

# Archives Authority

NEW SOUTH WALES

**ANNUAL REPORT**  
**1986/87**



The Hon. R.J. Carr, M.P.  
Minister for Planning and Environment and  
Minister for Heritage  
Parliament House  
SYDNEY NSW 2000 00

October, 1987

Dear Mr Carr,

We take pleasure in forwarding, for presentation to Parliament in accordance with the provisions of the Annual Reports (Statutory Bodies) Act, 1984 and of the Archives Act, 1960, the twenty-seventh Annual Report and Statements of Account of the Archives Authority of New South Wales, covering the year ended 30th June 1987.

The Authority celebrated its 25th Anniversary during the year, making it a very significant one for the Authority which had cause to reflect upon, and assess with much satisfaction, achievements since its establishment in June 1961. However, it was also a year of progress and change, of consolidating existing programmes and launching new ones, particularly those associated with the Bicentenary. This report outlines the Authority's performance in addressing its work.

Yours sincerely,

K.W. Knight,  
Chairman,  
The Archives Authority  
of New South Wales

D.J. Cross,  
Principal Archivist  
and Chief Executive Officer to  
the Authority

## CONTENTS

Charter.....	1
Objectives.....	1
Summary of Operations.....	1
Accommodation.....	1
The Genealogical Boom.....	2
Establishment Review.....	3
The Authority's Bicentennial Programme.....	3
N.S.W. Bicentennial Archives Program.....	4
The Archives.....	4
The new Repository Guidelines.....	5
Keyword Classification.....	5
Computer Records.....	5
Financial Operations.....	6
Audit Review.....	6
Program Performance Evaluation.....	6
The Archives Authority.....	7
Membership.....	7
Attendances at Meetings.....	8
Committees.....	8
The Authority's Senior Managers.....	9
Legislation.....	9
Membership of Professional Organisations.....	9
Structure.....	9
The Archives and Records Management Offices..... )	
Head Office..... )	between
Repository..... )	pp 9-10.
Public Access..... )	
The Programmes of the Archives and Records Management Offices.....	10
Reference Services Division.....	10
Public Access and Use.....	10
Search Room.....	10
Extension and Educational Activities.....	12
Inquiry Service.....	13
Exhibitions.....	14
Photographic Service.....	14
Technical Services Division.....	15
Disposal of Public Records.....	15
Accessions during 1985-86.....	16
Processing.....	16
State Archives on Loan.....	17
Parliamentary Archives.....	18
Publications.....	18
Repair and Preservation of Records.....	19
Repository Services Division.....	20
Accommodation.....	20
Storage Strategy.....	20
Capacity.....	21
Composition of Holdings.....	22
Charging for Services.....	22
Services to Semi-Governmental Bodies.....	23
Staff.....	24
File Retrieval Service.....	24
Accessioning Programme.....	25
Destruction Programme.....	26
Archives Processing and Reference Work.....	26

Records Management Office.....	26
Records Systems Surveys and Advisings.....	26
Keyword Classification and Indexing.....	27
Records Management Software.....	27
Training.....	27
Meetings, Addresses and Seminars.....	28
Publications.....	28
Office Administration.....	28
<b>Human Resources.....</b>	<b>28</b>
Staffing.....	28
Employment Programs.....	29
Equal Employment Opportunity.....	30
Staff Training and Staff Development.....	30
Leave.....	30
Promotions and Appointments.....	30
Attendance at Professional Meetings and Conferences.....	30
Participation in External Committees and Working Parties.....	31
<b>Finance.....</b>	<b>32</b>
Financial Statements and Auditor's Certificate.....	33
Detailed Budget for 1986-87.....	39
Budget for 1987-88.....	41
<b>Additional Information.....</b>	<b>42</b>
<u>Appendix 1:</u> Organisation Chart for Archives and Records Management Office of N.S.W.....	42
<u>Appendix 2:</u> Publications of the Archives Authority.....	43
<u>Appendix 3:</u> Analysis of Repository Holdings of Semi-active Records of Public Offices, 1986-87.....	48
<u>Appendix 4:</u> Government Records Repository: Charging Policy Analysis of Revenue from Public Offices, 1986-87.....	50
<u>Appendix 5:</u> Government Records Repository: Analysis of File Reference Service Statistics, 1986-87.....	51
<u>Appendix 6:</u> Archives and Records Management Offices: Chart showing Structure and listing senior staff.....	53
<u>Appendix 7:</u> Chart comparing number of Reader Visits to Search Room with number of Reference Staff, 1968 to 1986-7.....	54
<u>Appendix 8:</u> Performance Indicators.....	55
<u>Appendix 9:</u> Stores and Equipment Purchases 1986/87, monthly breakdown.....	56

**REPORT OF THE ARCHIVES AUTHORITY  
OF NEW SOUTH WALES FOR YEAR ENDED 30th JUNE, 1986**

**CHARTER**

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

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

**OBJECTIVES**

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

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

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

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

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

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

**SUMMARY OF OPERATIONS IN 1986-87**

**Accommodation**

The Authority is now well-equipped to store paper records, following completion of The State Archives building in Sydney in 1978 and of the Stage II extensions to the Kingswood Repository in 1983. However, the pressing need in the past to concentrate on paper storage had obliged the Authority to neglect accommodation for more modern record formats.

This deficiency has been remedied by the construction of a new Services Building at Kingswood, which contains specialised storage for microforms and magnetic tapes. Work on this building began in May, 1985 and it was completed in May 1987.

The Authority is delighted by this development and wishes to record its gratitude for the provision of funds and other resources needed to bring it about. The Authority is the first of the State's Heritage institutions to have a major presence in Western Sydney, with about 75 per cent of the State archives being stored in its Kingswood Repository. The completion of the Services Building, which incorporates a public Search Room, Conference Room and exhibition facilities, will open these records for access by genealogists, local historians and academics in the region. There are signs that this has been eagerly awaited by local residents and that the new Search Room could quickly attract 5 000 visitors per annum. The planned construction of Sydney's new western university on a nearby site would add greatly to this number.

### The Genealogical Boom

For many years the Authority's reports have highlighted the tremendous enthusiasm among Australians for genealogical research, and the effects which this is having upon its operations.

The United States' National Archives and Records Services traces the present boom to 1976, the year of the American Bicentenary and the publication of Alex Haley's book Roots. In 1977 Time magazine reported that there were an estimated 500,000 genealogists in North America and that family history was the third largest national hobby in the United States, after coin and stamp collecting.

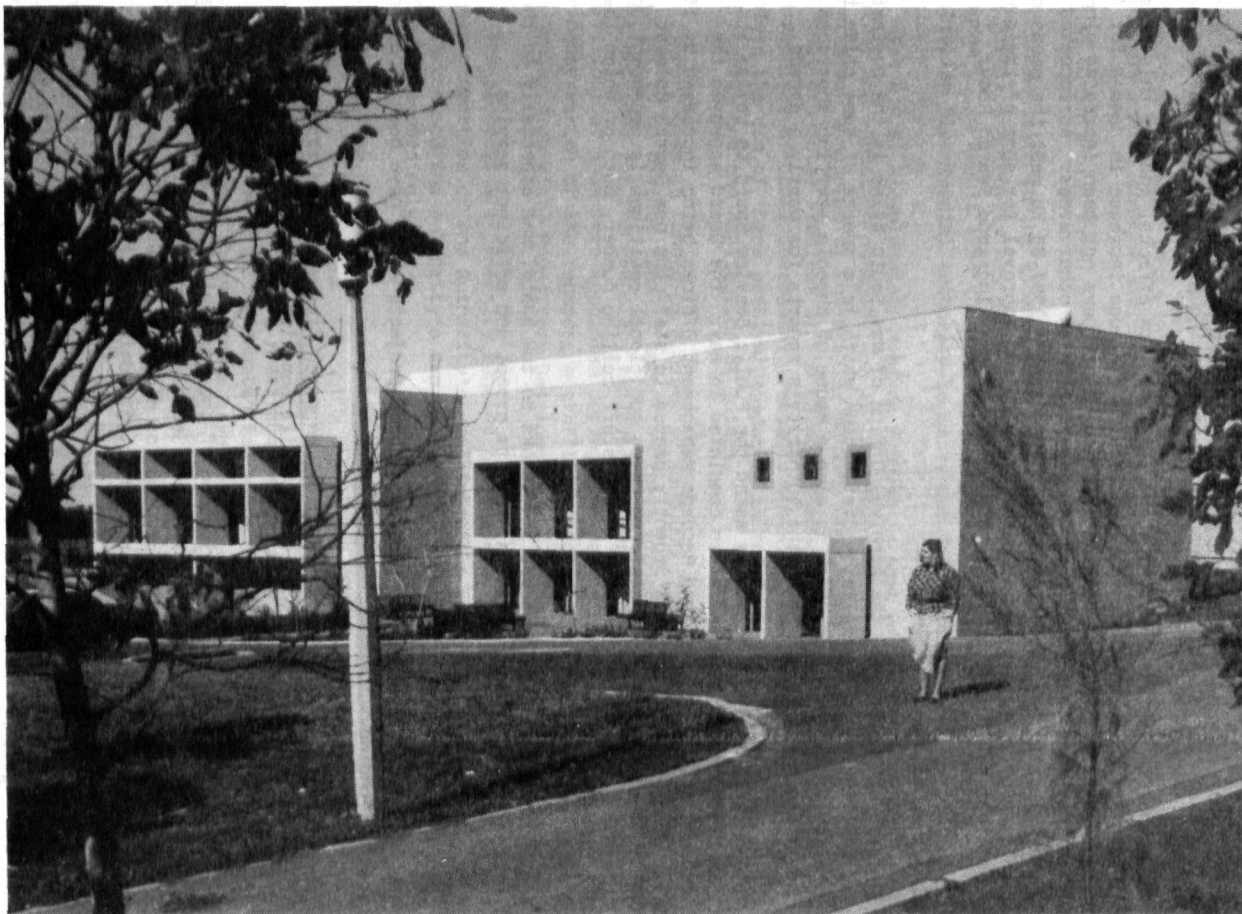
The phenomenon quickly spread to Australasia where by 1981 there were 17 genealogical societies with a combined membership of 15 695 persons. The oldest of the Australian societies is the Sydney-based Society of Australian Genealogists, which has 10 000 members and claims to be the largest genealogical society in the world. The Society estimates that there are now (July 1987) approximately 100 genealogical societies in Australasia, 55 of them based in New South Wales, and that their combined membership is 40 000 persons.

The effects of this growth are being felt in archives and libraries throughout Australia, with the burden falling most heavily upon the various State archival institutions, because they generally have custody of the early shipping lists and other fundamental records.

Since the Archives Office Search Room in Globe Street, The Rocks, opened in 1979 the level of public usage of the archives has increased enormously. During 1986-87, 20 285 readers visited the Search Room and were issued with 115 320 individual items from the archives. These figures represent, respectively, a 302.8 per cent and a 431.9 per cent increase on the 1978 figures of 5 035 readers and 21 680 issues.

However, although very high the 1986-87 figures are substantially lower than in the peak years of 1983-84 (21 700 readers) and 1984-85 (123 809 issues).

The Authority attributes this decline to the influence of its Genealogical Research Kit. In 1983-84 the Authority took measures to meet its difficulties by spreading the genealogical and other resources of the State archives more widely throughout the community, thereby reducing dependence on Archives Office facilities. These measures included the publication, in microform, of the very large Genealogical Research Kit which contains copies of the most sought-after records. The first Stage of this Kit, comprising 171 rolls of 35 mm film and 342 microfiche, appeared in August, 1984. The second Stage, consisting of a further 199 rolls of film and 40 microfiche, was published in October 1985. A third Stage, consisting of 72 rolls of film and 20 microfiche, appeared in January 1987. In the year ended 30th June, 1987, 316 orders for the Kit or parts of it had been received from individuals, libraries



The new Services Building at Kingswood, completed May 1987.

and other institutions throughout Australia and beyond. Revenue from these orders was \$148 753. By the end of the year the work of preparing the fourth and final Stage of the Kit, consisting of approximately 81 rolls of film and 14 microfiche, was well advanced. It will be published early in 1988.

Purchasers of the Kit report very heavy public usage and this, coupled with reports from the State Archives of Queensland, Victoria and Tasmania of increases in their readership during 1986-87 ranging from 7 to 13 per cent, has led the Authority to conclude that the Kit has been successful in reducing pressure on its resources.

The Authority is less sanguine about its long term effects, and for this reason feels obliged to point out that, notwithstanding the huge increase in demand for its services since 1979, its hard-pressed reference staff have not been increased since 1980, when they were supplemented by drawing staff from other areas. As reported below, the Authority has requested additional staff in 1987-88 to meet the needs of the Bicentenary. It earnestly hopes that funding and approval for some of these will be forthcoming, sufficient at least to operate the new Kingswood Search Room.

#### Establishment Review

In terms of public use, the Archives Office of New South Wales is the busiest archival institution in Australia, a distinction which is a source of some pride to the Authority. However, this usage is also a cause of chronic staffing shortages, which have been a regular theme in the Authority's reports for nearly a decade.

In February, 1987 the Authority asked the Public Service Board to review its Staff Establishment, a task which was completed in May. The Board approved the Establishment of the Archives and Records Management Offices being increased by 15 positions, including 7 positions urgently needed to staff the new Search Room at Kingswood. The appointment of staff to these additional positions is dependant upon funding and approval to an increase in the staff ceiling number, both of which the Authority is pursuing.

The Authority wishes to record its thanks to the Board, and especially to the staff of the Establishments Division, for its prompt and efficient service.

#### The Authority's Bicentennial Programme

The Archives Office has embarked upon three projects which have been accepted for Bicentennial funding.

The first of these is the Genealogical Research Kit, mentioned above. When all four Stages are completed early in 1988 it will comprise approximately 523 reels of microfilm and 416 microfiche.

The second project is the publication of the New South Wales Colonial Secretary's Papers, 1788-1825. The Colonial (or Chief) Secretary's position originated in 1788 in the post of Secretary to the Governor, and for almost a century afterwards the Colonial Secretary was by far the most important administrative officer in the Colony. The papers to be published constitute the largest and most comprehensive collection of public records relating to the early years of European settlement in Australia. Their significance to researchers is much wider than the area of the present State of New South Wales because they date from a period when New South Wales comprised the whole of the eastern half of the Australian continent and Tasmania. The project encompasses:

- . Publication in printed format of a comprehensive index to all the papers.
- . Publication of all the papers (c.40 volumes and 180 bundles) in microform format.



The third project is a Bicentenary Exhibition. Entitled "Government and the People", it will draw upon the wealth of documents, maps, plans and photographs held in the State archives to show how the decisions and actions of government officials have affected the daily lives of both the original inhabitants and the European settlers in New South Wales.

The N.S.W. Government has provided a special grant of \$292 000 to assist with the development of these projects, and the Authority wishes to record its thanks for this support. Of this amount, \$282 000 is for the first two projects which are expected to recover much of their costs through sales. The funds are being used to employ temporary staff, produce microforms, and prepare items for display.

#### N.S.W. Bicentennial Archives Program

In addition to the Bicentennial projects being undertaken by the Archives Office, the Archives Authority has agreed to administer the "N.S.W. Bicentennial Archives Program". In August 1986 the Authority entered into a deed of agreement with the Australian Bicentennial Authority to carry out this Program.

The N.S.W. Bicentennial Archives Program is part of the State Government's history and education contribution to the Bicentennial celebrations for 1988. The Program was announced by the Premier on 24th June, 1986 and comprises three distinct archival projects: Archives of the Labour Movement; Archives of St Marys Cathedral; and Archives of Local Government. Broadly speaking, the projects are designed to promote the use of these archival resources by the identification and/or processing of the records and the publication of guides.

The Program is funded by a grant of \$300,000 from the N.S.W. Bicentennial Council, to be divided equally among the three projects over the next two years. The grant provides for the temporary employment of professional archivists and ancillary staff, four of whom were appointed during the year. Funds are also being allocated for conservation of the records, microfilming and publication of guides as required. The Senior Archivist, Repository Services, Mr J. Burke, is coordinating the Program.

The projects are generally running to schedule, but they are consuming a much higher proportion of the Authority's administrative and other resources than anticipated and the Authority's own operations, especially Repository Services, are suffering accordingly.

#### The Archives

A total of 834 metres of records were accessioned as State archives during 1986-87, far fewer than in previous years when accessions have sometimes exceeded 3 000 metres per annum, but still a substantial addition to the already large arrears of unprocessed records. These arrears have been accumulating for many years as staff are diverted away from processing to other areas, especially reference services, and they are now a chronic problem.

At the end of 1984 the value of the State archives in the Authority's custody was estimated at \$150 000 000, and the Authority has devoted considerable attention to the possibility of insuring them. Archives are by their very nature unique, which makes them difficult to value for insurance purposes and irreplaceable if lost or destroyed. They are also voluminous, so insuring them is very expensive. However, in August 1986 the Treasury advised that they are covered against damage by fire and lightning by the Treasury Fire Risks Account. In the case of State archives created before 31st December 1975, a category which encompasses virtually all of the most valuable records, this cover is unlimited. Accordingly, the Authority is now concentrating on funding additional cover only, against other forms of damage, and theft.

## The New Repository Guidelines

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

These Guidelines have been an unqualified success, such that in the period November 1983-June 1987 the Repository's holdings of semi-active records increased by a total of only 7180 linear metres. By comparison, in 1979 holdings were growing at the rate of 6 000 linear metres per year.

To date, all public offices have been required to pay file reference fees, but only those designated as "fully recoupable" in the "List of Departments, Bodies and Officials showing Liability to the Crown Solicitor for Costs and Disbursements" have paid storage fees. However, in January 1987 approval was given to the Authority to increase and extend its charges, so that in future all public offices will pay storage fees. These changes take effect from 1st July, 1987 and the Authority is confident that they will further increase the efficiency of the Repository and extend its storage life.

## Keyword Classification

Some years ago the Records Management Office developed a Keyword Classification System, based upon a thesaurus which provides its users with an effective means of titling and retrieving files. This system has been adopted by several New South Wales public offices and there has also been considerable interest from interstate agencies, many of which have been willing to pay for the rights to use the system. To date, sales have been made to government agencies in Queensland, Western Australia and Tasmania. Revenue from these sales in 1986-87 was \$35 000, and total revenue since 1985 exceeds \$75 000. During the year the Records Management Office began negotiations with two Tasmanian agencies, the Hydro-Electric Commission and Glenorchy City Council, for the joint production and marketing of merged thesauri which could be suitable for use by other electricity and local government authorities throughout Australia.

The Archives Authority looks upon these sales as a convincing demonstration of the worth of the Keyword Classification System and a pleasing testimony to the effort which went into developing it. The Authority again wishes to thank the Crown Solicitor's Office for its continuing and invaluable assistance in negotiating and preparing deeds of agreement for the sales.

## Computer Records

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

Computers have outgrown simple "housekeeping" functions like payrolls and mail distribution and are now being adapted to a wide variety of uses, many of them of long-term administrative, evidential, legal, historical or genealogical significance. Consequently, the records which they are creating are vital to the administration and people of New South Wales. The Authority has devoted considerable attention to computer records during the last few years, spurred on by the burgeoning

numbers of mini and microcomputers throughout the Service. In 1985, the Premier approved the establishment of a Working Party, under the auspices of the Public Service Board and the Archives Authority, to develop service-wide standards for computer records. The Working Party held its first meeting on 25th June 1986 and submitted an Interim Report in August, which has been referred to the Minister for approval. The Authority hopes that it will be accepted as a basis for action.

### Financial Operations

The Authority is funded from the Consolidated Fund, but receives revenue from an active publications programme, which includes the Genealogical Research Kit, and from charges for services. The Authority is now levelling charges in twelve separate areas and the revenue, which is repaid into the Consolidated Fund, has increased substantially in recent years, from \$87 158 in 1983-84 to \$259 754 in 1984-85, \$375 894 in 1985-86, and \$366 756 in 1987-88. The 1986-87 figure represents 18 per cent of the Authority's allocation for the year.

During the Minister's visit to the Archives Office on 5th December, 1986 he suggested that the Archives Authority consider introducing reasonable charges for public use of the archives. The Authority has looked at this very carefully and, while it is reluctant to charge for basic search room services, it included this option in a "package" of revenue-raising proposals which was submitted for approval in April, 1987. In May the Authority was given approval to explore and develop these proposals, and it plans to do this in 1987-88.

In 1986-87 the Authority paid an audit fee of \$4 250 in respect of its accounts.

### Audit Review

In July, 1986 administration of the Archives Act was transferred from the Premier to the Minister for Heritage, a change which led to the progressive transfer of the Archives Authority's staffing and accounting functions from the Premier's Department to the Department of Environment and Planning. The internal audit staff of the Department of Environment and Planning began a preliminary audit of the Authority's operations in October, 1986.

### Program Performance Evaluation

In November 1986, in accordance with the Premier's directive of 27th May 1986, the Authority submitted to the Secretary of the Premier's Department the first of a series of rolling Five Year Plans for Program Performance Evaluation.

Ten programs have been chosen for evaluation over the next five years, and they are listed below. They cover, or touch upon, most of the Authority's major objectives and relate closely to its strategic planning. During the first three years emphasis has been placed upon programs (Nos. 1, 2, and 4) which represented significant changes in direction for the Authority when introduced in 1983-84, which are pioneering ones in archival/records management terms, and which are major consumers of funds and producers of revenue. The outcome of these evaluations could have an important effect upon the Authority's policies and resource allocations, and specifically on programs 3 and 5, which are interrelated. Year four will be devoted principally to a comprehensive review of the Authority's archival finding aids (program 6) including their descriptive basis (record group or series), format, and degree of standardisation and integration with Archives in other States. There is less certainty about the programs to be evaluated in year five: No. 8 is still in the planning stage while nos. 9 and 10 are not high priority at present but could become so because of rising costs.

## LIST OF PROGRAMS TO BE EVALUATED

YEAR 1 (1987-88)	YEAR 2 (1988-89)	YEAR 3 (1989-90)	YEAR 4 (1990-91)	YEAR 5 (1991-92)
1. Repository Guidelines on storage of semi-active records	2. Records System Implementation Program (incl. Keyword Classification)	4. Genealogical Research Kit	6. Archival Finding Aids	8. Machine Readable Records
	3. Records Management Training Program	5. Search Room Services to the Public	7. Archives Office Correspondence System	9. Stock Control
				10. Photographic Service

## THE ARCHIVES AUTHORITY

## Membership

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

The Archives Act provides that of these members:

- . one shall be a judge of a New South Wales court: the appointee under this section is presently the Hon. Mr Justice Thomas Waddell of the Supreme Court;
- . one shall be nominated by the presiding officers of Parliament: the present appointee is Mr Ernie Page, Member of Parliament for the electorate of Waverley;
- . one shall be nominated by the Library Council of New South Wales: presently Associate Professor Brian Fletcher of the University of Sydney;
- . three shall be nominated by the Minister to represent the University of Sydney, the University of New South Wales, the University of New England and "such historical and archival bodies as the Minister sees fit": at present the appointees are Dr Kenneth Knight, Principal of Kuring-gai College of Advanced Education (Chairman of the Archives Authority); Associate Professor Beverly Kingston, of the University of New South Wales; and Dr Arthur Davies, of the University of New England.
- . one shall be nominated by the Public Service Board: presently Dr. Kevin Sheridan, a Member of the Public Service Board;
- . one shall be nominated by the Premier to represent those public offices which are not within the scope of the Public Service Act: presently Mr Robert Wilson, Director of the Department of Water Resources (Deputy Chairman of the Archives Authority); and
- . one shall be an officer of the Department of Culture, Sport and Recreation or its successor: presently Mrs Gabrielle Kibble, Senior Assistant Director of the Department of Environment and Planning.

SCENES FROM THE 25th  
ANNIVERSARY FUNCTION  
(left to right)

1. Mr A.R. Horton, Member of the Authority, Ms B. Berzins, Manager, Australian Research Collections and Mitchell Librarian; Dr L.A.J. Gilbert, Member of the Authority; Dr K.W. Knight, Chairman of the Authority.
2. Mr M. Sainty, Councillor, Society of Australian Genealogists; Mrs J. Richards, Hon. Microfilm Librarian, Society of Australian Genealogists; Mr R.E. Wilson, Deputy Chairman of the Authority.
3. The Hon. Sir Laurence Street, Chief Justice of N.S.W.; Mr R.F. Doust, State Librarian; Mr D. Griffin, Director Australian Museum.



### Attendances at Meetings

There were six meetings of the Archives Authority during 1986-87. The attendances were as follows:

Dr K.W. Knight, M.Ec., Ph.D., A.L.A.A., F.R.A.I.P.A. (Chairman) (Excused for his absence from one meeting) .. .. .	5
Dr. A.J. Davies, B.Ec., M.Sc.(Econ.)(Lond), Ph.D., Dip. Ed., (Appointed 1st June, 1987) .. .. .	1
Associate Professor B.H. Fletcher, M.A., Ph.D., Dip.Ed., F.R.A.H.S. (Excused for his absence from one meeting) .. .. .	5
Dr L.A.J. Gilbert, B.A., Ph.D., L.C.P., F.S.A.G. (Term expired 31st May, 1987) .. .. .	5
Mr A.R. Horton, B.A., F.L.A.A. (Excused for his absence from one meeting. Term expired 31st May, 1987) .. .. .	4
Mrs. G. Kibble, B.A., Dip. T.C.P. (Appointed 1st June, 1987. Excused for her absence from one meeting) .. .. .	0
Associate Professor B. Kingston, B.A., Ph.D. (Appointed 1st June, 1987) .. .. .	1
Mr E.T. Page, B.E., B.Comm., M.P. .. .. .	6
Dr K.P. Sheridan, B.Sc. Agr., M.S., Ph.D. (Excused for his absence from two meetings) .. .. .	4
The Hon. Mr Justice T.W. Waddell, Q.C. (Excused for his absence from three meetings) .. .. .	3
Mr R.E. Wilson, F.A.S.A.(Senr.), M.A.C.S. (Deputy Chairman) (Excused for his absence from two meetings) .. .. .	4

Dr. L.A.J. Gilbert and Mr. A.R. Horton both retired as members of the Authority upon the expiry of their terms of office on 31st May, 1987. Dr. Gilbert had been a member of the Authority since 1975 and Mr. Horton had been a member since 1967.

At its meeting on 10th April, 1987 the Authority noted that Dr Gilbert and Mr. Horton had both made very important contributions to the work of the Authority, over a long period, and it extended to each of them its warm thanks and good wishes on their retirement as members.

Dr Gilbert and Mr. Horton were succeeded, as two of the three members appointed under section 4 (2)(d) of the Archives Act to represent universities and historical and archival bodies, by Dr. A.J. Davies, B.Ec., M.Sc. (Econ.)(Lond), Ph.D., Dip. Ed., and Associate Professor B. Kingston, B.A., Ph.D.

Mrs. G. Kibble, B.A., Dip. T.C.P., was appointed on 1st June 1987, as the member nominated by the Minister under section 4 (2)(g) of the Archives Act.

### Committees

Since 1978 the Authority has had a Publications Committee responsible for planning and oversighting its publication programme. The Committee consists of the

Chairman of the Authority (ex-officio); Dr L.A.J. Gilbert and Mr A.R. Horton (until their retirement on 31st May); the Principal Archivist; the Assistant Principal Archivist; and another member of staff who serves as Secretary. It meets six times a year immediately following the Authority's meetings.

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

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

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

#### **Legislation**

The Authority has taken account, in its operations, of the provisions of the Public Finance and Audit Act, 1983 and the Annual Reports (Statutory Bodies) Act, 1984 and has adopted new standards and procedures to meet their requirements.

During the year the Authority also devoted attention to the possibility of amending the Archives Act, with particular reference to the provision of more satisfactory arrangements for the management and disposal of machine readable records; to the archives of statutory bodies; and to improvements in the procedure for appointment of the Chairman and Deputy Chairman, designed to bring the Act into conformity with legislation governing the other Heritage institutions.

#### **Membership of Professional Organisations**

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

The Principal Archivist is a member of the Executive Committee of the Australian Council of Archives and of the State Committee of AACOBS.

#### **STRUCTURE**

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

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

These four areas are supported by a small administrative section.

An Organisation Chart is attached, as Appendix 1.

**THE ARCHIVES AND RECORDS MANAGEMENT OFFICES OF NEW SOUTH WALES**

**Head Office**

Archives Office of New South Wales

"The State Archives"

2 Globe Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0100 (Switch)

(02) 237 0254 (Reference  
enquiries)

Records Management Office of New South Wales

"The State Archives"

66 Harrington Street

The Rocks

SYDNEY NSW 2000

Telephone (02) 237 0121

**Repository**

The State Archives and

Government Records Repository, Kingswood

Lot 1, O'Connell Street

ST MARYS NSW 2760

Telephone (02) 673 1788

**Public Access**

Hours:                    Search Room and Exhibition, City

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

Christmas Day	)
Boxing Day	)Closed
New Year's Day	)
Good Friday	)

Other Public Holidays: Contact Office for details

Search Room, Kingswood Repository

Tuesday	9.00 am - 1.00 pm
Wednesday	9.00 am - 1.00 pm



## THE PROGRAMMES OF THE ARCHIVES AND RECORDS MANAGEMENT OFFICES

### Reference Services Division

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

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

### Public Access and Use

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

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

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

In 1979 the Authority reported an enormous increase in public demand for services following the opening of the new State Archives building, and this trend continued throughout 1980. The rate of growth was generally slower in 1981-82 but resurged strongly to peak in 1984. Since 1985-86 demand for search room services has levelled off, but demand for extension activities has continued to increase and in 1986-87 there was also an increase in the number of inquiries by letter. Overall, demand remains very high and continues to stretch the Authority's resources to their limits.

As noted elsewhere, the massive increase in public use of the Archives Office since 1978 is a direct reflection of the popularity of family history research in Australia. The pattern which has been emerging since the 1970's is one of continual growth, and this is still apparent in the statistics of the Archives of the other States. In the Archives Office of New South Wales, however, since 1984 Search Room use has declined noticeably, and this can be attributed with reasonable certainty to the wide availability of the Genealogical Research Kit.

### Search Room

The Search Room is presently open to the public for 50 hours per week, including Saturdays and most public holidays.

Admission is normally by readers' tickets which are usually issued for a period of twelve months and are renewable upon application. Effective from 1st January, 1986 changes were made to the procedures for the issuing of readers' tickets to the State

archives. Researchers are no longer required to supply the names and signatures of two recommenders in order to obtain a ticket. It is now only necessary to complete the application form and produce two signed forms of identification, after which the ticket can be issued immediately. This ensures minimum delays to researchers. At the end of 1986-87, 7 062 readers' tickets had been issued and were still current compared with 5 791 in 1985-86. In addition to holders of readers' tickets, a further 522 readers came once or twice only and were granted temporary authority to use the archives, usually for family history purposes. The corresponding figure for 1985-86 was 5 622. The change in 1986-87 in the proportion of reader's ticket holders to persons granted temporary authorities is a reflection of the new and simpler procedures for obtaining readers' tickets.

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

Reference to State Archives

	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Total number of readers	5 035	9 162	13 096	14 354	14 460	21 700	21 548	21 443	20 285
Total number of issues	21 680	37 899	47 780	50 198	65 249*	119 375*	123 809*	118 522*	115 320*

\* Issues for these years include Births, Deaths and Marriages microfiche.

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

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

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

	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Number of volumes and boxes of documents issued	23 615	22 407	23 900	22 721
Number of maps issued	4 939	5 326	5 174	6 346
Number of microfilm reels issued	45 049	52 721	50 378	47 481
Number of microfiche issued	45 772	43 355	39 070	38 772
Total number of issues	119 375	123 809	118 522	115 320

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

During most of 1986-87 the Kingswood Repository operated with a small Search Room, with seating accommodation for up to five readers. A new Search Room, capable of accommodating 45 readers, was opened to the public on 30th June 1987. At present it is open on a limited basis on only two mornings per week. However, once it is fully operational the level of usage should show a marked increase over that of previous years. This in turn could alleviate some of the pressures on the City Search Room.

#### Reference to State Archives at Kingswood

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Number of volumes and boxes of documents issued	2049	1903	1039
Number of maps issued	136	232	200
Number of microfiche issued	12	131	217
Number of microfilms issued	-	--	106
* Total number of issues	2197	2266	1562
Total number of readers	109	150	167

\* Issues include maps, microfiche microfilms and original material.

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

	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Issue of Documents to Government departments	3 317	2 796	2 582	2 264
Research of State archives on behalf of Government departments	20	37	19	85
Telephone inquiries from Government departments	241	192	194	298

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

#### Extension and Educational Activities

The Archives Office is continuing to experience a steady increase in requests for talks and tours from school and university students, teachers, local and family history groups and the like. An attempt is made to meet most requests, including giving week-end and evening talks in locations outside the Office.

Many individuals and groups have requested more detailed advice on using archives than can be given by our staff in a busy Search Room, in the reply to an enquiry, or in a brief introductory talk. To help meet this need the Office has developed seminars (for which fees are charged) to assist family and local historians by providing detailed advice on using State archives for their research. These take the form of full day, half day or evening seminars, and can be adapted to meet the needs of particular groups.

Successful seminars have been held in Sydney on family history (both at the beginners and advanced levels), and at a number of country centres in New South Wales.

In addition, the Office continues to provide general talks and tours for schools, universities, service clubs and other groups, free of charge, when they are requested, as this is an important activity for the Office.

#### Extension Services 1986-1987

---

Seminars (local history) and conferences	12
Tertiary Students (including family history students and Aboriginal groups)	20
Family History Groups (excluding paying groups)	3
Service Clubs and Associations	12
Libraries	1
Cultural Organisations	3
Visitors (from similar institutions)	4
School Groups	5
Interviews	1
Work Experience Students	16

---

#### Senior Citizens Week

As its contribution to Senior Citizens Week (16th - 20th March 1987) the Archives Office offered a series of talks to the public on family history. Some 97 persons attended during the week.

It is clear from the above that the area of extension services is one where the Archives Office is experiencing major increases in demand. This is particularly the case with seminars, which require considerable staff input both in preparation and presentation. If the Office is to continue to provide a balanced reference service which meets the needs of researchers, additional staff will need to be made available, particularly for work in the area of extension services.

#### Inquiry Service

In 1986-87 the total number of inquiries by letter and telephone increased to 7 730, compared with 6 861 in 1985-86.

#### Constraints

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

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

#### Current Statistics

During 1986-87, statistics for the Inquiry Service showed the first substantial increase for a number of years, as can be seen from the following table:

## Inquiries Received

	1985-86	1986-87	% increase
Number of letter inquiries	2 818	3 207	13.8%
Number of telephone inquiries	4 043	4 523	11.9%
Total	6 861	7 730	12.7%

The main reason for the increase in letter inquiries appears to be the wide availability and heavy use of the Genealogical Research Kit and associated indexes, particularly those relating to convicts and immigrants. Many inquirers, having found information in the Kit or in an index, write to the Office seeking either further information or copies of particular documents. The imminent Bicentenary has had little impact on letter inquiry statistics, although it has been a factor in the increase in telephone inquiry figures.

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

Administrative arrangements for the 1837 Muster

Proclamation re currency issued by Governor King in 1800

Arrival of Chinese in Sydney in 1848

Edward Gurney, convict granted permission to travel on the Mermaid to Hawaii with the Prince Regent a gift for the King of Hawaii.

Permission to publish extracts from State archives was granted on 126 occasions in 1986-87, compared with 95 in 1985-86.

ExhibitionsExhibition visitors

1985-86	5 541
1986-87	*4 529

\* Incomplete: figures were not kept for some periods, owing to staff vacancies.

The exhibition "Immigration to New South Wales, 1792-1920" has been open to the public since late 1986. Its aim is to show researchers and the general public the wide range of records available in the State archives which relate to immigration. It will remain open until late 1987, when the Bicentennial exhibition will be mounted.

Photographic Service

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

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

#### Photographic Orders

	1985-86	1986-87
<u>In the Search Room</u>		
Photocopies	23 807	21 573
Reader/Printer Copies	14 029	11 930
Aperture Card Negatives	1 269	1 023
Photographic Prints	553	782
Microfilm Rolls	4	--

#### Arising from Written Inquiries:

Photocopies	955	2 942
Reader/Printer Copies	1 392	1 039
Aperture Card Negatives	166	282
Photographic Prints	74	104

#### Technical Services Division

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

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

#### Disposal of Public Records

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

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

In 1986-87, the Authority dealt with 122 recommendations for the disposal of public records, compared with 179 in 1985-86. The recommendations covered 627 series of records.

As noted earlier, a total of 834 metres of records covering 561 series and 78 part series were required to be transferred as State archives during the year, under new or continuing disposal recommendations. The corresponding figures in 1985-86 were 488 metres and 640 series and part series.

Authorization for the destruction of 195 series and 78 part series was given in 1986-87. No attempt has been made to estimate the total quantity of records involved as statistics of destructions were not always supplied. However, it is known that the authorizations given in 1986-87 covered the immediate destruction of at least 2 477.7 metres of records, and it is clear that the destruction of unwanted records has led to very substantial savings in expensive city office space.

An archivist, Ms Laurel Catchpool, was seconded to the Department of Water Resources from 5th January, 1987, for a period of one year, to assist with the preparatory work involved in the Department's move to the Western Suburbs. Her duties involve the evaluation of records for disposal, preparation of disposal schedules, review of storage space requirements, and other related matters.

This arrangement is proving to be helpful to both the Department and the Authority, and the Authority hopes to be in a position to provide similar assistance to other Government departments requiring help with moves or special projects in the records area.

#### Accessions during 1986-87

The State archives, exclusive of maps, plans, glass negatives and other similar items which do not readily lend themselves to statistical measurement, now occupy 28 309.9 metres of shelving.

Some of the more notable accessions during the year were: Bench of Magistrates, Parramatta, Minutes of proceedings, 1821-22; Colonial Secretary, Book of Governor Macquarie's Proclamations, 1810-19, Government and General Orders, 1819, Log book of H.M. Brig Kangaroo, August 1814 - February 1815, Diary of John Oxley's expedition of discovery of the course of the Lachlan River, 6 April - 29 August 1817, and "Memorandums and Remarks" made by James Meehan describing an expedition from Sydney to Jarvis Bay, 3 March - 14 April 1818; Premier's Department, Personal correspondence from the Office of former Premier, the Hon. Neville Wran, Q.C., 1971-85, and Australian Labor Party Correspondence, 1977-82; Premier's Department, Records of the Special Commission of Inquiry into the Police Investigation of the Death of Donald Bruce Mackay, 1986; and, records of the Walsh Island Dockyard and the State Dockyard, Newcastle, including glass negatives, completed works journals, correspondence, estimate and cost books, and graphs, 1914-87.

#### Processing

Approximately 245 metres of records were processed in the City office during 1986-87, compared with 221 metres processed in 1985-86. Records processed include: Ku-ring-gai Chase Trust, Records relating to Ku-ring-gai Chase National Park, 1894-1969; Marine Board, Department of Navigation and Maritime Services Board - Port of Newcastle, Pilotage returns, 1862-82, Pilot's reports, 1865-68, Local Marine Board Copies of Minutes of inquiries, 1872-89, Record of investigations held by the Local Marine Board at Newcastle, 1873-99, Local Marine Board Minute books, 1876-1900, Decisions of the Court of Marine Enquiry, 1900-34, Registers of arrivals and departures, 1876-1909 and 1924-38, Registers of overseas and interstate arrivals, 1921-37, Registers of overseas and interstate departures, 1925-53, and other records, 1864-1985; Premier's Department, Implementation and working papers of the Review of

New South Wales Government Administration (Wilenski papers), c.1976-1982; Public Service Board - Examinations Branch, Examination papers, 1904-82, Entrance examination registers, 1950-82, and Grade test registers, 1950-76; State Planning Authority, Cumberland County Council's Minutes and reports, 1954-64; State Planning Authority, Minutes and reports, 1964-74; and, New South Wales Planning and Environment Commission, Minutes and reports, 1974-80. The 245 metres also includes the reprocessing (e.g., resorting, rewinding and relisting) of 292 boxes of correspondence files of the Aborigines Welfare Board, which had become disordered from heavy usage.

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

Tasks related to other technical functions have again reduced the time available for processing during the year. These include: the selection and preparation of material for conservation, binding and microfilming; the production and sale of the Genealogical Research Kit; the preparation of the microform edition of, and index to, the Colonial Secretary's papers, 1788-1825; and the work involved in preparing and updating publications. Further time was diverted from processing as a result of continuing heavy demands for the appraisal of records, and file reference by Government departments to unprocessed or recently processed State archives, particularly records of the Royal Commission into Drug Trafficking.

Maps and plans processing in 1986-87 continued to be affected by a lack of available staff. Only 753 items, including Central Mapping Authority, New South Wales Valuer General's Map sheets, 1919-c.1976, were processed in the City office during the year.

During the year maps and plans staff completed the programme of microfilming the very valuable and important series Surveyor General, Maps and plans, 1792-c.1886. Under this programme the remaining maps, some 1 500 items, were filmed and 35 mm aperture cards produced for viewing and copying purposes, thus preserving the fragile original manuscript maps from any further damage from handling.

The Processing Section at the Kingswood Repository processed a further 637 metres of records during 1986-87, compared with 606 metres in 1985-86. Some of the major series accessioned and processed include: Land Titles Office, Primary Applications, c.1830-1960; Industrial Commission, Transcripts of Proceedings, 1954-81 and Confidential Transcripts of Compulsory Conferences, 1960-82; Attorney General's Department, Letters Received, 1911-20, and Stamp Duties Office, Indexes to Deceased Estate Files, 1958-68.

The Processing Section at Kingswood also processed 210 plans. A major achievement during the year was the indexing of 40 000 county and parish maps held in the Repository. This large job was mostly undertaken by temporary staff working under the supervision of the Assistant Senior Archivist, Repository Services, Ms. J. Stapleton. The indexing of this great collection of maps will facilitate public use of this material in the new Kingswood Search Room.

#### State Archives on Loan

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



house the records and make them available for research use in accordance with the requirements of the Act and the conditions stipulated by the Authority.

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

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

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

At present, State archives of regional interest are on loan to the archives of the University of New England, the University of Newcastle, the University of Wollongong, the Riverina-Murray Institute of Higher Education, and the Newcastle Region Public Library. In all, approximately 2000 metres of records and some 860 maps and plans are held in these institutions.

During the year, the Archives Authority supplied components of Stages II and III of the Genealogical Research Kit, as they became available, to the University of New England, the University of Wollongong, the Riverina-Murray Institute of Higher Education and the Newcastle Region Public Library.

#### Parliamentary Archives

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

A six month programme to process and index the photographic collections of Parliament commenced in July 1986. This has resulted in the issuing of a guide to the photographs, in the form of a preliminary list of series titles. A detailed edition will be issued eventually.

Another guide has also been released in a preliminary form. It is the "Preliminary List of Series Titles" for the archives of the Legislative Assembly. A detailed version of it will also be issued in due course.

It is also planned to publish guides for each of the other departments of Parliament, including the Parliamentary Library, Hansard, and the Legislative Council.

#### Publications

The Authority produces a wide variety of publications which fall into four basic categories. The first consists of guides and finding aids which are published with a view to assisting researchers in using the State archives and enabling the staff to advise efficiently the large number of inquirers. The second is a series of 'Technical Papers', designed to assist Government agencies and similar bodies which have technical problems in the records area. The third consists of facsimiles of



Ms C. Cesarone of the Archives Office Conservation staff working with a binding press.

records held in the archives, which are published in hard copy or microform as teaching, reference and research aids, wall decorations, postcards and souvenirs. The fourth is an annual newsletter, entitled Archeion, which is designed to disseminate information about archival holdings and programmes.

Revenue produced from the sale of these publications, including those of the Records Management Office which are referred to later in this report, totalled more than \$201 000 in 1986-87, compared with \$219 000 in 1985-86. Of the former approximately \$149 000 was received from sales of the Genealogical Research Kit.

The Authority published three finding aids during the year: the three-volume Guide No.29: Immigration: Index to Assisted Immigrants Arriving Sydney and Newcastle, 1844-59 (prepared by Mrs Christine Shergold); the second edition of Information Leaflet No.37: How to Use the Genealogical Research Kit (prepared by Mrs Christine Shergold); and Information Leaflet No.38: Muster and Census Records (prepared by Mrs Christine Yeats and Mrs Christine Shergold).

Work on a guide to the records of the Aborigines Welfare Board, a guide to the records of the Sydney Bench of Magistrates, a leaflet on transcripts of court proceedings, 1895-1952, and the second edition of the Concise Guide to the State Archives has had to be deferred owing to more pressing publication commitments.

During the year, work continued on the production of the Genealogical Research Kit. Stage III was released in January 1987 and by mid 1987 the preparation of Stage IV was well advanced. The Kit's acceptance as a Bicentennial Project has allowed the expansion of Stage III and the addition of Stage IV.

The fifth issue of Archeion was published in June. It is being distributed free of charge and contains information on the Authority's publications, conservation, seminars and other aspects of Archives Office work such as exhibitions, reader services and Bicentenary projects.

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

#### Repair and Preservation of Records

A total of 1 673 items were attended to during the year: 1 646 folios, 2 volumes, 24 microfilms and cinematographic films, and 1 photograph were repaired, and 33 maps and plans were repaired and encapsulated in Mylar.

Items of interest treated include: Bench of Magistrates, Parramatta, Minutes of proceedings, 1821-22; Court of Criminal Jurisdiction, Case papers, September - October 1817; Marine Board - Committee to Establish a Seamen's Mission, Minute book, 1873-77; Youth and Community Services, "Sobraon" Entry book, 1897-1911, and "Sobraon" Placement book, 1904-11; Lands Department, Register of lands open to selection, c.1858; Principal Superintendent of Convicts, Ticket of Leave butts, 1837-38; Surveyor General, Camden to Bargo Plot, 1818, by James Meehan; and, a large number of volumes of Colonial Secretary Memorials and Petitions requiring treatment prior to filming.

The bookbinding programme saw a total of 240 items bound or rebound during the year. A bookbinder from the Government Printing Office who worked in the Archives Office for a period of twelve weeks accounted for 191 of these. In addition, these volumes and a number of previously bound volumes (200 items in total) were finished (i.e. lettered) by a Government Printer finisher who was employed for a period of nine days. The remaining 49 volumes were bound by Archives Office Conservation staff.

During 1986-87, 64 reels of roll microfilm and 118 microfiche copies of volumes and documents, and 455 aperture cards, mainly of maps and plans, were produced. In addition, 40 reels of Archives Office card indexes were produced for use in the new

search room at the Kingswood Repository. Material filmed includes: Board of National Education, Miscellaneous letters received, 1863-65; New South Wales Medical Board, Minutes of proceedings and register, 1838-1901; Police, Register of Police, 1862-1904; and Colonial Secretary, Register of Convicts recommended for Conditional Pardons, 1826-56, Copies of letters sent by Lt. Governor Foveaux to Governor Bligh and to the Secretary of State, 1808-09, Copies of Letters sent and received by Lt. Governor Paterson, 1808-09, Memorials, 1810-24, Government and General Orders, and related records, 1789-1819, and various Special bundles, 1800-25.

### **Repository Services Division**

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

#### **Accommodation: Services Block**

The new Services Building extension to the Government Records Repository was completed and handed over by the Department of Public Works on 15th May, 1987. It became operational, on a limited basis, on Tuesday, 30th June 1987, when members of the public were able to visit and use the new Search Room for the first time.

Although there was little advance publicity, approximately 70 people visited the building between 9 a.m. and 1 p.m. and the Search Room recorded 44 readers and 222 issues of State archives. Staff served readers and visitors with refreshments in the entry foyer. At present the Search Room is open only two mornings per week, using existing staff resources. However, as noted elsewhere in this report, it is hoped that seven additional staff will be appointed later in 1987 to enable provision of a full service, including Saturdays.

The Services Building has the following features and capabilities: Search Room (accommodate about 45 people, depending on final seating arrangement); official search room/small seminar room (accommodate 6-8 people); conference room (accommodate 60-70 people); readers' lounge (10-15 people); reception/exhibition area (could accommodate 40-60 people depending on the circumstances); staff areas; double loading dock and two coolroom vaults for holding microfilm reels (capacity about 100 000 reels) and computer tapes.

As part of the Services Building project an irrigation system has been provided for the Repository grounds which total 10 hectares. This development will facilitate further landscaping, and enable those portions of the Repository grounds which are not yet required for storage buildings to be used for revenue-raising outdoor functions.

#### **Storage Strategy**

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



First day of operations in the Search Room, new Services Building,  
Kingswood, 30th June 1987.

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

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

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

Having received the Minister's approval, the Authority has now adopted a policy of charging all users of the Government Records Repository for services provided. This policy will be implemented from 1st July, 1987.

### Storage Capacity

The opening of the most recent storage area at Kingswood, designated Stage II Phase 2, in November, 1983, has enabled the Archives Authority to overcome long-standing problems with the accommodation of semi-active records.

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

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

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

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

### Composition of Holdings

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

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

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

Appendix 3 is a comprehensive table of statistics on the semi-active records stored in the Repository on behalf of public offices during 1985-86 and 1986-87. It shows, for each public office, the total quantities of records held during the two years; their classification according to the three categories referred to above; and the quantities accessioned, destroyed or transferred as State archives during 1986-87.

One of the most important performance indicators concerning the current functioning of the Repository, and its future efficiency, is the quantity of records held which are not properly scheduled and are therefore being stored on an indefinite basis. This quantity, expressed as a percentage of total holdings, has been reduced from 49.4 per cent in 1983 to 33.0 per cent as at 30th June, 1987. This pleasing result has been achieved through the successful implementation of the Guidelines and the Repository's enhanced ability to monitor its holdings. Further significant reductions of this percentage are anticipated as a result of the extension of the Guidelines.

### Charging for Services

The new Guidelines introduced a limited system of charging for Repository services. Those offices not funded through the Consolidated Fund were required to pay for storage costs and file reference fees. Those funded through the Consolidated Fund were only required to pay for file retrieval, which is the lesser of the two charges. The extension of the Guidelines, as explained elsewhere, means that from 1st July, 1987, all users will be required to meet apportioned costs.

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

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

Appendix 4 is a table which shows the amounts that have been invoiced to each public office for services provided in 1986-87. According to the table, the largest invoices were as follows: Water Resources Department, \$21 241; Government Insurance Office, \$12 549; and the Legal Aid Commission, \$10 211. Invoices for charges in 1986-87 came to a total of \$101 301, compared with \$89 102 in 1985-86.

In view of the continuing implementation of program budgeting throughout N.S.W. public offices, the Archives Authority has extended its policy of charging for Repository services to all of its clients. At its simplest, this policy is an expression of 'the user pays' principle. It uses financial incentives to help achieve administrative goals. Its overall effect is to place the Government Records Repository on a defined financially-oriented path, which is designed to highlight and to recoup costs, without prejudicing the role and functions of the Repository. The Authority estimates that in the first full year of operation, 1988-89, revenue could exceed \$500 000.

#### Services to Semi-Governmental Bodies

There are 192 hospitals listed in the Second Schedule to the Public Hospitals (Hospital Incorporation) Amendment Act, 1983, and there are about 217 municipalities, shires and special purpose local government bodies in New South Wales. These organizations are not "public offices" as defined in the Archives Act and are therefore not covered by it. However, the records which they create are very diverse and include information which is of considerable interest to scholarly researchers and the public in general. The total quantity of records held by these organizations is unknown, but it is certainly vast and quite beyond the resources of the Archives Office, in its present form, to handle in any meaningful way.

The Archives Authority has developed several measures designed to alleviate some of the problems concerning these records. Its approach is of a strictly limited nature and will initially utilise only the resources of the Repository Services Division.

Following a submission from the Archives Authority, the Premier in January 1986 approved a new policy, recommended by the Authority, for the storage of permanently valuable records of local councils and public hospitals in the Government Records Repository. This would be on the basis that the Repository would recoup costs and continue to give preference to the needs of public offices. Although several councils and two public hospitals have been seriously considering usage of the Government Records Repository, to date, only one council has lodged records. It is expected that a number of councils will be interested in storing master microfilm reels in the Repository's new vault.

The Archives Authority has had a representative on the Action Committee for Local Government Records, and on the Department of Local Government's Ministerial Working Party to Formulate a Disposal Schedule for Local Government Records, since their inception. Partly stemming from this involvement, the Archives Authority has received funding from the N.S.W. Bicentennial Council for the appointment of a temporary archivist, for a period of two years, to prepare a comprehensive records disposal schedule for local government records as the first step in identifying and preserving local government archives. As explained elsewhere in this Report, this project is part of the N.S.W. Bicentennial Archives Program, which is administered by the Archives Authority.





N.S.W. BICENTENNIAL ARCHIVES PROGRAM (from left): Ms Sally Irvine-Smith, Senior Project Archivist, Local Government Records; the Hon. Janice Crosio, Minister for Local Government; Mrs Patricia Ward, Secretary, Action Committee on Local Government Records; Mr John Burke, Co-ordinator, Bicentennial Archives Program, and Mr Geoffrey Irwin, M.P., examine a microfilming camera at the Local Government Records Management Conference, Holroyd, 11-12th December, 1986.

The Archives Authority is committed, in the longer term, to establishing a consultancy service for local government bodies to assist with training, records management procedures, storage, microfilming and the conservation of archival records. It is probable that this will not be attempted until after the satisfactory completion of the proposed disposal schedule. The intended consultancy service would be developed on the understanding that costs would be recouped from local councils using its services. A preliminary survey, conducted by the Local Government and Shires Association, confirmed the potential demand for the service.

### Staff

By any definition the Kingswood Repository is a large-scale records operation. Its holdings encompass tens of millions of files; hundreds of thousands of maps, plans, volumes, etc. Annually, the Repository handles thousands of requests for the retrieval of documents. However, the usage of these records is relatively low in comparison with their bulk and they can be managed by comparatively few staff. The Repository has an establishment of 21 staff, consisting of 5 archivists and 16 ancillary staff. An additional 7 staff have been requested for the Search Room in the Services Building.

### File Retrieval Service

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

The number of individual reference inquiries handled by the File Retrieval Service amounted to 61 432 in 1986-87, compared with 50 392 in 1985-86. This represents a monthly average of 5 119 jobs compared with 4 200 last year. This is the largest increase in file retrieval operations recorded for many years. Reference to State archives (as distinguished from semi-active records) accounted for 14 121 jobs, which is 22 per cent of the whole, compared with 12 796 jobs last year, which was 25 per cent of the whole.

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

	1983-84	1984-85	1985-86	1986-87
Number of files requested	27 702	29 251	27 933	34 898
Number of files issued	22 454	24 054	23 975	29 300
Number of files returned	19 770	18 642	19 162	23 203
Number of files added to existing boxes in the Repository	2 836	1 447	2 455	1 503
Number of items attached to existing files in the Repository	1 337	895	842	1 828
Total File Retrieval Operations Performed	51 695	50 235	50 392	61 432

Public offices storing records in the Repository may request their return and items requested are normally despatched within the next 24 hours. The File Retrieval Service statistics are arrived at by adding together the number of files requested, the number of files returned, the number of files added to existing boxes in the Repository, and the number of items attached to existing files in the Repository; each time any one of these actions is performed reference has to be made to one box of records and hence the labour input is similar for each operation.

During 1986-87 the percentage of files issued to files requested was 84 per cent compared with 86 per cent last year. It should be noted that this percentage is an average covering all users of the Repository, and that the retrieval rate for some public offices is consistently far above the average. Amongst public offices in this category is the Main Roads Department (94 per cent). Unfortunately, some public offices have retrieval rates which are regarded as unsatisfactory. The only major user of the File Retrieval Service with a retrieval rate below 70 per cent is the Department of Education (53 per cent, which is an improvement on last year's figure of only 40 per cent). In general, the main reasons for files not being issued are that departments sometimes box records inefficiently before transferring them to the Repository; or compile inadequate finding aids; or double-order records; or provide inaccurate information on their whereabouts.

The table at Appendix 5 shows the use made of the File Retrieval Service by individual public offices. The table is arranged in descending order based on the total number of jobs performed for the public office. The table shows, for example, that the top 15 public offices account for 85 per cent of File Retrieval Service usage.

To assist public offices in effectively utilizing the facilities of the Government Records Repository an illustrated procedure manual is made available to all users. A new edition of this manual, incorporating reference to records of semi-governmental bodies, was produced in March 1986.

#### Accessioning Programme

The quantity of semi-active records accessioned in 1986-87 was 6 718.74 linear metres, compared with 4 804.41 in 1985-86. The overall effect of this was to increase Repository holdings by 11 per cent compared with 7 per cent in the previous year.

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

The Repository is extending special assistance to public offices which are being relocated from the City or required to vacate premises. In particular, the Repository assisted, beyond normal practices, the Department of Finance, which has relocated to Parramatta. By using the Government Records Repository the Department of Finance avoided the necessity of establishing its own secondary storage facility. Savings by the Department are estimated at over \$70 000 per annum. Special storage arrangements also were extended to the State Library pending completion of its new building. The Repository also co-operates closely with those public offices which have their own archivist or have acquired the services of an archivist on secondment from the Archives Office, such as the Water Resources Department.

The Authority devised its system of charges as a control mechanism and an economic yardstick, rather than as a mere deterrent to usage. That the charges are having the desired effect is demonstrated both by the general increase in Repository holdings and by the rapid growth in the holdings of some major users, who have clearly preferred using the Repository to any alternative storage facility. Examples of rapid growth in the past year include:

Finance Department (24 723 boxes, increased to 30 072);  
 Legal Aid Commission (4 007 boxes, increased to 9 478); and  
 Solicitor for Public Prosecutions (1 880 boxes, increased to 3 933).

## Destruction Programme

The quantity of semi-active records in the Repository destroyed in 1986-87 was 2 016.97 linear metres, compared with 2 207.02 linear metres in 1985-86. The quantities (of standard boxes) destroyed from the holdings of each public office are shown in Appendix 3. A further 327.59 linear metres of semi-active records were transferred as State archives in 1986-87, compared with 167.62 in 1985-86.

Some of the major appraisal jobs undertaken include: Premier's Department, Correspondence Files, 1963-66, 442 boxes; Treasury- Budget Branch, various series, 170 boxes; Egg Corporation, various series, c. 300 boxes; Attorney General's Department, Correspondence Files, 1920-56, 355 boxes; and Decentralization Department, Correspondence Files, 1943-80, 341 boxes.

Records stored in the Government Records Repository are destroyed under supervision by the Repository, at no charge, when they are time-expired. The physical destruction of records held by public offices causes problems and the Repository is often called upon for advice or assistance. In response to these requests, the Repository introduced a shredding service for the supervised destruction of confidential records on 1st January, 1986. The Repository operates a large paper shredder with an integrated baling unit to compact the shredded paper. The existing containerization/transportation system, developed by the Repository, is used to collect records for shredding. This service is provided on the basis of recouping costs.

## Archives Processing and Reference Work

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

### **Records Management Office**

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

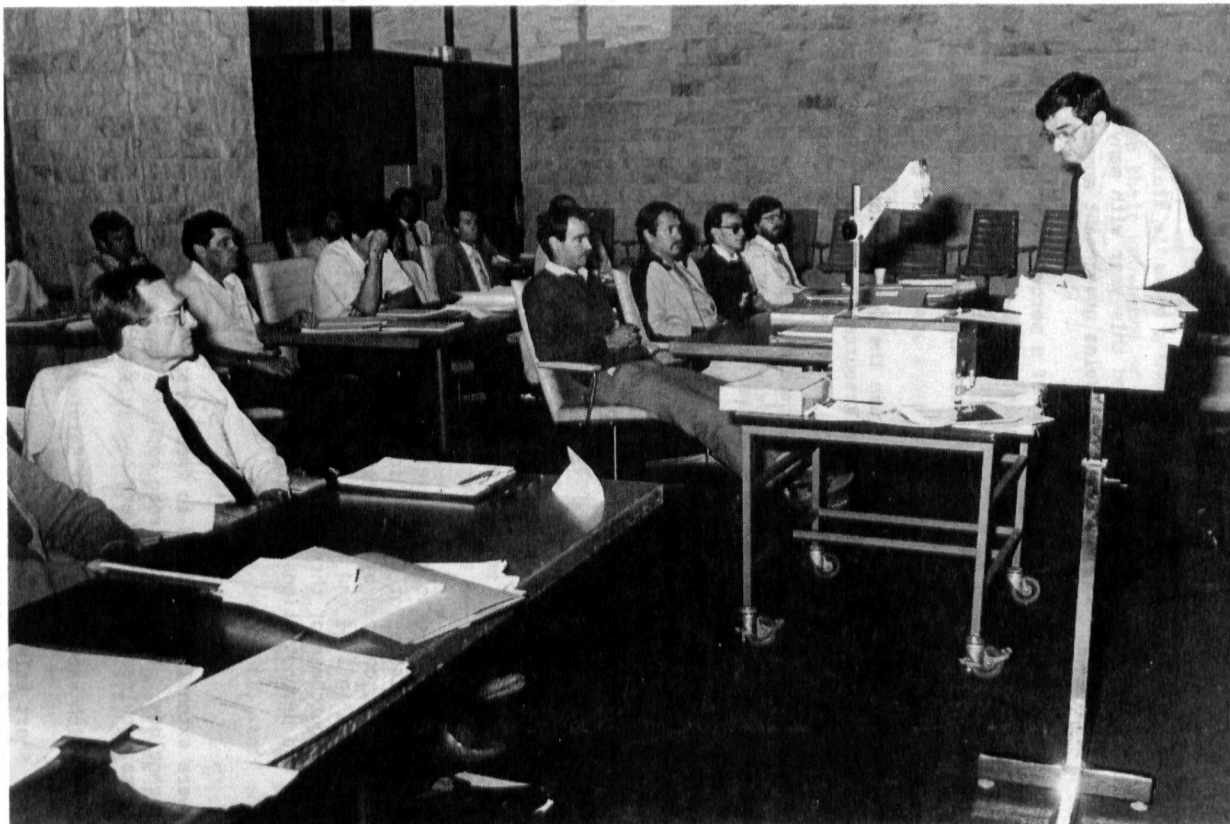
The Office was established by the Public Service Board in 1976. Its responsibilities do not derive from the Archives Act, but the Archives Authority formally undertook supervision of its activities, by agreement with the Public Service Board, in October 1978.

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

The major activities of the Office during 1986-87 were -

#### **1. Records Systems Surveys and Advisings**

Numerous requests for assistance in devising and implementing records procedures continued to be received during the year, reflecting wide appreciation throughout the Service of the importance of records management. The impetus for departmental action would seem to be a combination of the readiness to adopt computer assistance and the need for standardised procedures.



Mr D. Comber, Records Administration Officer, addresses a five day Records Management Course organised for 31 officers of the Queensland Public Service, from 25-29 August 1986.

Surveys were conducted at the Maritime Services Board, Kuring-gai College of Advanced Education, Historic Houses Trust and the Department of Corrective Services. A commitment to some of these agencies, in the form of implementation assistance, will extend throughout 1987.

The Office also provided advice on specific aspects of records management to more than twenty-five other government agencies.

## 2. Keyword Classification and Indexing

The Keyword Classification programme expanded this year with many expressions of interest from interstate, Federal and New South Wales government agencies.

The major development centred on marketing of a merged Records Management Office General Administrative Thesaurus (GADM)/Tasmanian Hydro-Electric Commission functional thesaurus, and on the production of a GADM/Glenorchy City Council local government thesaurus. Negotiations on both of these projects are continuing and are expected to be finalised later this year.

Contracts covering the sale of rights to use the General Administrative Thesaurus (GADM) were exchanged with Queensland's Water Resources Commission, Department of Children's Services, and Public Service Board. There were also further sales to Western Australian Public Service agencies.

There was also a substantial increase in the number of New South Wales Government departments joining the Keyword programme, with six departments submitting their completed functional thesauri for review during the year.

In order to assist departments in rapid identification and retrieval of information, improved indexing techniques, such as the computer-assisted Keyword-Out-of-Context (KWOC) method, have been recommended during surveys and advisings. KWOC is seen as an effective interim measure by some departments which plan, eventually, to use the on-line indexing facilities offered by computer packages.

## 3. Records Management Software

The Office has continued to be actively involved in the development of records management software suitable for the Public Service. The 'Computerized Records Management Task Force', chaired by the Records Administration Officer, completed its evaluation of tenders in 1986 and submitted a recommendation to the Government Supply Department for the purchase of three systems. The systems are being trialled in a number of sites and demonstrations of the software have been provided by this Office.

## 4. Training

Courses were extensively updated to incorporate new aspects of records and information technology. There was strong emphasis on practical sessions and participants were required to prepare pre-course work.

The courses which were offered to the Service were -

- Short talks on Records Management -  $\frac{1}{2}$  day
- Records Management Course (Regional) - 3 days
- Records Operations Course - 1 day
- Keyword Compiler's Workshop - 3 days
- Keyword User Workshops -  $\frac{1}{2}$  day

By the end of June, 1987 a total of 391 persons had undertaken training in Records Management. This number includes 102 regional officers from the Lismore, Newcastle and Goulburn districts.

## 5. Meetings, Addresses and Seminars

The Office continued to be active in addressing students from secondary and tertiary institutions on the subject of records and information management. Talks were provided for students of Kuring-gai College of Advanced Education, East Sydney College of TAFE, Nepean College of Advanced Education, and the International Training Institute.

In addition, staff attended a number of work-related seminars and demonstrations, in order to update their knowledge of information systems and methods.

## 6. Publications

The Office was again successful in promoting its series of publications on records management, with revenue from sales to non-government agencies totalling \$5 537.

File Titling and Indexing, a new addition to the series last year, has proven to be particularly popular.

## 7. Office Administration

During the year, the Office pursued its policy of regularly reviewing and updating its work practices and administrative functions, with a view to increasing efficiency in both of these areas.

# HUMAN RESOURCES

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

Section 12 of the Archives Act specifies that the officers and employees of the Archives Authority shall be subject to the provisions of the Public Service Act, 1979, during the tenure of their office or employment. In July 1986 the administrative responsibility for the Authority's Archives and Records Management Offices was transferred from the Premier's Department to the Department of Environment and Planning. During a four month hand over period which expired on 1st November 1986, the Authority's policies and practices relating to personnel and to industrial relations were adapted to conform to those adopted by the Public Service Board and the Department of Environment and Planning. Thereafter the Department has provided the Authority with administrative support in the areas of personnel, staff and finance.

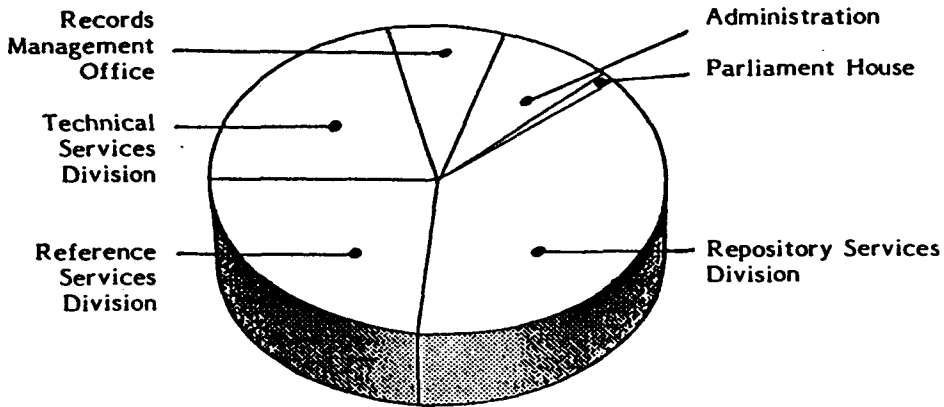
## Staffing

At the end of June, 1987 the maximum number of staffing positions in the Archives and Records Management Offices which may be filled was fifty-six, and they were distributed as follows:

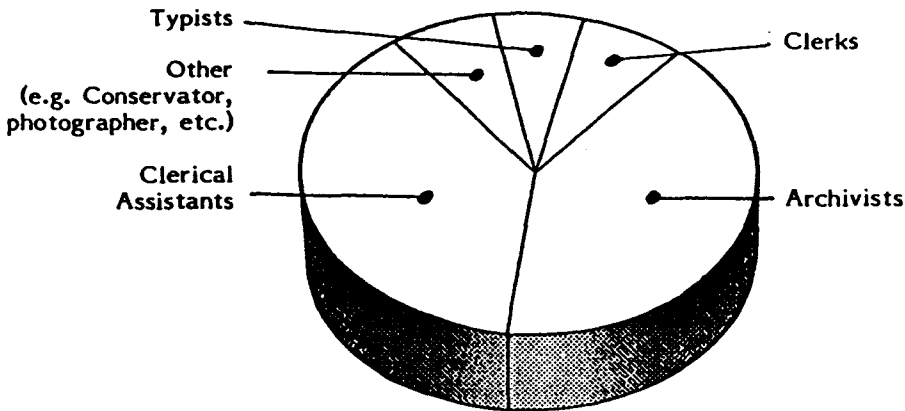
Administration, including the Principal Archivist and the Assistant Principal Archivist .. .. .	6
Reference Services Division, Archives Office .. .. .	13
Technical Services Division, Archives Office .. .. .	11
Repository Services Division, Archives Office .. .. .	20
Records Management Office .. .. .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

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

Allocation of Staff Resources, 1986-87



Classification of Persons Employed, 1986-87



#### Employment Programs

During the year the Archives and Records Management Offices participated in two Government programs aimed at creating employment opportunities. These were the Australian Traineeship System, under which one young person was employed for thirty-two weeks, and the Youth Employment Scheme, under which up to four young people were employed for periods varying between sixteen and thirty-six weeks. In addition, nine people were employed in various temporary positions on three Bicentenary Projects, as part of the State Government's Departmental Program for the Bicentenary.



### Equal Employment Opportunity

The Authority supports equality of employment opportunity (EEO) and since July 1986 it has been represented on the Department of Environment and Planning's EEO and Staff Development Consultative Committee. This Committee was established to facilitate consultation between the Department and its agencies and to assist with EEO and staff development needs.

### Staff Training and Staff Development

The Archives and Records Management Offices provide a series of internal training courses relating to the activities and operations of the Authority. In 1986-87 these again concentrated on reference areas. In addition, arrangements are made for staff to attend appropriate external courses and during the year selected staff from the Repository Services Division and Technical Services Division attended a number of computer training workshops, including courses on word processing, multiplan, SPECTRUM, MS-DOS/PC-DOS, and STATUS - RMS.

During the year staff also attended courses and workshops provided by the Department of Environment and Planning and the Public Service Board on Spokeswomen, Personnel and Recruitment matters, English and Clerical skills for Migrants, Repetition Strain Injury, and Program Evaluation.

### Leave

The Assistant Principal Archivist, Mrs Dawn Troy, entered on three years leave without pay from 1st October, 1986. She had joined the staff on 5th March, 1962 and served the Archives Authority for 24 years.

At its meeting on 10th October, 1986, the Authority paid tribute to Mrs Troy's long period of service, her hard and professional work, and her many achievements. The latter included several published archival guides and inventories, three of which, the Guide to Convict Records in the Archives Office of New South Wales, the Guide to Shipping and Free Passenger Records, and the Colonial Secretary: Part II - Correspondence inventory, are amongst the most significant and heavily-used archival finding aids yet produced in Australia. The Authority resolved to extend to Mrs Troy its warm thanks and its very good wishes for the future.

Mrs Linda Makra, typist, Repository Services Division commenced maternity leave on 21st August, 1986; and Mrs Susan Wright, Senior Records Management Officer commenced maternity leave on 2nd March, 1987.

### Promotions and Appointments

Mrs Frances Lemmes, B.A., M.Lib., A.L.A.A. was appointed Assistant Principal Archivist, in succession to Mrs Troy, on 9th March, 1987.

### Attendance at Professional Meetings and Conferences

The Senior Archivist, Technical Services Division, Mrs Christine Shergold attended a seminar on Problems and Prospects of Preserving the Portable Scientific and Technological Heritage on 2nd August, 1986.

The Curator of Conservation, Mr John Davies, spoke to the Business Archives Special Interest Group of the Australian Society of Archivists on the subject of basic conservation on 24th July 1986, and attended a meeting on disaster preparedness at the Australian Archives on 2nd September, 1986.

The Senior Archivist, Technical Services Division, Mrs Christine Shergold spoke to students of the Diploma in Information Management (Archives Administration) course at the University of New South Wales on 8th September 1986, concerning the application of computer technology to archives management and the production of finding aids.

The Assistant Senior Archivist, Maps and Plans, Ms A. Barber and the Assistant Senior Archivist, Processing, Mr M. Allen attended a seminar on Technology at the Leading Edge on 22nd October, 1986.

The Senior Archivist, Repository Services Division, Mr John Burke and the Senior Project Archivist, Mrs Sally Irvine-Smith addressed the Local Government Records Management Conference held at Holroyd on 11th-12th December, 1986.

The Principal Archivist, Mr D.J. Cross addressed the Challenges for Public Archives seminar held on 7th May 1987. The Assistant Principal Archivist, Mrs F. Lemmes also attended this seminar, while the Senior Archivist, Technical Services Division, Mrs C. Shergold and the Assistant Senior Archivist, Processing, Mr M. Allen attended a seminar on Microcomputers and Archives held on the following day.

Three staff members attended a conference on administrative history organised by the Royal Australian Institute of Public Administration on 22nd-23rd May, 1987.

The Principal Archivist also spoke at the Official Opening of the Riverina Archives, at the Riverina-Murray Institute of Higher Education on 27th May, 1987.

The Principal Archivist, the Senior Archivist Repository Services Division and the Senior Project Archivist, all spoke at the Action Committee on Local Government Records' training course held on 1st-5th June 1987.

#### Participation in External Committees and Working Parties

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

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

---

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

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

- (a) the financial statements and notes thereto, exhibit a true and fair view of the financial position and transactions for the year ended 30 June 1987.
- (b) the financial statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, Regulation, and Treasurer's Directions, and
- (c) we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading, or inaccurate.

SIGNED:

*Kenneth W. Knight*

DATE:

*11 August, 1987.*

CHAIRMAN

ARCHIVES AUTHORITY

SIGNED:

*P. Ross*

DATE:

*11 August, 1987*

PRINCIPAL ARCHIVIST

SIGNED:

*[Signature]*

DATE:

*11 August, 1987*

MEMBER

ARCHIVES AUTHORITY

THE ARCHIVES AUTHORITY OF NEW SOUTH WALESStatement of Financial Position as at 30th June, 1987

Previous Year \$		Note	1986/87 \$
	<b>Funds Held -</b>		
<u>675</u>	Sponsored Publications	2	<u>2 088</u>
	<b>Represented by -</b>		
<u>675</u>	Cash at Treasury		<u>2 088</u>

THE ARCHIVES AUTHORITY OF NEW SOUTH WALESStatement of Financial Operations for the Year Ended 30th June, 1987

REVENUE	Previous Year \$	1986/87 \$	Increase % (-)
Consolidated Fund: Recurrent	1 947 198	2 008 967	3.2
: Capital Works	--	1 225 667	*
Bicentennial Council Project	--	143 507	*
Treasury Grant - Purchase of computer	33 994	--	(100.0)
<b>Authority Generated Funds</b>			
Genealogical Research Kit	160 288	148 753	( 7.2)
Repository Services	121 637	123 693	1.7
Records Management Office	42 600	45 937	7.8
Photographic and other Miscellaneous Services	35 045	36 432	4.0
Publications	16 324	11 941	( 26.9)
Sponsored Publications	1 240	1 413	14.0
	<u>2 358 326</u>	<u>3 746 310</u>	58.9
<b>EXPENDITURE</b>			
Salaries, Allowances, etc	1 181 982	1 241 278	5.0
Capital Works	--	1 225 667	*
Maintenance and Working Expenses	603 707	598 727	(0.8)
Other Services			
. Genealogical Research Kit	129 130	146 438	13.4
. Purchase and Reproduction of Public Archives	10 852	13,966	28.7
. Parliament House Archives	21 527	8 558	( 60.2)
Bicentennial Council Project	--	143 507	*
Purchase of Computer Facilities	33 994	--	(100.0)
Sponsored Publications	1 390	--	(100.0)
<b>Authority Generated Funds Repaid to Consolidated Fund</b>	375 894	366 756	( 2.4)
	<u>2 358 476</u>	<u>3 744 897</u>	58.8
Revenue Exceeded Expenses for Year by	(150)	1 413	+
	<u>2 358 326</u>	<u>3 746 310</u>	58.9

\* Nil in Previous Year - Not Calculable

+ Expenses exceeded revenue in Previous Year - Not Applicable

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Statement of Source and Application of Funds  
for the Year Ended 30th June, 1987

SOURCES	Previous Year \$	1987 \$
Funds from Operations		
. Inflow of funds	2,358,326	3,746,310
. Less Outflow of funds	2,358,476	3,744,897
	<hr/>	<hr/>
	(150)	1,413
Reduction in Assets		
. Cash at Treasury	150	-
	<hr/>	<hr/>
	-	1,413
	<hr/>	<hr/>
APPLICATION		
Increase in Assets		
. Cash at Treasury	-	1,413
	<hr/>	<hr/>
	-	1,413
	<hr/>	<hr/>

THE ARCHIVES AUTHORITY OF NEW SOUTH WALES

Notes to and forming part of the Financial Statements

1. Summary of Significant Accounting Policies

- (i) The Accounts have been prepared on a modified accrual basis. This involves income earned but not received and expenses incurred but not paid at year end (where amounts are material), being included in the Statement of Financial Operations. Also asset purchases are treated as expenditure in the year of acquisition and therefore no depreciation charges are made.
- (ii) The Treasurer has granted the Archives Authority an exemption (Ref. T84/2052), under Section 41 B(2) of the Public Finance and Audit Act 1983, from full accrual accounting; and, under Section 41 B(3)(a), from the necessity of preparing a balance sheet or statement of balances, subject to the presentation of a Statement of Financial Position. Wherever applicable regard has been given to Australian Accounting Standards, and industry practice.
- (iii) Payroll costs, met from the Consolidated Fund, include accrual to 30 June each year. With that exception there were no material amounts owed by (or to) the Authority at year end.
- (iv) The accounts have been prepared in accordance with historical cost principles and have not been adjusted to record changes in the general purchasing power of the Dollar.
- (v) Long Service Leave and Annual Leave is paid out of Consolidated Fund Appropriation, when taken.
- (vi) Archives staff are members of the State Superannuation Scheme. No provision is required to be made for deferred liability under this scheme as the contributions paid by the Treasury cover this liability.
- (vii) Policies adopted were consistent with those applied in the previous year.
- (viii) Australian accounting standards are not generally adhered to because the Financial Statements have been prepared using a modified accrual basis.

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

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

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

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

The Repository is being extended by the construction of a Services Building. This extension is being funded from capital funds allocated to the Minister for Heritage for cultural building projects, and the work is being undertaken by the Public Works Department. A total of \$1 225 667 was expended on this project in 1986/87. Previous years capital works and services allocations were directly allocated to Premier's Department's vote.

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

- . Plant and equipment, fixtures, fitting and furniture.
- . Records in the Authority's custody.

#### 4. Insurance

- . Insurance coverage on the Kingswood building is effected through the Treasury Fire Risks Account, under a general policy with the Government Insurance Office in which the values of individual properties are not disclosed.
- . The State Archives building is insured by the Sydney Cove Redevelopment Authority.
- . Plant and equipment, fixtures, fittings and furniture, are insured through the Treasury Fire Risks Account. Estimated value for insurance purposes is \$439 000, for plant and equipment purchased by the Archives Authority, for both the State Archives Building and the Government Records Repository. However, this excludes most of the furniture and fittings for the State Archives Building, which were supplied by the Department of Public Works in 1979 as part of the original fitout.
- . Records in the Authority's custody: the estimated value of the State archives is \$150 000 000. In August, 1986 Treasury advised that they are covered against damage caused by fire and lightning by the Treasury Fire Risks Account, and the Authority is now reviewing insurance cover against other forms of damage, and theft. The value of the semi-active records is unknown.

5. Stores on hand are not reflected in the Accounts. The estimated cost of stocks on hand as at 30 June 1987 was \$60 000. (\$50 000 in 1985/86)

6. A \$4 250 audit fee was paid in respect of the accounts for the year 1986/87. (\$4 000 in 1985/86)

#### 7. Consolidated Fund - Other Information (comparative figures not available)

- . Debtors as at 30 June 1987: \$28,181
- . Accrued expenses as at 30 June 1987: \$28,919
- . Commitment under capital works, contracts, lease/hire agreements as at 30 June 1987: \$92,000 (Kingswood)
- . Value of material assistance from Other Authorities for the year ended 30 June 1987, Special Employment Schemes: \$34,759 (Y.E.S. \$13,499; C.E.P. \$21,260).





BOX 12, G.P.O.

SYDNEY, N.S.W. 2001

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

The accounts of the Archives Authority of New South Wales for the year ended 30 June 1987, have been audited in accordance with Section 34 of the Public Finance and Audit Act 1983.

In my opinion, the accompanying financial position, financial operations and funds statements, read in conjunction with the notes thereto, comply with Section 41B of the Act and exhibit a true and fair view of the financial position at 30 June 1987 and transactions for the year then ended.

A handwritten signature in black ink, appearing to read "K.J. Robson".

K.J. ROBSON, FASA CPA  
AUDITOR-GENERAL OF NEW SOUTH WALES

SYDNEY,  
12 October 1987

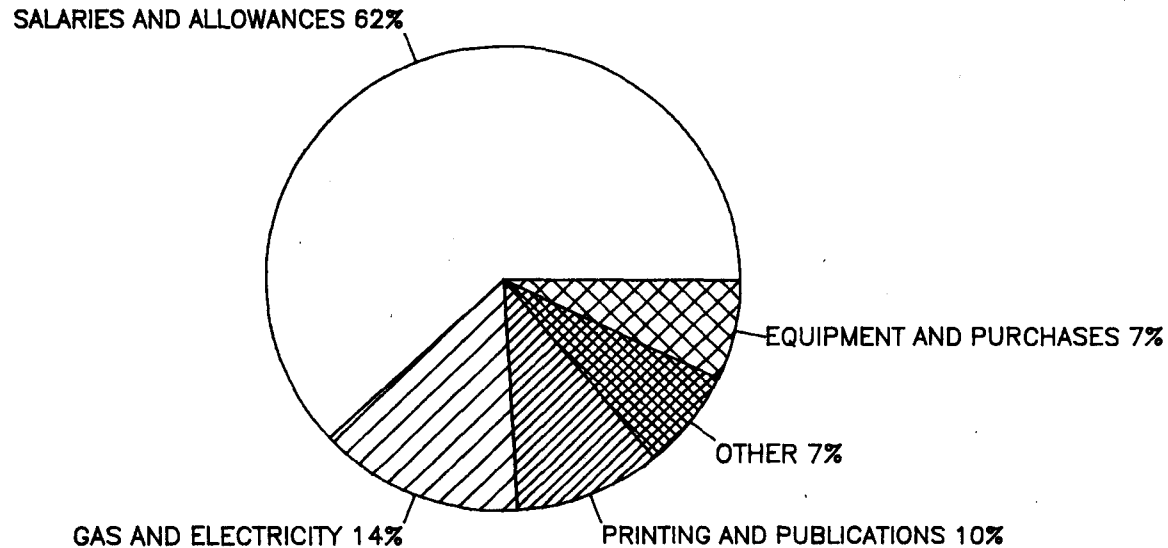
THE ARCHIVES AUTHORITY OF NEW SOUTH WALESProgram: Preservation and Management of Government Records

Detailed Budget in Accordance with Section 7 (1) (a) (iii)  
of Annual Reports (Statutory Bodies) Act, 1984  
- For Financial Year 1986-87

<u>ITEM</u>		<u>ALLOCATION</u> <u>1986-87</u> \$	<u>EXPENDITURE</u> <u>1986-87</u> \$
<b><u>SALARIES AND PAYMENTS</u></b>			
A.1	Salaries and Wages		
	Penalties etc.	1,236,000	1,212,464
	Temporary Assistance		
A.2	Leave on Resignation	10,000	4,307
A.3	Overtime	25,000	24,507
	<u>Sub total "A" Items</u>	<u>1,271,000</u>	<u>1,241,278</u>
<b><u>MAINTENANCE AND WORKING EXPENSES</u></b>			
B.1	Workers Compensation Insurance	13,000	13,000
B.2	<u>Expenses in Connection with Building</u> Rates, Charges, etc.	3,000	1,616
B.3	<u>Subsistence and Transport</u> Travelling and Subsistence	12,000	9,726
	Motor Vehicles and Running Costs etc.	11,000	8,652
B.4	<u>General Expenses</u> Advertising and Publicity	3,000	2,354
	Books and Periodicals	4,000	4,726
	Fees for Services Rendered	62,000	62,220
	Gas and Electricity	280,000	276,365
	Other Insurance	2,000	1,448
	Postal and Telephone	18,000	18,556
	Printing	43,000	48,593
	Stores, Equipment etc.	152,000	145,176
	Minor expenses	5,000	6,295
	<u>*Sub total "B" Items</u>	<u>608,000</u>	<u>598,727</u>
<b><u>OTHER SERVICES</u></b>			
E710	Purchase and Reproduction Public Archives	14,000	13,966
E720	Genealogical Research Kit	147,000	146,438
E730	Parliament House Archives	23,000	8,558
	<u>Sub total "E" Items</u>	<u>184,000</u>	<u>168,962</u>
	<u>PROGRAM TOTAL</u>	<u>2,063,000</u>	<u>2,008,967</u>

# THE ARCHIVES OFFICE OF N.S.W.

## ALLOCATION OF FINANCIAL RESOURCES 1986-87

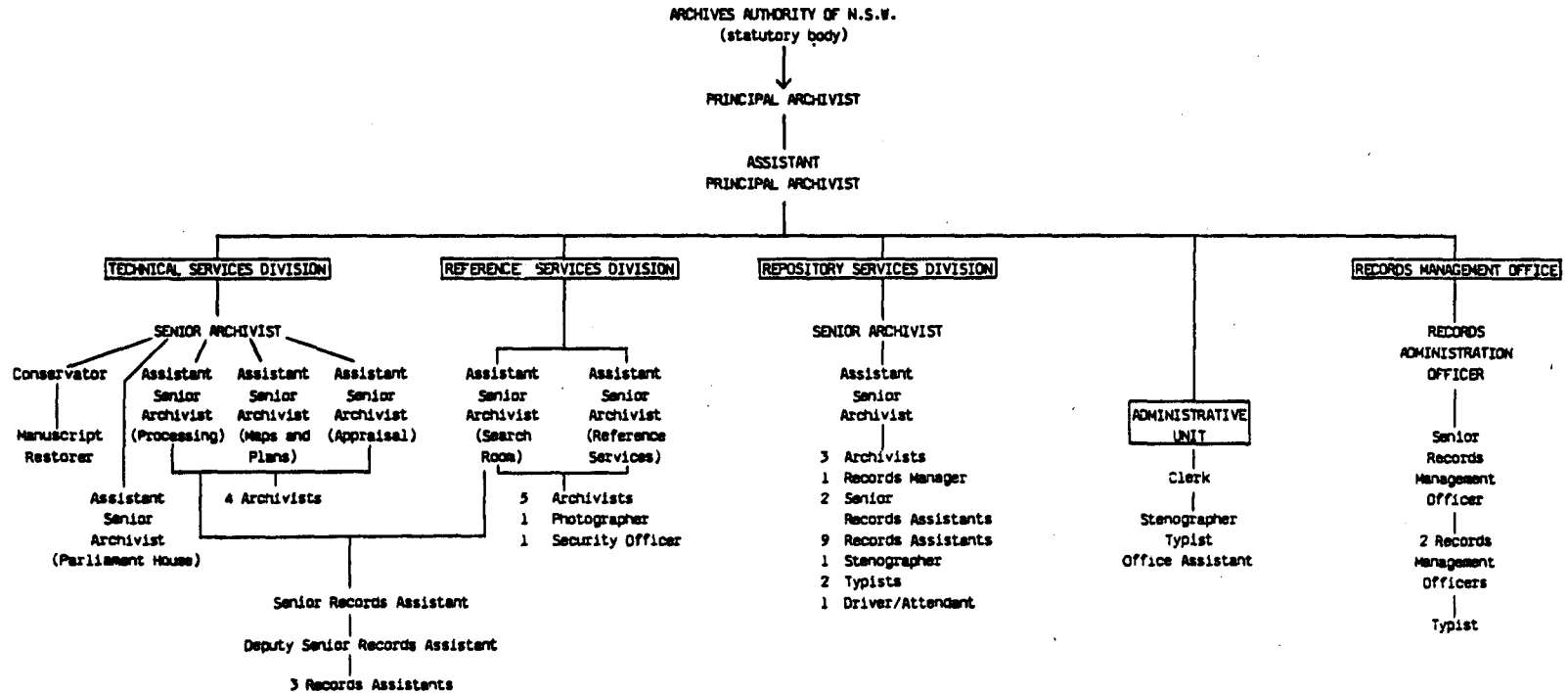


THE ARCHIVES AUTHORITY OF NEW SOUTH WALESProgram: Preservation and Management of Government Records

Budget In Accordance with Section 7 (i) (a) (iii)  
of Annual Reports (Statutory Bodies) Act, 1984  
- For Financial Year 1987-88

<u>ITEM</u>	<u>ALLOCATION</u> <u>1987/88</u> \$
<u>SALARIES AND PAYMENTS</u>	
A.1 Salaries and Wages	1,402,000
Penalties etc.	
Temporary Assistance	
A.2 Leave on Resignation	5,000
A.3 Overtime	31,000
<u>Sub total "A" items</u>	<u>1,438,000</u>
<u>MAINTENANCE AND WORKING EXPENSES</u>	
B.101 Workers Compensation Insurance	14,000
<u>Expenses in Connection with Building</u>	
B.202 Rent, Rates	3,000
<u>Subsistence and Transport</u>	
B.301 Travelling and Subsistence	16,000
B.302 Motor Vehicles and Running Costs etc	11,000
<u>General Expenses</u>	
B.401 Advertising and Publicity	3,000
B.402 Books and Periodicals	6,000
B.403 Fees for Services Rendered	60,000
B.404 Gas and Electricity	200,000
B.406 Other Insurance	4,000
B.407 Postal and Telephone	18,000
B.408 Printing	79,000
B.409 Stores, Equipment etc.	126,000
B.410 Minor expenses	5,000
<u>Sub total "B" Items</u>	<u>545,000</u>
<u>OTHER SERVICES</u>	
E710 Purchase and Reproduction of Public Archives	16,000
E720 Preparation and distribution of Genealogical Research Kit	100,000
<u>Sub total of "E" Items</u>	<u>116,000</u>
<u>PROGRAM TOTAL</u>	<u>2,099,000</u>

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



Establishment = 57  
Staff Number = 56

July 1987

## PUBLICATIONS OF THE ARCHIVES AUTHORITY

(a) Inventories and Guides

- (1) Colonial Secretary: Muster and Census records. (First edition published by the Public Library of New South Wales, Archives Section, 1960. Out of print.)
- (2) Colonial Secretary: Naturalization and Denization records. (First edition published by the Public Library of New South Wales, Archives Section, 1959; new and revised edition 1967; revised and reprinted 1979; third edition, 1982.)
- (3) Commissariat, 1788-1870. (1963; revised and reprinted 1979. Out of print.)
- (4) Auditor-General, 1824-84. (1964.) (Out of print.)
- (5) Council of Education, 1866-80. (1964; revised and reprinted 1979. Out of print.)
- (6) Workers' Compensation (Silicosis) Committee, 1927-57. (1965.)
- (7) Education under two Boards, 1848-66: The Board of National Education and the Denominational School Board. (1966; reprinted 1979. Out of print.)
- (8) Executive Council, 1825-1935. (1966; revised and reprinted 1979.)
- (9) Court of Civil Jurisdiction, 1787-1814. (1967; revised and reprinted 1979. Out of print.)
- (10) District Councils, 1843-50 (1967.)
- (11) The Governor, 1787-1935. (1969; revised and reprinted 1979. Out of print.)
- (12) List of Series Titles in the Archives Office of New South Wales. (1965. Out of print; replaced by No. 13.)
- (13) Concise Guide to the State Archives of New South Wales. (1970.) (Out of print.) With quarterly Supplements, 1971 - 80.
- (14) Guide to Convict Records in the Archives Office of New South Wales. (1970; with Supplement, 1974. Second edition, 1981; with Supplement, 1985.)
- (15) Colonial Secretary: Part II, Correspondence. (1972.) With Supplement, 1980.
- (16) Index to Assisted Immigrants Arriving Port Phillip, 1839-51. (1976; reprinted 1985.)
- (17) Guide to Shipping and Free Passenger Records. (1977. Second edition, 1984.)
- (18) Guide to Records Relating to the Occupation of Crown Lands. (1977.) (Out of print.)
- (19) Government (Colonial) Architect, 1837-c.1970. (1979.)
- (20) Governor's Court, 1814-24. (1979.)
- (21) Immigration: Index to Assisted Immigrants arriving Sydney, 1880-96. (1980.)
- (22) Vice-Admiralty Court of New South Wales, 1787-1911. (1980.)
- (23) Surveyor General: Select List of Maps and Plans, 1792-1886. (1980.)
- (24) Clerk of the Peace: Part 1 - Quarter Sessions Records, 1824-1920. (1982.)
- (26) Surveyor General: Select list of Maps and Plans, 1792-1886. Supplement. (1984.)
- (27) Immigration: Index to Assisted Immigrants arriving Moreton Bay (Brisbane), 1848-59. (1985.)
- (28) Immigration: Index to Assisted Immigrants arriving Sydney, 1860-79. (1985.) With Supplement, 1985.
- (29) Immigration: Index to Assisted Immigrants arriving Sydney and Newcastle, 1844-59. (1987)

(b) Information Leaflets

- (1) 1891 Census: Collectors' Books.
- (2) Publicans' Licences.
- (3) Electoral Rolls.
- (4) Birth, Death and Marriage Records.
- (5) Card Indexes. (Out of print.)
- (6) Maps and Plans.
- (7) Land Grants, 1788-1856.
- (8) Select List of Sources for Genealogical Research.
- (9) Glass Negatives. (Out of print.)
- (10) Department of Education: Schools files, 1876-1939. (Out of print.)
- (11) Colonial Secretary: Indexes and Registers to Letters Received, 1826-1900.
- (12) Convict ships arriving at Port Jackson, 1788-1849. (Deleted.)
- (13) Government Transport: Correspondence files, 1902-38.
- (14) Surveyor-General: Surveyors' Field books, 1794-1830.
- (15) Attorney-General and Attorney-General and Justice: Special bundles, 1822-1977.
- (16) Mines Department: Special files, 1851-1965.
- (17) Marine Board, Maritime Services Board, Navigation Department and Sydney Harbour Trust: Special bundles.
- (18) Premier's Department: Special bundles, 1895-1976.
- (19) Public Service Board: Special bundles, 1860-85, 1895-1946.
- (20) Public Works: Special bundles, 1846-1963.
- (21) Treasury: Special bundles, 1860-1959.
- (22) Ships carrying Immigrants and Settlers to New South Wales, 1828-96. (Deleted.)
- (23) Auditor General: Reports of Inspectors of Public Accounts, 1907-30.
- (24) Department of Education: Subject files, 1875-1948.
- (25) Potato Marketing Board: Special files, 1946-56.
- (26) Bench of Magistrates: Return of Hearings, 1788-1820. (Out of print.)
- (27) Davies, J.: Preservation of Books and Related Materials. (Deleted - superseded by Technical Paper No.1.)
- (28) Photocopies.
- (29) Returns of the Colony - 'Blue Books'.
- (30) A Career as an Archivist in the Archives Office of New South Wales.
- (31) Davies, J.: Preventive Conservation - Basic Conservation Techniques. (Deleted - superseded by Technical Paper No.2.)
- (32) Police Department: Special bundles, 1846-1963.
- (33) Attorney General and Justice - Registry of Births, Deaths and Marriages: Microfiche copies of Indexes to Births, Deaths and Marriages, 1788-1899.
- (34) Department of Agriculture: Agriculture Special files, 1889-1981.
- (35) Attorney General and Justice - Registry of Births, Deaths and Marriages: Microfilm copies of Registers of Baptisms, Burials and Marriages, 1787-1856.

(37) How to Use the Genealogical Research Kit.

(38) Muster and Census Records.

(c) Technical Papers

(1) Preservation of Books and Related Materials.

(2) Preventive Conservation - Basic Conservation Techniques.

(3) Guidelines in Establishing a Microfilming Programme.

(4) Microfilming of Records.

(d) Document Kits

(1) The Changing Face of the Rocks: Glimpses of a Part of an Earlier Sydney and its Inhabitants from material in the Archives Office of New South Wales. (1979.) (Out of print.)

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

(e) Publications in Microform

(1) Genealogical Research Kit (1984 - .)

Stage I (1984) :

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

Stage II (1985):

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



## Stage III (1987):

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

(F) Postcards

- (1) Eastways Hotel, Castlereagh Street, Sydney, 1888. (Out of print.)
- (2) Sydney Harbour looking east from Benelong Point, c. 1890. (Out of print.)
- (3) Public Demonstration at Wagga Wagga Experimental Farm, c. 1900. (Out of print.)
- (4) Alfred Street, Circular Quay, Sydney c. 1900. (Out of print.)
- (5) Cambridge Street, The Rocks, Sydney, 12 August, 1901. (Out of print.)
- (6) Sydney Harbour Bridge under construction, 29 July, 1930. (Out of print.)
- (7) Police telegram reporting whereabouts of the Kelly gang of bushrangers, 7th January, 1880.
- (8) Steam locomotive 0446 class, Engine No. 452 (it ran 59 years on New South Wales Railways), c. 1890's.
- (9) Sydney's first electric tramcar, North Sydney to Spit Junction Line, c. 1895.
- (10) Four horse omnibus, Railway Station, Sydney, 1895.
- (11) Circular Quay, Sydney, 1899.
- (12) School Children, Commonwealth Celebrations, Sydney Cricket Ground, 1901.
- (13) Construction of Sydney Harbour Bridge: The half arches approaching each other, May, 1930.
- (14) Construction of Sydney Harbour Bridge: Completing the closure of upper chords, September, 1930.
- (15) Construction of Sydney Harbour Bridge: View from McMahon's Point, September, 1930.
- (16) Construction of Sydney Harbour Bridge: Erection of Deck, October, 1930.
- (17) Construction of Sydney Harbour Bridge: Erecting the Deck, December, 1930.
- (18) Opening of Sydney Harbour Bridge: Official cars crossing Bridge, March, 1932.
- (19) Sydney Harbour Bridge Celebrations Poster, March, 1932.

(g) Greeting Cards

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

(h) Maps

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

(i) J.G. Wilson sketches

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

(j) Posters

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

(k) Hotel Plans

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

(l) Other Items

- (1) Ticket of Leave tea towel.
- (2) "Archives are here to stay" Badge.

GOVERNMENT RECORDS REPOSITORY

ANALYSIS OF REPOSITORY HOLDINGS OF SEMI-ACTIVE RECORDS OF PUBLIC OFFICES, 1986-87  
(Figures represent number of standard Repository Cartons)

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1985-86	1986-87	1985-86	1986-87	1985-86	1986-87				1985-86	1986-87
Agriculture Department	116	116	2022	2108	880	880	137	21	30	3018	3104
Attorney General's Department	1139	1848	216	593	9693	8888	605	194	130	11048	11329
Auditor General's Department	..	..	18	18	..	..	..	..	..	18	18
Builders' Licensing Board	..	..	487	487	223	223	..	..	..	710	710
College of Advanced Education - Hawkesbury	..	..	11	11	2	2	..	..	..	13	13
Consumer Affairs Department	17	..	5232	..	..	..	..	5249	..	5249	..
Corporate Affairs Commission	3086	3086	4796	6644	56	193	1985	..	..	7938	9923
Corrective Services Department	..	..	6869	8745	1818	1819	1876	..	..	8687	10563
Lands Department	346	346	9474	9660	710	710	186	..	..	10530	10716
Crown Solicitor's Office	..	..	8531	8959	..	..	428	..	..	8531	8959
Dust Diseases Board	..	..	..	..	140	140	..	..	..	140	140
Education Department	230	230	2897	5156	3406	2496	1349	..	..	6533	7892
Environment and Planning	..	..	..	85	..	..	85	..	..	..	85
Film Corporation	..	15	..	..	75	99	39	..	..	75	114
Finance Department	15592	16578	8866	13229	265	265	5870	177	344	24723	30072
Government Insurance Office	..	..	10217	10217	22	22	..	..	..	10239	10239
Government Supply Department	..	..	215	215	..	..	..	..	..	215	215
Health Department	214	214	50	50	2443	2651	208	..	..	2707	2915
Housing Department	..	..	..	596	766	170	..	..	..	766	766
Industrial Development and Decentralization	..	..	..	..	341	..	..	249	92	341	..
Industrial Relations and Employment	1894	2092	2346	2577	..	..	429	..	..	4240	4669
Lands Titles Office	..	..	1149	307	1882	9434	7725	1015	..	3031	9741
Legal Aid Commission	835	836	3172	8642	..	..	5471	..	..	4007	9478
Leisure and Sport Department	..	..	33	43	150	150	28	16	2	183	193
Local Government Department	2554	281	603	3103	..	..	227	..	..	3157	3384
Local Courts Administration	6365	6722	6822	8089	4584	4655	3504	842	967	17771	19466
Main Roads Department	804	804	3441	4261	..	..	1120	300	..	4245	5065
Maritime Services Board	2375	2477	14	29	..	111	228	..	..	2389	2617
M.W.S. & D Board	..	..	..	..	137	137	..	..	..	137	137
Mineral Resources Department	49	49	24	24	3848	3848	..	..	..	3921	3921
Ministry of Education	..	..	..	2	92	92	2	..	..	92	94
Ministry of Transport	20	20	145	467	..	..	322	..	..	165	487

## Appendix 3, cont.

Public Office	Category 1		Category 2		Category 3		Accessions	Destructions	TASA	Total Holdings	
	1985-86	1986-87	1985-86	1986-87	1985-86	1986-87				1985-86	1986-87
National Parks & Wildlife Service	..	..	2	2	116	116	..	..	..	118	118
Office of the Minister for the Arts	..	..	..	47	..	..	47	..	..	..	47
Ombudsman's Office	..	..	337	573	..	..	236	..	..	337	573
Police Department	121	121	1487	1897	661	661	410	..	..	2269	2679
Premier's Department	262	493	1237	752	616	134	267	680	323	2115	1379
Public Service Board	..	..	44	5946	5779	24	147	..	..	5823	5970
Public Trust Office	101	101	..	354	9	9	354	..	..	110	464
Public Works Department	525	525	1068	1391	7079	7079	323	..	..	8672	8995
Registrar of Co-Operative Societies	..	..	368	368	18	18	..	..	..	386	386
Soil Conservation Service	..	..	197	197	..	..	..	..	..	197	197
Solicitor for Public Prosecutions	1875	3928	..	..	5	5	2053	..	..	1880	3933
State Compensation Court and Board	..	..	..	..	3609	2014	217	1812	..	3609	2014
State Library *	13	13	6343	6843	478	478	500	..	..	6834	7334
State Lotteries	..	..	..	80	..	..	80	..	..	..	80
State Superannuation Board	..	..	1032	1238	..	..	206	..	..	1032	1238
State Superannuation Office	..	..	78	78	..	..	..	..	..	78	78
Supreme Court	..	..	..	..	19112	19112	..	..	..	19112	19112
Technical and Further Education	..	..	1013	1059	94	94	46	..	..	1107	1153
Treasury	..	..	305	379	682	682	74	..	..	987	1061
Urban Transit Authority	..	..	309	171	..	39	39	99	39	309	210
Valuer General's Department	405	405	1404	1534	4125	4125	157	27	..	5934	6064
Water Resources Commission	..	..	..	..	8958	8958	..	..	..	8958	8958
Western Lands Commission	..	..	..	..	..	1160	1160	..	..	..	1160
Youth & Community Services	3682	3565	2184	4006	1235	252	1382	660	..	7101	7823
<b>TOTAL</b>	<b>42620</b>	<b>44865</b>	<b>95058</b>	<b>121232</b>	<b>84109</b>	<b>81944</b>	<b>39522</b>	<b>11341</b>	<b>1927</b>	<b>221787</b>	<b>248041</b>

Category 1: Records scheduled to become State archives

Category 2: Records scheduled for destruction

Category 3: Records not scheduled

TASA: Transferred as State archives

\* Includes manuscript holdings of Mitchell Library

GOVERNMENT RECORDS REPOSITORYCHANGING POLICY: ANALYSIS OF REVENUE  
FROM PUBLIC OFFICES, 1986-87

<u>Public Office</u>	<u>File Reference</u>	<u>Storage</u>	<u>Total</u>
Water Resources Commission	\$3,325.50	\$17,916.00	\$21,241.50
Government Insurance Office	244.50	12,304.40	12,548.90
Legal Aid Commission	361.50	9,849.40	10,210.90
Finance Department	7,734.50	—	7,734.50
Department of Main Roads	1,584.00	4,933.20	6,517.20
Corrective Services Department	5,962.50	—	5,962.50
Health Department	642.00	5,186.00	5,828.00
State Compensation Court and Board	454.50	4,028.00	4,482.50
Local Courts Administration	3,604.50	—	3,604.50
Youth and Community Services	2,529.00	—	2,529.00
Public Works Department	1,392.00	650.40	2,042.40
Education Department	1,896.00	—	1,896.00
State Library	1,701.00	—	1,701.00
Housing Department	597.00	1,055.20	1,652.20
State Superannuation Board	27.00	1,455.60	1,482.60
Builders' Licensing Board	132.50	1,030.40	1,162.90
Lands Department	901.50	—	901.50
Industrial Relations and Employment	793.50	—	793.50
Land Titles Office	774.00	—	774.00
Supreme Court	747.00	—	747.00
Corporate Affairs Commission	712.50	—	712.50
Technical and Further Education	696.00	—	696.00
Public Trust Office	498.00	195.00	693.00
Local Government Department	391.50	—	391.50
Solicitor for Public Prosecutions	387.00	—	387.00
Crown Solicitor's Office	358.50	—	358.50
Maritime Services Board	222.00	128.40	350.40
Agriculture Department	315.00	—	315.00
Environment and Planning Department	75.00	225.00	300.00
Urban Transit Authority	—	282.80	282.80
Dust Diseases Board	—	280.00	280.00
M.W.S. & D. Board	—	274.00	274.00
Mineral Resources	264.00	—	264.00
Public Service Board	258.00	—	258.00
National Parks and Wildlife Service	—	234.40	234.40
Film Corporation	12.00	197.50	209.50
Police Department	189.00	—	189.00
Attorney General's Department	186.00	—	186.00
Premier's Department	159.00	24.00	183.00
Consumer Affairs	171.00	—	171.00
Treasury	153.00	—	153.00
State Superannuation Office	45.00	93.60	138.60
Western Lands Commission	120.00	—	120.00
Valuer General's Department	111.00	—	111.00
Education, Ministry of	—	78.00	78.00
Ombudsman's Office	52.50	—	52.50
Board of Fire Commissioners	25.50	—	25.50
Auditor General's Department	19.50	—	19.50
College of Advanced Education - Hawkesbury	—	17.20	17.20
Liquor Administration Board	15.00	—	15.00
Anti-Discrimination Board	10.50	—	10.50
Government Supply Department	6.00	—	6.00
Sport and Recreation Department	6.00	—	6.00
<b>TOTAL</b>	<b>\$40,862.50</b>	<b>\$60,438.50</b>	<b>\$101,301.00</b>

## GOVERNMENT RECORDS REPOSITORY

## ANALYSIS OF FILE RETRIEVAL SERVICE STATISTICS, 1986-87

Public Office	Requested	Issued	Returned	Misc.*	Total No. of Jobs	Percentage of Total
Finance Department	5356	4466	3157	1976	10489	17.07
Archives Office (Search Room)	4987	4506	4511	..	9398	15.30
Corrective Services Department	4017	3638	2854	191	7062	11.51
Water Resources Commission	2691	2403	1607	12	4310	7.01
Youth and Community Services	1884	1485	1673	17	3574	5.92
Local Courts Administration	2516	1851	701	8	3225	5.26
Education Department	1812	959	519	351	2682	4.36
Department of Main Roads	1484	1401	817	29	2330	3.80
Public Works Department	1019	944	929	33	1981	3.22
State Library	1069	972	875	..	1944	3.16
Industrial Relations and Employment	620	523	478	142	1240	2.02
Health Department	493	415	465	152	1110	1.81
Corporate Affairs Commission	527	461	411	94	1032	1.68
Land Titles Office	535	500	397	6	938	1.52
Supreme Court	494	379	428	6	928	1.51
Technical and Further Education	511	394	369	26	906	1.47
Lands Department	553	439	292	25	870	1.41
Legal Aid Commission	227	191	138	23	588	0.96
Solicitor for Public Prosecutions	278	212	287	12	577	0.94
Housing Department	421	255	73	73	567	0.92
Public Trust Office	396	327	157	..	553	0.91
Local Government Department	262	239	189	31	482	0.78
Agriculture Department	361	313	91	7	459	0.74
State Compensation Court and Board	311	233	74	2	387	0.63
Crown Solicitor's Office	253	160	126	4	383	0.62
Mineral Resources Department	184	137	157	6	347	0.56
Public Service Board	163	119	179	4	346	0.56
Attorney General's Department	186	129	140	13	339	0.55
Government Insurance Office	169	137	114	1	284	0.46
Police Department	154	141	123	1	278	0.45
Maritime Services Board	158	153	85	25	268	0.43
Premier's Department	149	139	90	..	239	0.39
Consumer Affairs Department	110	105	109	..	219	0.36
Builders' Licensing Board	92	77	101	3	196	0.32
Treasury	100	88	64	13	177	0.29
Western Lands Commission	91	83	82	3	176	0.28
Valuer General's Department	80	77	54	29	163	0.26
Legislative Assembly	80	80	..	..	80	0.13
State Superannuation Board	27	19	15	10	52	0.08
Environment and Planning Department	49	49	..	..	49	0.08
Ombudsman's Office	36	26	6	..	42	0.07
Auditor General's Department	5	5	31	..	36	0.06
State Superannuation Office	26	18	1	..	27	0.04
Board of Fire Commissioners	17	16	7	..	24	0.04
Emergency Services	6	3	2	1	9	0.01
Government Supply Department	5	5	2	..	7	0.01
Dairy Corporation	5	4	2	..	7	0.01
State Pollution Control Commission	..	..	7	..	7	0.01
Forestry Commission	6	3	..	..	6	0.01
Liquor Administration Board	3	3	3	..	6	0.01
Transport, Ministry of	5	5	..	..	5	0.01
Urban Transit Authority	2	2	3	..	5	0.01
Education, Ministry of	3	3	1	..	4	0.01
State Bank	3	2	1	..	4	0.01
Decentralization and Development	..	..	2	2	4	0.01
Soil Conservation Service	2	2	..	..	2	0.01
Sport and Recreation Department	1	1	1	..	2	0.01

## Appendix 5, cont.

<u>Public Office</u>	<u>Requested</u>	<u>Issued</u>	<u>Returned</u>	<u>Misc.*</u>	<u>Total No. of Jobs</u>	<u>Percentage of Total</u>
Arts, Office of the Minister for	1	..	1	..	2	0.01
Anti-Discrimination Board	..	..	2	..	2	0.01
Bgg Corporation	1	1	..	..	1	
National Parks and Wildlife Service	1	1	..	..	1	0.01
State Lotteries Office	1	1	..	..	1	
TOTALS	34898	29300	23203	3331	61432	100.00

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

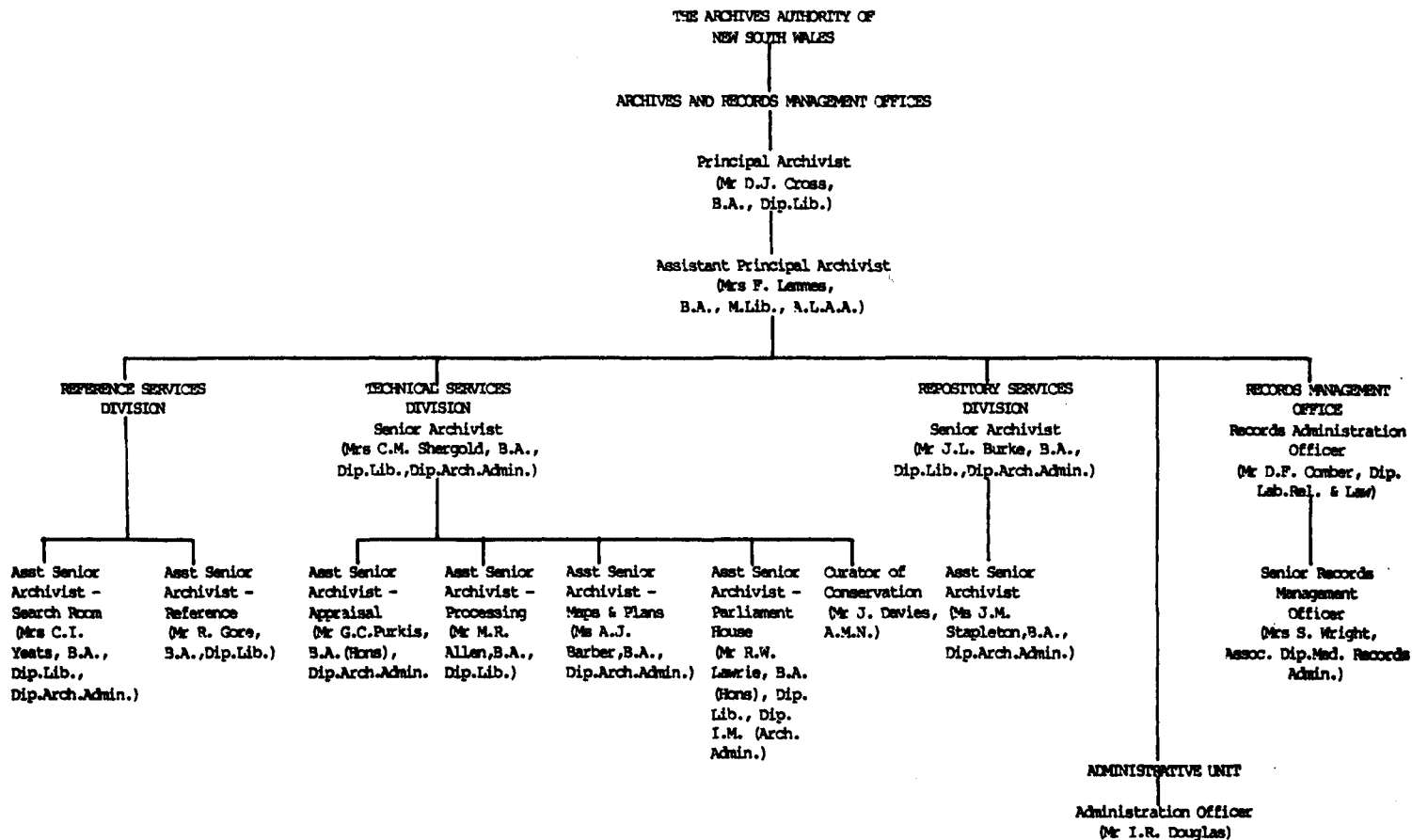
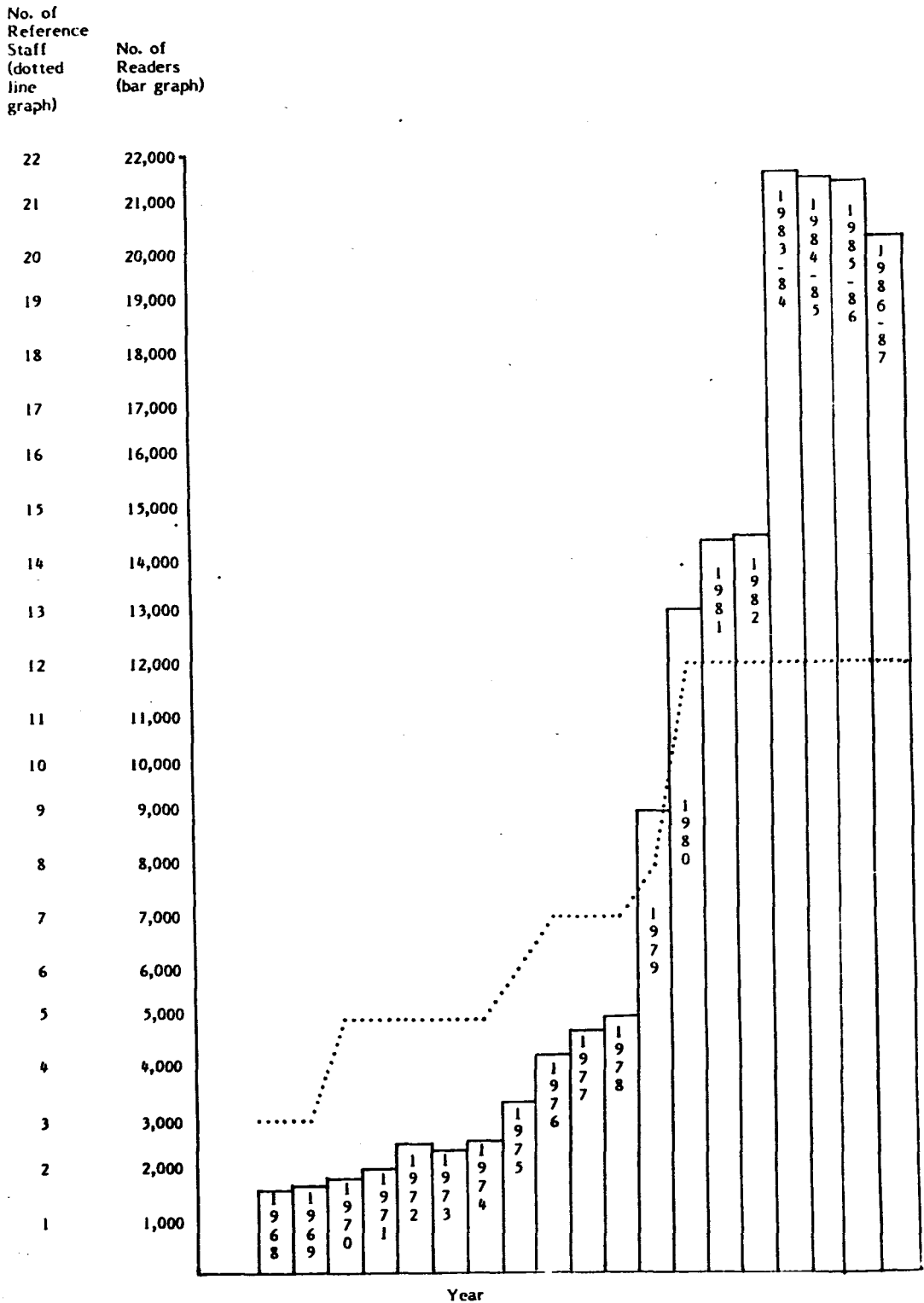




Chart comparing number of Reader  
Visits to Search Room with number of  
Reference Staff, 1968 to 1986-7



PERFORMANCE INDICATORS

	<u>1985-86</u>	<u>1986-87</u>	<u>% Change</u>
<b>1. <u>Services to the Public</u></b>			
Number of readers using State archives	21 443	20 285	- 5.4
Number of State archives used	118 522	115 320	- 2.7
Number of inquiries received	6 861	7 730	12.7
Number of publications	116	120	3.4
Number of requests to publish State archives	95	126	32.6
Number of prints supplied by Photographic Service	42 249	39 675	- 6.1
<b>2. <u>Services to Government</u></b>			
Number of file reference operations undertaken by Government Records Repository	50 392	61 432	21.9
Issues of State archives to Government Departments	2 582	2 264	- 12.3
Number of surveys/advisings undertaken by Records Management Office	29	29	0
Number of officers attending courses conducted by Records Management Office	386	391	1.3
<b>3. <u>System Efficiency</u></b>			
Number of records series appraised for disposal	663	627	- 5.4
Quantity of records authorised for destruction (linear metres)	2 799	2 478	- 11.5
Quantity of records transferred as State archives (linear metres)	488	834	70.9
Quantity of State archives processed (linear metres)	827	882	6.7
Quantity of semi-active records accessioned (linear metres)	4 804	6 718	39.8
<b>4. <u>Finance</u></b>			
Revenue raised as a percentage of recurrent budget	19.30	18.00	- 6.7

# ARCHIVES OFFICE OF N.S.W.

## STORES AND EQUIPMENT PURCHASES 1986-87 MONTHLY BREAKDOWN - TOTAL \$145,176

EXPENDITURE PER MONTH

