
Public Trust Office	5,927	315	6,242
Public Works	3,585	43	3,628
Registrar General	9,051	375	9,426
Registry of Co-operative Societies and of Friendly Societies	421	15	436
Rent Control Office	2,384	125	2,509
Royal Botanic Gardens	10		10
Rural Reconstruction Board	342	5	347
Stamp Duties Office	4,458		4,458
State Superannuation Board	875	-10	865
Supreme Court and Prothonotary	1,986	88	2,074
Technical Education	357		357
Tourist Activities	94	9	103
Treasury	3,565	168	3,733
Valuer-General	306	94	400
Water Conservation and Irrigation Commission	3,241	284	3,525
Western Lands Commission	156		156
Workers' Compensation Commission	901	343	1,244
Workers' Compensation (Silicosis) Committee	94	9	103
	124,344	7,898	132,242

The figures shown in the table as "Increase 1970" take into account destructions during the year. In each case destruction has been authorized by the Archives Authority either for a specific series or group of records or by means of a continuing authority for disposal. Before destruction of records in the Repository takes place each public office concerned is asked to confirm that its records due for destruction may in fact be destroyed.

In order to free space for the storage of other records it is necessary to ensure that records of no permanent value are not retained in the Repository beyond the end of their useful life, and an attempt is made to ensure that the destruction of records is carried out promptly. However, if a department is not able to give a prompt answer to a request for confirmation that its records may be disposed of, delays must occur. In addition an exceptionally large number of records became due for destruction this year and the Repository has had staffing difficulties, with the result that a large proportion of the records marked for destruction have not yet been destroyed. It is hoped that the arrears will be cleared up during 1971. The following table gives details of records in the Repository authorized for destruction during 1970.

RECORDS IN THE REPOSITORY AUTHORIZED FOR DESTRUCTION DURING 1970

(All figures are in foolscap feet)

Public Office	Destructions 1970
Agriculture	117
Attorney-General	34
Children's Court	151
Clerks of Petty Sessions	937
Companies Office	18
Council of Auctioneers	16
Court Reporting Office	498
District Court	27
Education	16
Government Insurance Office	747
Government Stores	200
Housing Commission	500
Labour and Industry	176
Local Government	5
Mines	8
Premier's Department	23
Public Health	205
Public Trust Office	12
Public Works	22
Registrar General	30
State Superannuation Board	24
Treasury	11
Water Conservation and Irrigation Commission	119
Workers' Compensation (Silicosis) Committee	5
Total	3,901

The following table shows statistics of the File Reference Service conducted for departments from the Records Repository and includes reference to semi-current records in the Library of New South Wales building.

FILE REFERENCE SERVICE

	1964	1965	1966	1967	1968	1969	1970
Number of files requested	35,880	35,926	37,128	46,305	49,630	43,660	46,054
Number of files issued	30,457	30,661	32,001	39,002	40,264	35,789	37,293
Number of files returned	20,225	21,448	23,980	28,813	31,836	28,426	26,076
Number of files added to existing boxes	2,900	2,508	4,381	2,727	2,240	2,493	2,250
Number of loose papers to be attached to files or number of files retained in department	4,103	5,341	3,444	3,836	4,423	4,972	5,252
Total File Reference Operations performed (i.e., files requested, files added, papers attached)	69,108	65,223	68,933	81,681	88,309	79,551	79,632

The percentage of files issued to files requested during 1970 was eighty-one.

Disposal of Records

Disposal of records from public offices is effected either by transfer to the Archives Office as State archives, by transfer to the Government Records Repository as semi-current records, or by destruction. Although reliable statistics of records destroyed under proper authority are no longer available, since in many instances they can only be based on quite rough estimates of quantity, it is clear that very substantial amounts of valuable storage space in public offices have been saved by the archives programme since it was put on a formal basis in November, 1953, with the establishment of the Archives Department of the Public Library of New South Wales. The semi-current records held in the Government Records Repository now amount to 132,242 feet while a further 32,670 feet are held as State archives.

G. D. RICHARDSON,
Principal Archivist.

H. L. YELLAND,
Chairman.

STATEMENT OF EXPENDITURE
OF THE
ARCHIVES AUTHORITY OF NEW SOUTH WALES
FOR THE YEAR ENDED 30TH JUNE, 1970

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES
STATEMENT OF EXPENDITURE FOR THE YEAR ENDING 30 JUNE, 1970

Provided from Consolidated Revenue—	\$	\$
Salaries etc.		67,927.89
Expenses—		
Furniture and Filing Equipment	15,328.37	
Photocopying	415.03	
Copying and Purchasing of Public Archives	630.98	
Travelling Expenses	108.31	
Freight, Cartage and Packing	114.96	
Minor Expenses	44.29	
Publication Expenses	4,857.00	
	21,498.94	
		\$89,426.83

Audited and found correct.

D. FAIRLIE,
Auditor-General of New South Wales.

G. D. RICHARDSON,
Principal Archivist.

Sydney, 24th September, 1970.