

## STATE RECORDS OFFICE WELCOMES NEW DIRECTOR

On 24 March, the State Records Office of Western Australia (SRO) had the pleasure of welcoming Tony Caravella as the new Director: State Records. Tony replaces former Director, Chris Coggin, who retired from the public service in November 2002.



*The State Records Office welcomes Tony Caravella as Director: State Records.*

have provided Tony with first hand knowledge of the role records play in complex and politically sensitive situations.

Tony's formal qualifications in law (he is currently working toward a Masters in Law in the area of Information Access Law) and accounting, combined with his management and leadership skills, will be invaluable in ensuring that the SRO is able to meet the challenges of the future, including assisting government agencies in preparing Recordkeeping Plans which, under the *State Records Act 2000*, must be lodged by March 2004.

Tony has endeavoured to promote recordkeeping, archives and public accountability throughout his career, presenting numerous papers and authoring many publications at state and national level. Most recently, he received the Australian Society of Archivists' Mander Jones Award in Category 5 (the best article about archives written by an Australian in a publication not primarily intended for archivists or records managers) for his article "The use of archival material in legal studies and research", which was published in the journal *Australian Law Librarian*.

On the evidence of his extensive management experience, skills and knowledge, Tony is undoubtedly well equipped to take on the position of Director: State Records. The staff of the SRO are delighted to welcome him into the role.

Tony comes to the SRO from the Perth branch of the National Archives of Australia, where he had held the position of State Director since 1999. Prior to this position he has had 16 years experience in public sector senior management roles, including positions at the National Crime Authority and National Native Title Tribunal. These positions

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# DIRECT FROM THE DIRECTOR

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*Tony Caravella, Director: State Records Office of WA*

Hello from me. This week I took up appointment as the Director of State Records for WA. I look forward to working in this role, and to continuing the tradition of communicating with you all, through *State of the Record*, and in any other format that is convenient to you and available to me.

I should commence this first piece by introducing myself. My name is indeed Tony Caravella, however, many know me as "TC". I'll respond to either. I join the SRO after working as the State Director of the National Archives of Australia in Perth for the past 3-and-a-half years. That was a great learning experience and a thoroughly enjoyable one during which we achieved some excellent results. I have no doubt that my experience with the SRO will be described in the same terms.

Over the years, roughly 20 of them or thereabouts, I have worked in a range of Commonwealth agencies dealing with matters which include native title, law enforcement, health, securities regulation, education and training, and taxation. I write this piece for *State of the Record* on the fourth day since taking up my appointment. In this time I have familiarised myself with a (for me) new email system, tried to find my way through the inner corridors and rooms of the SRO and State Library of WA.

Not a simple task for the geographically challenged such as I. Amongst other things, I have chaired one meeting of the State Records Advisory Commission (SRAC), and have (last week) participated in a meeting of the State Records Commission (SRC).

My very clear impression is that these two bodies, together with the efforts of the dedicated team at the SRO, and with the support of the Minister and the Department of Culture & the Arts, added to the efforts of recordkeeping community generally, will ensure that the objectives of the State Records Act are well met. From the SRO's perspective, the future promises to be a busy and important one as we proceed through what I characterise as the foundation phase of the State Records Act. We are building the solid foundations according to the blueprint articulated in the provisions of the *State Records Act 2000*. Those foundations will be built to last.

The feeling that I have as I embark on this journey as Director of State Records is that I am most privileged. Privileged to follow in the footsteps of first State archivist, Mollie Lukis, and her successors Margaret Medcalf and Chris Coggin. Each of these talented people faced and overcame many challenges to achieve very significant results. I hope that I can match the contributions of my predecessors. I will do my utmost to do so.

*Tony Caravella*  
*Director: State Records*

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## EDITORIAL INFORMATION

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*State of the Record* is available for download free of charge from the State Records Office of Western Australia's website at [www.sro.wa.gov.au](http://www.sro.wa.gov.au) Limited numbers of hard copy versions are made available to Search Room clients.

ISSN 1445-2073

Editorial Enquiries: Lena Stekl  
ph: (08) 9427 3435  
fax: (08) 9427 3368  
email: [lstekl@sro.wa.gov.au](mailto:lstekl@sro.wa.gov.au)

The State Records Office invites submissions for articles and other content for inclusion in the *State of the Record*. All submissions, contributions, ideas, comments and suggestions, should be addressed to the Editor: State of the Record care of the above address. Submissions can also be emailed to [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au) or delivered in person to the Search Room Enquiry Desk.

The use of submissions will be at the discretion of the editor, who also reserves the right to edit all articles. Articles must be supplied with the author's name and contact details for verification and acknowledgment.

Views expressed do not necessarily reflect those of the *State of the Record* or the State Records Office of Western Australia.

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# CONGRATULATIONS, CHRIS!

FROM THE RECORDS AND INFORMATION MANAGEMENT LIAISON GROUP

It was with great pleasure recently that the Records and Information Management Liaison Group (RIMLG) was able to officially thank and show appreciation to one of its earliest and most supportive allies, Mr Chris Coggin. As a group comprised of State and Local Government recordkeeping practitioners, RIMLG has had a special relationship with Chris during his Directorship of the State (formerly Public) Records Office.

At the quarterly general meeting of the RIMLG held on 25<sup>th</sup> February 2003, Anthea Harris, on behalf of both Executive and general members, presented Chris with a special medallion as a tribute to the significant and ongoing support he has shown both to RIMLG as a group and to Western Australian government records management practitioners individually.

Since making his home in Australia some 24 years ago, Chris has been continuously and conscientiously available with advice and support for the records management profession. Working toward the implementation of best practice recordkeeping Chris has, whenever possible, raised the profile of records management as a vital and integral component of business activity. Chris always maintained a close association with RIMLG, facilitating professional development as a quiet champion providing strength and encouragement.

The medallion is engraved "Chris Coggin. Sincere Appreciation. RIMLG. November 2002" [it was originally anticipated the presentation would be undertaken at the RIMLG Excellence Award presentation], which epitomises the appreciation for Chris's support, without which RIMLG may not have reached its unique potential. The obverse of the medallion shows a swan, typically Western Australian and indicative of the environment within which RIMLG operates.

The Records and Information Management Liaison Group is both grateful and appreciative of Chris's support over the years and wishes him health and relaxation in his retirement.

Trish Fallen  
RIMLG Executive



Anthea Harris of the RIMLG Executive presents the special medallion to Chris Coggin, former Director: State Records.

## NEW FACES AT THE SRO

Over the new year, the State Records Office (SRO) was pleased to welcome two new faces to the staff.

Leigh Hays joined the SRO as Team Leader, Archival Services in December 2002, after spending six years at the J.S. Battye Library of West Australian History as the Archivist for Private Archives. During his employment with the Battye Library, Leigh was also responsible for a number of special projects, including establishing the Migrant Communities Archive Project, and writing *Worth Telling Worth Keeping*, a guide to Battye collections. Leigh also oversaw the design and production of two websites: *Western Australia and Federation*, to commemorate the Centenary of Federation in 2001, and *Western Perspectives of a Nation*, containing over three thousand images relating to the State's history during the twentieth century.

Leigh is looking forward to dealing with the many challenges of running Archival Services, not the least of which is making the complex and rich collections of the SRO more accessible to the people of Western Australia.

Marelda Kelly started the new year with an induction tour, in her new position as Recordkeeping Advisory Officer with the Recordkeeping Services Team. Previously Marelda

worked four days a week as the University Archivist for Edith Cowan University and one day a week at Iona Presentation College. While studying for her Graduate Diploma in Records and Archives, Marelda began her archives career with the Presentation Sisters of the Blessed Virgin Mary, the Western Australia Congregation, as assistant archivist to Sr Albeus Fahey.

When she's not busy encountering distant relatives at the SRO reference desk, Marelda loves to collect telephone and electrical insulators, dig for old bottles, and walk her dog.



New staff at the SRO: Marelda Kelly (left) and Leigh Hays.

## RECORDKEEPING NEWS

### *Gold Star for Fremantle Ports*

Fremantle Ports' Recordkeeping Plan (RKP) is a dynamic document, designed to ensure that records are managed efficiently in compliance with the *State Records Act 2000*. The requirements for every Recordkeeping Principle in **State Records Commission Standard Two (Recordkeeping Plans)** have been soundly met. The RKP's development over the past two years was part of a wider project relating to Fremantle Ports' Document Management Project. The work was undertaken by a number of cross divisional teams, led by Gwen Martin, Fremantle Ports' Supervisor Records Management Officer. The RKP reflects Fremantle Ports' commitment to continuous improvement and best practice standards.

Each section of the Recordkeeping Plan clearly addresses the criteria of Standard Two principles. For example **Principle One: Proper and Adequate Records** is outlined in terms of: Historical Information, Mission Statement, Strategic Focus and so on. Headings specific to the work of the Ports have been added into Principle One such as: Fremantle Ports Data, Information and Knowledge Framework as well as Fremantle Ports Recordkeeping System. As well as identifying outsourced functions, Fremantle Ports has amended existing outsourcing contracts and will include the relevant recordkeeping requirements in any future outsourcing contracts.

Following the responses to Principle One's requirements are five appendices. Documents include: *Fremantle Ports Strategic Plan 2002-2005*, *Fremantle Ports Facilities and Services* pamphlet, a list of legislation affecting the organisation, an *Annual Report* and a diagram of the *Fremantle Ports Information System Architecture*.

The Ports' Records Management policies and procedures (**Principle Two: Policies and Procedures**) are identified and listed. Each policy has a unique identifier (number) and each policy is endorsed and approved by the Manager Administration. An approval sheet is included with policies and index to all Records Management policies is given. Examples of electronic and email policies are also included in an appendix.



*The Fremantle Ports Recordkeeping Plan.*

is also evident. Functional thesaurus terms have been listed, an overview of the Business Classification Scheme given and a thesaurus listing printed also as an appendix. Even though the Fremantle Ports language control tools are recent implementations, monitoring and assessment techniques have already been developed.

Examples of some of the assessment tools developed include: annual user/customer surveys, monitoring the success of records retrievals and maintaining a close liaison with Ports staff to ensure that any current or future terminology used is the preferred and correct term.

Being near the harbour, flooding has been identified as an unlikely but possible risk to the records of Fremantle Ports (**Principle Four: Preservation**). An assessment of security systems involving sumps, pumps and alarm systems led the assessment team to believe that records at the Fremantle Ports are safe from flooding. The risk of failure of the Ports' computer systems were identified and addressed in terms of Disaster Management. Explanations are given as to how the Fremantle Ports' *Information System Contingency Plan* will contend with such a disaster. Information needs for the reestablishment of the organisation after a disaster have been broken down into retrieval times. There are records that need to be recovered within one working day, two working days, a week, a month and three months. Also included with their Recordkeeping Plan is Fremantle Ports' *Records Management Disaster Plan*. Both are excellent documents.

With a retention and disposal schedule currently being assessed (**Principle Five: Retention and Disposal**) the final principle to be addressed is **Principle Six: Compliance**. Evidence of compliance is demonstrated with a Recordkeeping brochure, a print out of an induction checklist for new staff, an in house recordkeeping presentation and a *Records Management Information Booklet*. All are examples of a professional commitment to Recordkeeping compliance in line with Principle Six of Standard Two.

A major aspect of Fremantle Ports' Recordkeeping Plan success is the ongoing support from senior management down as well as incorporation and implementation of recordkeeping issues within the organisation's strategic plan.

Fremantle Ports' Recordkeeping Plan flows smoothly from Principle One through to Principle Six in an informative and pro-active manner. As mentioned in the Fremantle Ports' *Strategic Plan 2002-2005* the organisation aims to be recognised as a leader amongst ports by demonstrating innovation and best practice. If its Recordkeeping Plan is anything to go by, Fremantle Ports should currently be well on their way to being recognised as leaders in their field.

Marelda Kelly  
State Records Office

# EXCELLENCE IN RECORDS MANAGEMENT: FROM INDEX CARDS TO A RECORDS MANAGEMENT SYSTEM

In July 2000 the Department of the Registrar, Western Australian Industrial Relations Commission was using 10"x4" index cards to manage all their files. Although the cards were well maintained there was no simple way of doing complex searches or preparing basic statistical reports.



*Thousands of files ...*

The Records Section is responsible for five major outputs: Administrative Files, Closed Court Files, Transcript Management and Requests for Information along with Mail management.



*...were managed using index cards...*

A number of alternative Records Management Systems had been investigated but the record management needs of the WAIRC were not adequately met by off-the-shelf products with prohibitive costs.

There was an increasing need to more effectively coordinate and manage information across the five output areas to enable more responsive and efficient RM. No provision had been made for any Records Management System in the 2000/2001 financial year to solve this RM problem.

The problem was assessed and a structured solution was developed that provided for the creation of a number of databases that when integrated would form the basis of an automated RMS.

As part of the process of creating these databases a number of housekeeping issues needed to be dealt with and procedural decisions made before they could be created and operationalised. These included:

- Developing a Retention and Disposal schedule for Administrative Files Conversion of 2500 administrative file titles using Keyword AAA.
- Ensuring uniformity of information to make it suitable for the database.
- Converting word-processed documents into spreadsheets.
- The ability to launch transcript documents from the transcript database.
- Updating the Access to Information policy.
- Updating the Request for Information forms.
- Determining the type of information to be recorded.
- Determining the type of reports required.

After careful consideration it was decided that 5 databases would be needed to manage all the information.

The five new databases formed the basis of the Department's Records Management System and became the core components of the Records Intranet. Additionally the Policy and Procedures manual was taking shape and was made accessible through the Records Intranet site along with the Thesaurus, Retention and Disposal Schedule and other useful information.

The development of the system involved ongoing records staff training.

The new Records Management System evolved in a dynamic and cooperative environment with the significant involvement of IT staff.

The major benefit to the agency was the ease with which information could be created, searched and reported on. The various databases provided me as the Records Manager the ability to control the information and offer different types of reports that had previously been very difficult to generate.

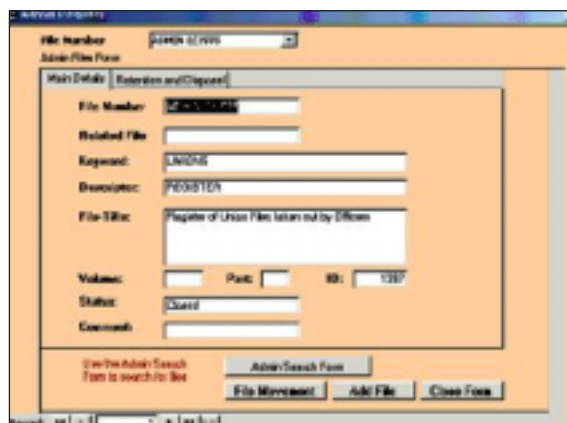
The index cards were finally banished to the store cupboard and the Department of the Registrar was online.

If anyone is interested in or is a collector of Records index cards please give me a call!

**Janet Bethell**

*Department of the Registrar, WA Industrial Relations Commission*

**The WA Industrial Relations Commission's project was the 2001 winner of the Records and Information Management Liaison Group's Excellence in Records Management Award.**



*...which were transferred to five newly created databases to enable complex searching and reporting.*

# WHAT'S IN THE DRAWERS?

## UNDERSTANDING SRO'S MICROFORM COLLECTION

### Why are our records microfilmed?

Archival records within the State Records Office (SRO) are reproduced onto microform (microfilm or microfiche) in an effort to preserve the original records and improve client access. Generally only the most fragile and/or most often used records have been placed on microform. These may be entire accessions/consignments or specific items.

The main advantage of microform records is that, in most cases, clients are able to access the records directly from the SRO Microform Area. Microform in the SRO is available on a self serve basis (during normal opening hours), although reference staff can provide assistance if needed.

### How do we prepare items for microfilming?

Records are checked against the SRO listings to ensure that all documents listed are in the correct sequence. The records are then sent to the Preservation Services Branch (State Library of WA) where the following procedures may need to be carried out on the original records: ●Cleaning (to remove any surface marks and stains) ●Deacidification (impregnating paper with chemicals that neutralize acids that make the paper brittle) ●Flattening (to remove all creases from the item) ●Encapsulating (to protect fragile documents)



- Walletting (to keep all items belonging to the same group together)
- Phase Boxing (to protect items that are fragile)

### Why does the microform look the way it does?

When items are transferred onto microform, technical and bibliographical targets are filmed at the front of every reel. Technical targets include grey scales and resolution charts, which are required to monitor the density and resolution (focus) of the filmed images.

Bibliographical targets provide clients with details about the records: the creating agency, the Series type and Consignment details and item listings. Other material like maps will have a ruler on the filmed image to facilitate reproduction to original scale if required.



*Layout of technical targets used in microfilming.*

### The look of microfilm

Items that are transferred onto microfilm can appear as either a negative or positive image when viewed on the screens. This is decided at the time of producing the reference copies to assist legibility and enhance reproduction copies.

Clients might notice that sometimes spaces between images are not always the same. This is because different micrographic cameras have either fixed or adjustable shutter functionalities. Some cameras allow you to determine and reduce the space between frames; others have fixed shutters that cannot be adjusted.

Items are microfilmed using various type of cameras (mainly 16mm and 35mm cameras) to ensure that the best possible result is achieved for client viewing and reproduction needs.

The text on images can also appear at various sizes on the film. This is because different reduction ratios are selected when filming the individual documents to accommodate the size of the original document.

### Multiple copies of the same image

Clients might notice that more than one copy of the same page may appear throughout the microform. These multiple frames (shots) are done deliberately to ensure that all text and graphics are clearly visible and can be reproduced onto hard copies if required.

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## WHAT'S IN THE DRAWERS? CONTINUED FROM PAGE 6

The frames are filmed at different density settings to capture the different type of inks, pencil text, and colours that are present in the original document. Double shots are also used to overcome shadow problems from gutters in volumes.

### Locating items on microform

To help clients locate the information they require in a timely and accurate manner the Accession or Consignment number is now displayed on every frame on the microfilm. Additionally microfilm reel images now have the individual file number or volume number displayed on every frame at the bottom or side of the frame.

On microfiche records these details are located on the header (top) of the fiche or jacket.

Staff at the Search Room Enquiry Desk are happy to assist clients with using the microfilm readers and reader printers. A list of items in the SRO collection available on microform is available on the SRO website at <http://www.sro.wa.gov/community/microform-register.html>.

Maria Carvalho  
*State Records Office*

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## MISSING LINKS >>>

This section of the *State of the Record* is dedicated to highlighting some of the websites that our clients and staff have found to be interesting and useful.

### >>> [Heritage Manual for State Government](#)

This manual, produced by the Department of Housing and Works and the Heritage Council of Western Australia, was designed to assist with identifying, conserving, and managing assets of cultural heritage significance. Although it is primarily intended for State government agencies, it may also be of interest to members of the community wishing to learn about heritage processes in Western Australia. The manual includes a glossary and a reference list for further reading.

[http://www.dhw.wa.gov.au/asset/heritage\\_manual/](http://www.dhw.wa.gov.au/asset/heritage_manual/)

### >>> [Whatls.com](#)

Whatls.com is an encyclopedia-like resource of information technology terms. Users may search for specific terms or browse through several comprehensive categories, including Computing Fundamentals, Internet, Software and Telecommunications.

<http://whatls.techtarget.com>

### >>> [Australian Government Locator Service – Metadata Element Set](#)

The Australian Government Locator Service (AGLS) Metadata Standard (AS 5044) is a set of 19 descriptive

elements that can be applied to the web sites and electronic resources of government agencies to aid in information access and visibility. The AGLS metadata set was published as an Australian Standard in December 2002.

[http://www.naa.gov.au/recordkeeping/gov\\_online/agls/metadata\\_element\\_set.html](http://www.naa.gov.au/recordkeeping/gov_online/agls/metadata_element_set.html)

### >>> [Australian War Memorial – Nominal Rolls](#)

A sample of the many searchable biographical databases compiled by the Australian War Memorial. The most recent addition to the site is the World War II Nominal Roll, which contains over one million service records.

<http://www.awm.gov.au/database/nroll.asp>

### >>> [Register of Australian Archives and Manuscripts \(RAAM\)](#)

The RAAM is a searchable database of personal papers and records of non-government organizations that are held in collections throughout Australia, maintained by the National Library of Australia. It contains over 37,000 records.

<http://www.nla.gov.au/raam/>

We are happy to receive any recommendations for websites to include in “Missing Links”. Please email any suggestions you may have to [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au).

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## *Recordkeeping Principles and Standards - First Anniversary Celebration*

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Congratulations, contracts and cooperation were all part of the agenda at a special presentation conducted on 19 March to commemorate the first anniversary of the launch of the State Records Commission's Principles and Standards.

The event was a joint effort by the Records Management Association of Australasia (WA Branch) and the Local Government Records Management Group, and was sponsored by the State Records Office and WA Local Government Association. Attendees had the pleasure of sharing the "coalface" experiences of several members of the WA recordkeeping community, as they spoke about their work with the Principles and Standards and Recordkeeping Plans.

Des Pearson, Chair of the State Records Commission, opened proceedings with the Commission's perspective on the implementation of the Principles and Standards and reviewed the work undertaken by the Commission and the State Records Office during the past year. Des spoke about the initiatives developed to assist the recordkeeping community with their obligations under the *State Records Act 2000*, including the state-wide programme of Recordkeeping Plan seminars, as well as tools currently being developed to assist with the development of Recordkeeping Plans, such as a self-assessment checklist for agencies and a General Disposal Authority for Administrative Records.

Gaynor Deal, Information Coordinator for the Water Corporation, spoke about the major challenges she faced while developing the Water Corporation's RKP. The most significant challenge was compliance with SRC Standard 6: Outsourcing. This was a particularly complex section to compile for the Water Corporation as the bulk of its work on building and maintaining infrastructure is carried out by contractors, or companies to whom the service is outsourced. Intensive work was required to identify the types of contractors and contracts and the types of records that the Water Corporation may require custody of or access to. The next step is developing standard recordkeeping clauses for inclusion in contracts.

Gail Murphy, a consultant with Information Enterprises Pty Ltd, gave "a view from the outside" – reporting on the experiences she had had in assisting government agencies in the development of Recordkeeping Plans over the past year. She cited the example of Fremantle Ports as an organization that had successfully fulfilled all of the requirements for an RKP (see also *Recordkeeping News: Gold Star for Fremantle Ports*, page 4) and outlined the establishment of the project, which commenced with a Request for Tender from the Ports in August 2002. Gail also spoke about the challenges facing smaller government organizations, particularly remote local governments, in implementing the Policies and Standards.

Kye O'Donnell, speaking as President of the LGRMG, was the final presenter. Kye launched the Local Government RKP Model developed by the LGRMG, which is intended as a generic RKP structure that can be used by all local governments. The model has been created in order to take advantage of the high level of generic content that is created in Local Governments and streamline the RKP development process as much as possible. The model takes the form of an electronic template that includes all generic information and indicates where specific content. This is a superb initiative and the LGRMG is to be congratulated on its dedicated efforts.

Guests and presenters alike were able to enjoy post-presentation refreshments and the opportunity to meet with the State Records Commissioners, SRO staff and the new Director: State Records, Tony Caravella.



*Des Pearson, Chair of the State Records Commission.*

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# WA inc Records Project Update

The project to organize the records of the Royal Commission into Commercial Activities of Government and Other Matters ("WA Inc") is well under way.

As there was no index or finding aid to accompany the records when transferred to the State Records Office, all boxes are being examined and the microfiche of registered records is being used to check whether records are present. To date, all the exhibits (7,454) have been checked and processed for consignment. Checking and processing of the general records is in progress.



The "WA Inc" Records Project Team at work.



Carole Harris, Project Coordinator, among some of the boxed records of the "WA Inc" Royal Commission.

## DID YOU KNOW?

Included in the State Records Office collection are files created by the Chief Protector of Aborigines (1898 – 1908). These files deal with a wide range of topics relating to the welfare of Aboriginal people under the *Aborigines Act 1897* and are an important source of information for researchers of Aboriginal descent who are tracing their family history.

In 1998, the State Records Office initiated a project to index all names contained within the Chief Protector of Aborigines files. This project was made possible by funding provided by the Friends of Battye Library society which aims to assist and promote the interests of the Battye Library and the State Records Office.

The goal of the indexing project was to assist researchers in the genealogy process by providing a listing of all people mentioned in these files (and linking this information to locality). To enable this, the project indexing officer went through every page contained within 1000 files recording all name and locality-based information, a process that took many months of sustained and concentrated effort to complete.

The resultant index has proven very useful for people of Aboriginal descent conducting research into their family

history as it serves as a quick tool for identifying information for the 1898 – 1908 period.

People may use the index at the State Records Office Search Room or can even access it online at:

<http://www.sro.wa.gov.au/community/aboriginalhistory-index.html>

The Chief Protector of Aborigines files (1898 – 1908) can be accessed at the State Records Office during opening hours. The files are available on microfilm and State Records Office staff can assist anyone who wishes to view this material.

Surname	Given Name	Locality	Date of Birth	Date of Death
...	...	...	...	...
...	...	...	...	...
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...	...	...	...	...
...	...	...	...	...

An example of the collation process undertaken to produce the Chief Protector of Aborigines files index.

# SEARCH ROOM *Snippets*

## Water Works

The combination of the International Year of Freshwater and the launch of the National Trust's Golden Pipeline has proved irresistible to some researchers, and to State Records Office staff alike. Looking through the records of the Goldfields Water Supply (AN7), probate and inquest files, we have looked at original plans for pumping stations and pipes, seen C.Y. O'Connor's Will, and last but not least, read his tragic suicide note. The turmoil of his mind and his strength of purpose in completing his vision are equally apparent in this brief pencilled note, which closes with instructions to finalise work on a key part of the scheme, the construction of Helena Weir.

## Writers Festival

The fortnight-long Perth Writers Festival, which was held at the Alexander Library Building as part of the Perth International Arts Festival in February, saw several of our researchers strutting their stuff and presenting sessions on writing history. The State Records Office followed up with a Sandwich Seminar on "Writing, Research and State Records" which was extremely well attended.

## Sandwich Seminars

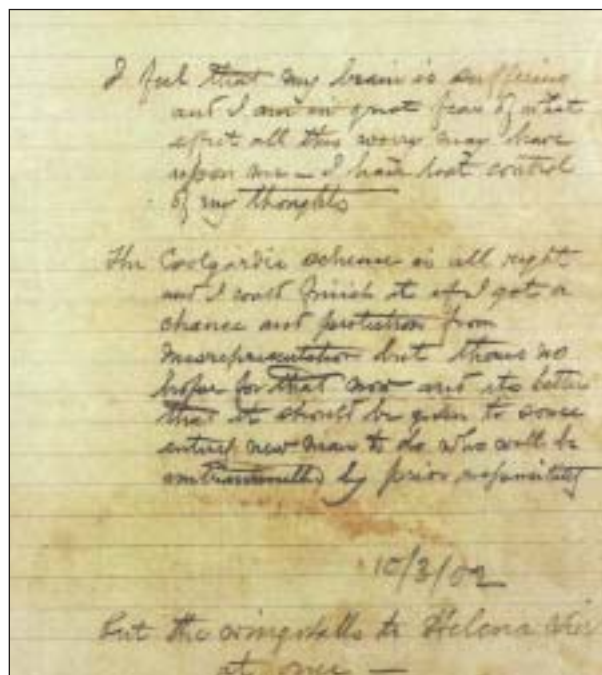
The most recent Sandwich Seminar, on 24 March, was hosted by special guest presenters Bevan Carter and Lyn Todd, who spoke about researching convict records. Bevan, currently President of the Western Australian Genealogical Society, recently spent some time in England researching his convict ancestors. Lyn has been working on the Convict Establishment Correspondence Registers and compiles a lot of the content for the Perth Dead Persons Society website.

Sandwich Seminars are scheduled for 11 July, 10 September and 18 November.

The time is 12.30 - 1.30, and the location is the South West Room, Ground Floor, Alexander Library Building. Presenters and topics for future seminars are being arranged. If you would like to present a seminar, or have a suggested topic, please contact Lise Summers on 9427 3436. Bookings for the seminars may be made on 9427 3360.

## Margaret Medcalf Award

The State Records Office would like to thank all researchers (past and present!) who have forwarded nominations for the inaugural Margaret Medcalf Award. The response was very pleasing, with some 80 nominations received. Judging is currently taking place and it is anticipated that a winner will be announced in the next issue of *State of the Record*.



*Detail of C.Y. O'Connor's suicide note (SROWA, Crown Law Department, Accession 997, Item 976/1902).*

# Tales from the Collection

## BANDSTAND!

Most readers will have enjoyed a sunny afternoon in Kings Park, home to unique Western Australian flora, delightful landscapes and stunning panoramic views of Perth.

During recent summer months, some readers may even have enjoyed a movie or a live band there. But if you think drum 'n' bass in the park is a new phenomenon, think again...

On 11 July 1935, the Secretary of the Subiaco Municipal Band wrote to the Kings Park Board about concerts they were presenting: "The Band Recitals in Kings Park by the (Subiaco Municipal) Band, having proved so popular, I have been directed by my committee to ask if your Board would consider erecting a Rotunda for the use of the Band when playing there. Owing to the delicate nature of the instruments comprising a Military Band, and the type of music played, it is impossible to attain the affect desired when playing on the lawn, and if a stand was erected, not necessarily a permanent fixture, it would assist us greatly in giving the public something that is wanting in first class band music".

The Kings Park Board took up this idea and plans for a bandstand were initiated. The Board even sought advice on the acoustics of the initial design from the Professor of Physics at the University of WA, but his comments were not wholly favourable: "I have spent some time constructing sound wave diagrams of the suggested stand, and have also made some ripple tank experiments. As a result, I am very dubious as to the sound quality of the stand shown in the plan".

The Board subsequently decided to seek further designs through a competition and on 23 January 1935, *The West Australian* reported that "Architects are shortly to be invited to submit designs for an up-to-date bandstand. At the last meeting of the Kings Park Board ... it was agreed that the best site of the structure was between the statue

of Queen Victoria and the 10<sup>th</sup> Light Horse memorial". The competition winner was to receive the sum of ten pounds.

Unfortunately, the file does not document what became of this project, although it is the writer's understanding that the bandstand was not actually built in Kings Park. The design does however bear a striking similarity to the bandstand at the bottom of Supreme Court Gardens. If any readers have any further information on what happened to the proposed bandstand in Kings Park, or if this is the design used in the Supreme Court Gardens, the editor would be interested in hearing from them (refer to page 2 for contact details).

*(Information sourced from Kings Park Board file "Proposed Bandstand", State Records Office of WA, WAS 1832, Consignment 5458, Item 59).*

Damien Hassan

*State Records Office*



*Detail from one of the designs for the Kings Park bandstand, State Records Office of WA, WAS 1322, Consignment 5092.*

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# RECORDKEEPING NEWS

## New General Disposal Authorities

The preparation of State government agencies' Retention and Disposal Schedules will be made easier with the development of two new General Disposal Authorities from the State Records Office (SRO).

The **General Disposal Authority for Administrative Records** (GDAAdmin) was uploaded to the SRO's website in April. The GDAAdmin covers the retention and disposal of administrative records common to State government organizations, including ephemeral records, thus eliminating the need for these organizations to include them into their own Retention and Disposal Schedules. The GDAAdmin can be found on the SRO website at <http://www.sro.wa.gov.au/whatsnew/index.html#gdaadmin>

A new edition of the **General Disposal Authority for Financial and Accounting Records** (GDAFA) is currently under development. The new edition has been significantly revised to conform with the structure of the *KeywordAAA* thesaurus. New records categories addressed in the GDAFA include tendering, leasing, acquisition, maintenance and construction. It is anticipated that the revised GDAFA will be available by June.

### SRC Guideline 1 - Managing Local Government Elected Members' Records

Under the *State Records Act 2000*, local government elected members are considered to be government organization employees, and the records they create and/or receive in the course of their local government duties are considered to be government records, and are therefore to be managed in accordance with the Act and with local government Recordkeeping Plans.

The State Records Commission has endorsed a Guideline for distribution to local government organizations. **SRC Guideline 1 - Managing Local Government Elected Members' Records** sets out the recordkeeping principles to assist local government organizations, and elected members, to identify and protect government records of continuing value.

It provides basic strategies that will support and document accountability and responsibility throughout local government, and it provides general guidance on the disposal of government records.

Local governments are to use the Guideline as the basis for procedures to assist elected members with the management of their government records.

The Commission is confident that the Guideline is a most useful working tool, and that elected members will find its application a reasonable and workable solution to the way in which their responsibilities under the Act are to be exercised.

A special brochure version of the Guideline, specifically for Councillors, is in development.

### SRC Guideline 2 – Storage of State Archives Retained by Government Organizations

This Guideline is intended for those agencies that retain State archives in their custody. It provides detailed advice on achieving the appropriate conditions required for archival storage, including environmental control, shelving, packaging, handling, security, and access. To view this Guideline please visit the SRO website at <http://www.sro.wa.gov.au/whatsnew/index.html#guideline>

### Premier's Circular 2003/02 – Retention of Records Relating to Aboriginal People

Government organizations should be aware of Premier's Circular (Number 2003/02, issued 4 March 2003) regarding the retention of records relating to Aboriginal people. This Circular supersedes Circular 1998/14.

The new Circular may be viewed by visiting the Department of Premier and Cabinet web site, [http://www.dpc.wa.gov.au/psmd/pubs/legis/premier/scirc/2003\\_02.pdf](http://www.dpc.wa.gov.au/psmd/pubs/legis/premier/scirc/2003_02.pdf)

Martin Fordham  
*State Records Office*

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## C O N T A C T I N F O R M A T I O N

### Visit Our Search Room at:

State Records Office of Western Australia  
Search Room  
Ground Floor  
Alexander Library Building  
James Street West Entrance  
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Perth WA 6000

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**Fax** : (08) 9427 3368  
**Email** : [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au)

### For Recordkeeping Advice contact:

Recordkeeping Services  
**Mon – Fri** : 8.30am - 5.30pm  
**Phone** : (08) 9427 3365

### Postal Address:

The State Records Office of Western Australia  
Alexander Library Building  
Perth Cultural Centre  
Perth WA 6000

