

APPENDIX I

SELECTED RECORDS TRANSFERRED AND DESCRIBED

Selected records of interest transferred

During the year, 6 844 metres of records were transferred to the Archives, of which 6 414 metres were deemed to be national archives (previously known as records of permanent value). This appendix presents a selection of the national archives transferred, giving an indication of the range and depth of their subject matter.

The following factors were taken into account when making this selection:

- material likely to be of immediate research value;
- a significant new series;
- a significant quantity of material from a major agency; and
- first transfers from an agency or person.

The list includes series descriptions and identifying numbers, date ranges and quantities transferred. Additional information on series content has been provided where necessary.

A few words of explanation may clarify some of the archival terms used in the list. The basic unit of records control used by the Archives is the series. Records grouped into series have resulted from the same accumulation or filing process or have similar format and informational content. Correspondence files are usually the main system of files for an agency, and may document policies and programs through letters, memoranda, enclosures, reports and related papers. Control records provide summary information about other records. They are often in the form of registers or cards.

Between September 2001 and August 2002, 13 480 metres of World War I and World War II service records were transferred into the custody of the Archives, representing one of the more significant transfers of records in recent years. The transfer comprised six series: B883, B884, A6769, A6770, A9300, A9301.

| Agency controlling | Series description, quantity and explanatory information |
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Canberra

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| Central Army Records Office | <p>Second Australian Imperial Forces personnel dossiers, 1939–47 (3693.03m, 12.24m held in Victoria) B883</p> <p><i>This series consists of service documents for people who served in the Second Australian Imperial Forces during the Second World War.</i></p> <p>Citizen's Military Forces personnel dossiers, 1939–47 (2027.16m, 7.38m held in Victoria) B884</p> <p><i>This series consists of service documents for members of the Citizen's Military Forces who served during the period 1940–47.</i></p> |
| Department of Defence, Central Office | <p>Service cards for Navy Officers, 1911–70 (19.26m) A6769</p> <p><i>This series comprises cards on which a Naval Officer's personal particulars and service history from enlistment/graduation to discharge are recorded.</i></p> <p>Service Cards for Petty Officers and Men, 1911–70 (124.02m) A6770</p> <p><i>This series comprises cards on which a Navy Petty Officer's or Rating's personal particulars and service history from enlistment to discharge are summarised.</i></p> <p>RAAF Officers personnel files, 1921–48 (363.06m) A9300</p> <p><i>This series was created in 1921 (at the same time as the RAAF itself) to hold personal and service history information on individual RAAF officers, including personal history prior to appointment and subsequent to separation.</i></p> <p>RAAF personnel files of Non-Commissioned Officers (NCOs) and other ranks, 1921–48 (3298.14m) A9301</p> <p><i>This series was created in 1921 (at the same time as the RAAF itself) to hold personal and service history information such as medical history and promotions, on individual RAAF members who were not officers, including personal history prior to appointment and subsequent to separation.</i></p> |

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| Department of Foreign Affairs and Trade | <p>Master set of departmental briefs for, and reports on, international official talks, ministerial visits, etc, 1970–87 (6.72m) A2539</p> <p><i>The records comprise briefs and briefing notes prepared by the department for the use of Ministers and senior officials on visits to foreign countries, and when they are representing Australia at meetings and conferences of international organisations or official talks with other governments. They include official reports on the meetings.</i></p> |
| Department of Defence | <p>Accounts ledgers of claims made to the Australian Government by other governments during World War I, 1917–21 (6.12m) A10469</p> <p><i>The records contain varied entries for financial claims, including some inward and outward correspondence with the War Office and High Commissions. There is also a register of financial advances to the forces of other countries, mainly for rations, clothing and other goods.</i></p> <p>Records of the inquiry into events that allegedly occurred at HMAS Leeuwin and on board HMAS Sydney (the Rapke inquiry), 1971–71 (0.54m) A12433</p> <p><i>The records were created as a result of an inquiry conducted by His Honour Judge T G Rapke, at the request of the Minister for Navy, into allegations of physical violence against junior recruits at HMAS Leeuwin and events on board HMAS Sydney. Items in this series have been identified in such a way that no person's name appears on RecordSearch.</i></p> |
| Department of Communications, Information Technology and the Arts | <p>Centenary of Federation youth envoys diaries, 2000–02 (4.89m) A12334</p> <p><i>As part of the Centenary of Federation Program, the youth envoys were required to keep individual diaries of their experiences of the Centenary year. The diaries contain written observations and commentary, poems, photographs, and a wide range of memorabilia, including invitations, programs, stickers and boarding passes. A few include computer disks and cassette tapes.</i></p> |

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| Australian Customs Service | <p>Records relating to the control of illicit traffic in narcotic drugs, 1938–59 (0.09m) A12440</p> <p><i>Created by the Narcotics Section of the Department of Trade and Customs and Department of Customs and Excise, the records comprise a collection of copies of correspondence to, and from, the various Collectors of Customs on the subject of narcotic drugs. Also included are loose-leaf papers, schedules, copies of Regulations, newspaper cuttings, reports and submissions on the same subject.</i></p> |
| Department of Foreign Affairs and Trade | <p>Paper files and documents relating to the monthly review of Chinese affairs, 1938–39 (0.27m) A10619</p> <p><i>The monthly record of Chinese affairs was issued by the Department of Defence, Melbourne, and passed to the Department of External Affairs.</i></p> |
| Department of the Senate | <p>Records of the inquiry into the development of Canberra in relation to the original plan and subsequent modifications, 1954–55 (0.72m) A12449</p> <p><i>This series comprises records created by the Senate Select Committee on the Development of Canberra. The records contain correspondence, public hearings, submissions and transcripts.</i></p> <p>Papers relating to the visit of the parliamentary delegation to the European parliamentary institutions, 1987–89 (0.09) A8277</p> <p><i>This series consists of correspondence files containing itineraries, travel and general briefing papers for members of the delegation, reports presented and a record of proceedings of the Council of Europe.</i></p> |

Sydney

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| Telstra Corporation Limited | <p>Southport Submarine Cable Station correspondence, 1902–03 (0.09m) C5220</p> <p><i>This series consists of a single bound volume of outwards correspondence dating from the Cable Station's establishment. At Telstra's request, Preservation staff in Canberra will treat the item, prepare a digital copy and make it available later this year for the 100th anniversary of the 'All Red Line' – the cable linking Australia to the rest of the British Empire.</i></p> |
| Department of Veterans' Affairs | <p>Salary registers, 1919–22 (0.45m) C5215</p> <p><i>The series comprises a single bound volume used to record salary payments to staff of the Repatriation Commission. The list of staff members' names makes it a useful family history resource.</i></p> |
| Film Australia | <p>Historical negative collection, 1896–1955 (184 videos) C5211</p> <p><i>The series consists of out-take material used in motion picture films produced by the Cinema and Photographic Branch of the Department of External Affairs, and later the Film Division of the Department of Information. It contains black and white footage of significant national and international events and people, including:</i></p> <ul style="list-style-type: none">• <i>World War I and World War II showing action in Europe, Gallipoli, the Treaty of Versailles and the home front;</i>• <i>funerals and commemorations for the aviator Ross Smith, King Edward VII and Prime Minister Alfred Deakin;</i>• <i>royal visits from the Duke of Gloucester (1934), Duke and Duchess of York (1922), and the Prince of Wales (1920);</i>• <i>expeditions made by Mawson (1911) and MacRobertson; and</i>• <i>events such as the Melbourne Cup, the opening of Parliament House in Canberra (1927) and flights made by aviators Bert Hinkler and Sir Charles Kingsford Smith.</i> |

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| Australian Film and Television School | <p>Sound recordings of lectures presented by Professor Jerzy Toeplitz, 1977–79 (39 audio cassettes) C5247</p> <p><i>Professor Jerzy Toeplitz was the foundation director of what is now the Australian Film and Television School. The lectures cover topics such as film genres and famous directors.</i></p> |
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Melbourne

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| Department of Immigration and Multicultural and Indigenous Affairs, Victoria State Office | <p>Microfilm cassettes of alien registration cards, all States and Territories, 1971 (contents 1937–70) (0.675m) B6520</p> <p><i>The cassettes record the images of alien registration cards created between 1937 and 1970. The cards included personal details of migrants such as name, nationality, date of birth and passport and visa numbers. Some cards had a black and white photograph on the reverse side, which was digitised with the card details.</i></p> <p>Microfilmed lexicographical lists of registered aliens, 1971–72 (contents 1937–72) (0.36m) B6521</p> <p><i>This series comprises the images of summary details of registered aliens, which were taken from the original alien registration cards, and recorded in lists. The information includes name, date of birth, address, visa number, date of arrival, and name of spouse.</i></p> |
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Brisbane

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| Australian Postal Commission, State Office, Queensland | <p>Queensland Post and Telegraph Museum collection, 1846–1992 (3.60m) J3088</p> <p><i>Progressive transfers into this series have resulted in the description of 230 items on RecordSearch to date. Some items of interest include:</i></p> <ul style="list-style-type: none"> • <i>letters written by Dr Alexander Graham Bell on a visit to Queensland in 1910;</i> • <i>information relating to Frederick Walker's expedition of 1886 to survey a telegraph line from Cardwell to the Gulf of Carpentaria;</i> |
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**Australian
Postal
Commission,
State Office,
Queensland
(cont.)**

- *the first postage stamps for the colony of Queensland;*
- *a Royal Cypher, that includes a wooden printing block for Australian post office use;*
- *Queensland Post and Telegraph Christmas and New Year greeting cards for 1884 and 1900; and*
- *a transcript of a speech by Prime Minister Fisher, the first radio press message received in Papua New Guinea. This is typed on silk.*

Post and Telegraph historical registers and volumes, 1860–1975 (4.50m) J3096

The records comprise registers of:

- *Architectural Drawings of Early Post and Telegraph Buildings (1905–37);*
- *Signatures (1863–1975);*
- *Newspapers (1902–71);*
- *History Books of Mail Branch Training Classes (1945–75); and*
- *Securities (1913–54).*

Australia Post Museum Collection, 1855–1931 (0.54m) J3099

The series features several snapshots of early Queensland history, including:

- *the floods in Brisbane and Mackay in the late 19th and early 20th centuries;*
 - *the Brisbane Post Office (1855); and*
 - *Brisbane circa 1866, taken from the Observatory, showing the first bridge across the Brisbane River.*
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Significant personal records collections

Records from or relating to the following people were also received during the year:

Sir Garfield Barwick
Ms Christabel Chamarette
The Hon. Frederick Michael Chaney, AO
Senator the Hon. John Faulkner
The Hon. John Howard, MP
The Hon. Jocelyn Newman
Sir Earle Page
The Hon. Margaret Reid
The Hon. Philip Ruddock, MP
Sir Ninian Stephen
Sir Keith Waller
Sir Allen Watt

In addition, approaches were made to Ministers of the Howard Government and former Ministers retiring from the Opposition front bench at the time of the 2001 election.

Selected records described

The Archives has an ongoing program to ensure that records in its custody in the open access period (ie records that have reached 30 years of age) are adequately described in order to make them readily retrievable and more accessible to users.

Major components of this program are:

- preparing (or updating) a record series registration, which provides information on the function, content and context of the series and the ways in which it is controlled and arranged;
- identifying items within a series, and where necessary applying a control symbol or item title to enable control and retrieval; and
- preparing lists of titles of items included in the series.

The table that follows lists the most significant record series for which description work was completed during 2002–03.

| Agency recording | Series description |
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| Canberra | |
| Attorney-General's Department | Attorney General's Department, Central Office – special correspondence files, 1905–51, A467 |
| Australian Maritime Safety Authority | Drawings and plans of lighthouses and of associated buildings and equipment, 1833–1968, A9568 |
| Cabinet Office | Whitlam Ministries – Cabinet submissions, 1972–75, A5915 Whitlam Ministries – folders of decisions of Cabinet and Cabinet committees, 1972–75, A5925 |
| Cabinet Secretariat | Curtin, Forde and Chifley Ministries – folders of Cabinet minutes and agenda, 1941–49, A2700 |
| Department of Air, Central Office | RAAF unit records, 1937–61, AA1969/100 RAAF aircraft crash reports, 1925–69, A9845 |
| Department of Territories [I], Central Office | Classified prints of photographs relating mainly to Papua and New Guinea, 1904–54, A6510 |
| Governor-General | Correspondence files, 1912–97, A2880 |
| Royal Commission into British Nuclear Tests in Australia, 1952–85 | Original agency records transferred to the Commission, 1952–85, A6456 |