

ISSN 1446 - 3970 (Print)
ISSN 1446 - 4519 (Online)



AUSTRALIAN
SOCIETY of
ARCHIVISTS Inc.

Blessed Collections

Newsletter of the Religious Collections Special Interest
Group of the Australian Society of Archivists Inc

Number 15 – July 2008

Notice of Annual General Meeting – 7th August 2008

The Annual General Meeting of the Religious Collections Special Interest Group will held on Thursday 7th August 2008, commencing at 11.00am, at the following location:

Methodist Ladies College
356 Stirling Highway, Claremont WA 6010
Ph: (08) 9384 4000

If you are unable to attend, please send your apologies to Louise Trott at:
ltrott@sydney.anglican.asn.au

Following the AGM, members are invited to the Perth Diocesan Archives to have lunch and enjoy a site visit to view the collection and facilities of the Perth Diocesan Archives. Lunch commences at 1.00pm.

The Perth Diocesan Archives is located at Law Chambers, Level 10, 573 Hay Street Perth. Our host will be Anne Medley, the Perth Diocesan Archivist.

Ph: (08) 9425 7243. Email: archives@perth.anglican.org

For catering purposes, please let Annie Medley know if you intend to have lunch at the Perth Diocesan Archives.

The Religious Collections SIG AGM and Perth Diocesan Archives site visit are part of a wider program designed to accommodate the interests of those who are members of both the Religious Collections SIG and the School Archives SIG.

The overall program will begin at the Christ Church Grammar School at 9.00am and include a tour of the CCGS Archives and tour of the Methodist Ladies College Heritage Walk and Pictorial Exhibition.

Minutes of 2006 Annual General Meeting of the Religious Collections Special Interest Group

These minutes can be found at the end of this edition of the Newsletter, pages 16-23.

Nominations for RCSIG Convenor and Committee for 2008–2009

Please forward nominations for Convenor or membership of the committee to Louise Trott (contact details on back page of this newsletter).

Blessed Collections, Number 15, July 2008

Welcome to Blessed Collections, Number 15.

I note my thanks for the assistance provided in completing this issue from Convenor Louise Trott, Pauline Garland, and Roberta Cowan.

I always welcome contributions and would love to feature your Archives in the Newsletter.

Fiona Burn
Newsletter Editor

Elections at the RCSIG Annual General Meeting 2007

Minutes of the 2007 Annual General Meeting are included at the end of this newsletter. The 2007 AGM meeting elected the following persons to the RCSIG committee for 2007/2008.

Convenor: Louise Trott (Sydney Diocesan Archives, Anglican Church Diocese of Sydney), elected for a fourth term.

Committee members: Fiona Burn (National Archives of Australia, Sydney); Denis Connor (National Archives of Australia, Canberra); and Christina Garnett (Christian Brothers, Holy Spirit Province).

N.B. Christina Garnett resigned from the Committee on 11 February 2008 following her resignation from her position at Christian Brothers Holy Spirit Province).

Contact details for the Committee members are on the back page of the newsletter.

REPORT ON

Joint School Archives SIG & Religious Collections SIG Workshop 'Think Tank' discussion on the topic of "Job description, required qualifications, and salary levels for archivists working in school archives and the archives of religious collections"

ASA Conference, Alice Springs, Thursday 23rd August 2007, at 9am

Preceding the 2007 Annual General Meetings of the Religious Collections SIG and the School Archives SIG, a 'Think Tank' discussion was held on the topic of 'Job description, required qualifications, and salary levels for archivists working in school archives and the archives of religious collections'.

The discussion was facilitated by Jenny Pearce, Convenor of the School Archives SIG and a member of the Religious Collections SIG.

Jenny introduced the topic by noting that for schools, or other small archives, it can be difficult to employ professional archivists when there is no job description in

existence. It is important to have a job description as a record of what the position of archivist involves, for the benefit of the employer and the potential employee.

A. THREE WORKING DOCUMENTS CIRCULATED

Prior to this ASA conference, Jenny had circulated an example of a Job Description for a school archivist, entitled 'Role, Responsibility, and Duties of the Archivist'; this two-page document was as drafted by Kim Eberhard in July 2004 & revised in March 2007. It contained 9 specific items for a job description.

At the meeting, Jenny Pearce (The King's School Archivist) circulated another example of a job description for an archivist at The King's School Parramatta. This two-page document provided a description of the purpose of the archivist, and listed 29 tasks for the archivist to undertake. This document displayed a strong promotional orientation for the archivist.

At the meeting, Christina Garnett circulated a document 'Small Archivist Role Description', as prepared by the WA School Archives SIG, as of 16 August 2007. This eight-page document included four separate role descriptions for those working in small archives: Archivist, Records Manager, Heritage Officer, and Outreach Officer. At the end of the document was included some comments and recommendations on Salary Scale.

Christina noted that the WA School Archives SIG had worked from Kim Eberhard's draft document as a foundation, but they had recognised that the archivist may wear different 'hats'. However, these roles could tie in with the NSW Pay Scales. The SIG members had felt that it would be helpful to send these job descriptions to future employers so that they have some understanding of the role of not only the archivist, but all four of these roles.

B. WORKING ON THE CONTENT OF THE NEW DOCUMENT

Selection Criteria

The WA School Archives SIG document includes 'Criteria' at the end of each role job description. This was not included in Kim's draft, and the meeting agreed that it should be included in the new job description document.

'Criteria': Re membership of the ASA

The meeting agreed that it should read "eligibility for ASA membership or ability to acquire membership of the ASA" be included as many of those working in small archives are working towards eligibility.

'Criteria': Requirement for professional qualifications

Jenny Pearce began a discussion on the 'Criteria' for an Archivist in the WA School Archives SIG document, and noted the requirement for professional qualifications, that is, a Certificate or Graduate Diploma in archives/records management.

Jenny noted that some people may be hesitant to have this requirement included as a criterion, as people working in small archives frequently begin their work as volunteers, and seek to gain qualifications later on.

Pauline Garland suggested that it should read "a commitment to obtain qualifications". Louise Trott suggested the wording "hold the qualifications or be prepared to attain them".

Christina Garnett noted that the archivists may have other types of qualifications. She pointed out that this job description is designed to be a basic description, and that one could progress from a lower to a higher level of experience.

Louise Trott noted that it would be good for the employing organisation to know they should be working towards employing a professionally qualified person, even if they begin with a person without qualifications. The Job Description should show the employer what type of applicant they could employ based on this description, and therefore they may see that the position of archivist could be useful to the organisation.

The meeting agreed that the wording should read “Qualifications, or willingness to obtain qualifications, from a tertiary institution, in archives management”.

Duties and Responsibilities

Jenny Pearce then led a discussion looking at the Duties and Responsibilities as listed in both the WA School Archives SIG document and Kim Eberhard’s document.

Louise Trott noted that the primary duty of an archivist in many small archives is management, and the archivist is effectively a head of department despite it being a small department.

However, it was pointed out that in some schools the actual head of department is someone who is higher up in the organisational hierarchy and who knows nothing of the field of archives administration.

Core Activities

Jenny Pearce noted that there should be reference to a set of core activities, and the employer should expect the archivist to be able to undertake these activities, even though there may be more emphasis on one or another of them. For example, the school archivist may undertake outreach work, or this could be outsourced.

Jenny Pearce noted that the archivist may not spend a lot of time on preservation and conservation, but it is important to identify the need for it.

Louise Trott noted the archivist needs to be able to explain to the manager who controls the budget in the organisation the need for expenditure on items such as conservation & preservation, and to justify the large expense involved.

New Item 1. Archives Administration

The meeting agreed that the first item should be entitled ‘Archives Administration’ and the first sentence should read “The Archivist will maintain, update and implement archives policies and procedures according to ASA standards, ethics and procedures”. In this way, it will be clear to employers that management of the archives should conform to accepted standards and principles.

It was suggested that ‘working with other departments within the organisation’ should be included as part of Archives Administration.

To be Included in Item 1. Budgeting & control of budgets

Jenny Pearce noted that responsibility for budgeting should be included in Item 1 'Archives Administration'.

The front page of the WA School Archives SIG document notes the need for an ongoing financial commitment by the employer to 'employing such roles [i.e. the four types of employee]' and 'to establishing a secure repository'.

Desley Soden noted that at the Anglican Brisbane Diocesan Archives she has no control over her budget at all.

Jenny Pearce noted even if the archivist has no control over the archives budget, it is still necessary for the archivist to understand how to use the allocated funds, that is, how to set priorities for the use of the funds, and how to plan for the future.

Christina Garnett noted that the archivist needs to be proactive with funding and budgeting; approach the person who is setting the budget for the archives, and try to influence the process. The archivist is likely to know more about what is required and can make useful suggestions which may not be obvious to non-archivists.

Denis Connor mentioned that the archivist can argue that if the archives budget is inadequate, the core activities of the archives cannot be achieved.

Christina Garnett noted that it is important to argue the case for funding for both Professional Development for the archivist and Preservation & Conservation for the records.

Alexis Horsley mentioned that if the budget provided does not allow for adequate shelving and storage, the archivist can raise the problem as an OH&S issue, which will be meaningful to the administration.

Jenny Pearce advised that at The Kings School it had taken 8 years of lobbying to obtain an early fire warden protection system.

The meeting agreed that it takes personal resilience for the archivist to keep up the pressure for the recommended and ideal conditions for the records and the staff.

To be Included in Item 1. Ethics

It was suggested that under 'Archives Administration' that it should be noted that the duties of the archivist are performed in accordance with the ASA Code of Ethics. Pauline Garland suggested that privacy be included also. Jenny Pearce advised that the ASA Ethics include an obligation to maintain privacy.

New Item 2. Appraisal [not in draft document]

Kim Eberhard suggested that it is necessary to include a specific and separate item for 'Appraisal' before the item 'Preservation and Conservation'.

Jenny Pearce suggested 'Appraisal' should be slotted between 'Archives Administration' and 'Accessioning, Arrangement and Description'.

Jenny Pearce noted that school archives use the Records Disposal Authority (RDA) for Independent Schools. Kim Eberhard suggested that archivists should perform appraisal and know how to implement an RDA.

New Item 3. Accessioning, Arrangement and Description [formerly 2. Arrangement and Description]

No discussion re specific content.

New Item 4. Information Management [formerly 4. Records Management]
Margaret Paterson suggested she would like to see Records Management duties included in the job description for the archivist. She added that if roles of archivist & records manager are combined in a position, the employer should recognise this. Christina Garnett noted that in some schools some specific duties are only included in the role of the archivist, so they had separated these duties out in the WA School Archives SIG document.

Louise Trott noted that in the future there will be less division between the roles of archivist and records manager, and the university courses are increasing reflecting this trend.

However, Margaret Paterson noted that at the coalface there is still often a strong difference in these roles. Christina Garnett mentioned that in her position she is responsible for archives only.

Re the name of Item 4: the meeting agreed that instead of 'Records Management' Item 4 should be titled 'Information Management';

It was agreed that the phrase 'electronic school-wide database requirements' should be replaced by 'digital recordkeeping requirements'.

New Item 5. Preservation & Conservation [formerly 3. Preservation & Conservation]

No discussion re specific content.

New Item 6. Training staff in Records Management & Archives principles [formerly 5. Training staff in Records Management & Archives principles]

No discussion re specific content.

New Item 7. Professional Development & Liaison [not in draft document]

Refer to WA School Archives SIG document Item 8. Professional Development and Liaison, page 3.

Re the statement that employers should support the archivist in Professional Development activities such as courses & conferences.

The meeting agreed that the archivist should be aware of what kinds of Professional Development activities are available, and should put forward proposals to the employer in order to attend conferences and participate in Special Interest Groups. If we do not ask for these PD opportunities, our employers will not know that they are available and desirable.

The draft document did not have an item for Professional Development and the meeting agreed that it should be inserted as Item 7.

Item 8. Research [formerly 6. Research]

No discussion re specific content.

Item 9. Outreach Programs [formerly 8. Outreach Programs]

The meeting agreed that it is important to include Research and Outreach programs in the job description.

Item 10. Management of volunteers & staff within the Archives [formerly 8.

Management of volunteers & staff within the Archives]

No discussion re specific content.

Item 11. Museum / Heritage / Asset advice [formerly 9. Museum / Heritage / Asset advice]

Jenny Pearce gave the example of her situation at The Kings School where she is the Fine Arts Co-ordinator for the school, and her responsibility extends to the conservation of the stone buildings.

Archivists in many small archives are sometimes called upon to take on the roles of curator, and deal with all aspects of built & moveable heritage.

C. FORMAT OF THE FINAL DOCUMENT

Dot points & prose

Jenny Pearce asked if headings or dot points were preferred for the final document. Louise Trott suggested that dot points are easier to comprehend quickly, and Jenny Pearce added that the dot points can be expanded if necessary.

The meeting agreed to headings with prose, and dot points where necessary.

Glossary at end of job description

Kim Eberhard noted that employers may not know what appraisal means. Louise suggested the need for a glossary at the end of the document to explain specific terms.

Jenny will incorporate a glossary in the final draft version.

Final document to be a Job Description with core criteria / can be customised
Margaret Paterson asked if we would be having two separate documents for Archivist and Records Manager.

Jenny Pearce stated that the optimum outcome is a Job Description which is all encompassing, with the core criteria listed first. Jenny noted that it is possible to finetune and customise the job description to suit any specific institution.

Process of creating the final Draft Job Description document

Jenny Pearce advised that she will merge together the content in the WA Schools Archives SIG document, and the content in Kim Eberhard's document.

- ❖ Jenny Pearce advised she will draft a generic document taking into account all of the suggestions from today's workshop, and circulate the new draft version to the RC & School Archives SIG members.

NB. Kim Eberhard noted that the first document produced would be written for School Archivists. A version of this could be edited as a generic description for archivists working in small archives.

Approval / Endorsement of the job description by ASA

Once the new draft version is agreed to by the SIG members, it will be forwarded to the ASA for consideration.

Kim Eberhard recommended that the Convenor of the School Archives SIG write a covering letter and then Kim will forward the Draft Job Description to ASA Council for endorsement.

Jenny Pearce noted she would like to see the final version of this job description document accepted and endorsed by the ASA as the Disposal Schedule for independent schools has been.

Kim suggested that the Draft Job Description could be discussed at the next ASA conference.

Publication of the Job Description document

Following approval by ASA Council the job description could be sent to educational bodies, such as all schools which had previously received the Disposal Schedule. Kim Eberhard advised that the new ASA website will have a section for documents produced by SIGs and Branches, so the job description could be loaded up to the ASA website in the appropriate section.

D. IDEAS FOR PUBLICISING & MARKETING THE DOCUMENT

Endorsement & uptake of the job description by external bodies

Christina Garnett noted that it would be good for the job description to be embraced by the Association of Independent Schools.

Further, Jenny noted that it would be good to get publicity for the job description with the Heads of Independent Schools. Kim Eberhard noted that bursars have heard of the Disposal Schedule for schools and ask for copies of it, so there is a ready market in the schools.

Wider publicity for the Job Description document

Louise Trott mentioned the Catholic Archivist's Network as possible conduit for publicity; Pauline Garland suggested that the 'Major Superiors' be approached and that she would be attending the next meeting of that group.

Louise Trott noted that the various Anglican Dioceses (each of which is responsible for its own archives) could be approached through the Registrar's Conference.

Potential use by Professional educational associations

A guest who had joined the discussion was Tony Ryan, the archivist from the Australian College of Educators in Adelaide. He was given assistance in the establishment of the ACE College archives by the Adelaide University Archives. Tony remarked that specific job description for school archivists is a good idea, but he also thought that a generic job description is an excellent idea, as it could be used as a model by the Professional educational associations in Australia.

Linking the Job Description to Salaries

Christina Garrett asked if the job description would be linked to salaries.

Jenny Pearce noted that obtaining a consensus on salaries is very difficult. Christina Garnett suggested that there could be a recommendation on salaries. Kim Eberhard noted that the ASA website had a link to the NSW site as a reference point for salaries.

E. CLOSING

Thanks

Jenny thanked the work of the WA School SIG in drafting their documents and Kim Eberhard for providing her document as an initial starting point.

Again Jenny Pearce thanked everyone for their participation.

Report written by

Fiona Burn

Newsletter Editor, Religious Collections SIG

Final Draft Version of the document discussed at the 2007 Joint SIG Workshop

This draft was prepared by Jenny Pearce, and circulated to members of the RCSIG & School Archives SIG as of 28 August 2007.

Note that this document is written for School Archivists. A version of this document can be edited as a generic description for archivists working in small archives.

Role, Responsibility and Duties of the Archivist

1. Archives Administration

The Archivist will maintain and implement archives policies and procedures according to ASA standards, ethics and procedures. Other management duties are strategic planning, budgeting and purchasing supplies.

The Archivist will work with all departments and faculties of the school, and actively build relationships with members of the wider school family: current students, parents, ex-students, and other affiliated schools across Australia.

2. Appraisal

The archivist is responsible with the record management staff for determining what records to create and capture and how long the records need to be kept. Appraisal is necessary to ensure that the right records are made and kept.

Decisions regarding the retention or destruction of records shall be made in accordance with the Records Retention Schedule for Non-Government Schools or a schedule devised by the Archivist and approved by School Council.

3. Accessioning, Arrangement and Description

The Archivist is responsible for accessioning, arranging and describing all material coming into the [name of school] Archives in keeping with professional archival standards.

4. Information Management

The Archivist is responsible for Records Management at [name of school], and will therefore provide advice and support on the day-to-day as well as long-term management of all records created by the school, regardless of format, especially in areas of administration and governance. This may include (but is not limited to) advice regarding choice of archival quality paper, filing and records tracking systems, regular transfer of non-current records to archives and digital recording keeping requirements.

The archivist will actively be involved in determining which records have permanent value through the creation and use of an approved Retention / Disposal schedule. (See Appendix)

5. Preservation and Conservation

The Archivist should do as much as possible to ensure the safety and security of all material within the Archives. This involves the establishment of a secure repository which has storage and environmental conditions adequate for the long-term storage of records in varying formats. It should be noted that establishing a secure repository with

adequate storage and environmental conditions is an ongoing financial commitment by the school. It is acknowledged that [name of school] Archives is in part a 'museum', with holdings of physical objects such as textiles, audio/visual material, artworks, trophies, furniture and religious artefacts. This may give rise to specific conservation and/or preservation issues; the Archivist's role is to liaise with experts in other fields to obtain optimum advice and/or results. (See also 11)

6. Training staff in Records Management and Archives principles

The Archivist will provide basic training for all administration staff in records creation and transfer methods. The adoption of a clear and precise Disposal Schedule will facilitate this. In other cases, all staff should be made aware of the need to transfer all material to Archives for appraisal before destruction.

It may be desirable to train another member of staff to assist with retrieval of material within Archives storage in need.

7. Professional Development and Liaison

The Archivist will be provided with support for continued professional development through courses and conferences. The Archivist will network and liaise with professional bodies and the archival community to ensure awareness of developments in the industry.

8. Research

The Archivist will provide research services to all members of school or extended community who have a genuine research enquiry about any aspect of the schools history.

9. Outreach programs

The Archivist will design and participate in regular activities to promote (a) the heritage of the school and (b) the existence of the archives. Such activities may include articles for inclusion in weekly newsletter, quarterly communication magazine, the annual school magazine, and wider educational or archival realm. Other outreach activities may include Oral History programs, student liaison groups, volunteer programs, displays of photos and objects at various school events, or displays in a more permanent form where facilities are available and appropriate.

10. Management of volunteers and staff within the Archives

The Archivist will train and supervise any staff or volunteers who may assist in the archives from time to time. Legislative requirements concerning child protection and privacy must be met.

11. Museum / Heritage/ Asset advice

While not necessarily an expert in all fields of heritage conservation, the Archivist will have a degree of knowledge about non-paper items in archives custody, and this extends to items around the school grounds which may not be in official archives custody e.g. statues, paintings, furniture, buildings etc. The Archivist should be consulted, and will provide advice and support in matters concerning these items in regards to their real or inherent value, restoration, display or disposal.

Criteria

- Eligibility or willingness to become eligible for membership of the Australian Society of Archivists
- Qualifications or willingness to obtain qualifications from a tertiary institution in archives management
- Attendance at relevant workshops, courses and conferences.
- Experience in a similar role
- Thorough understanding of contemporary archives and recordkeeping concepts, best practice records and archives management and issues
- Experience in appraisal, arrangement, description and sentencing of inactive records and archives
- Knowledge of preservation and conservation principles
- Demonstrated time management and project management skills
- High level of computer literacy
- High degree of attention to detail and accuracy
- High level of integrity and discretion (adherence to the Archivist Code of Ethics)
- Sound verbal and communication skills
- Ability to operate autonomously and with initiative and flexibility

Glossary

Appraisal encompasses the process for determining

- What records to create and capture, and
- How long records need to be kept
- Appraisal takes into account the evidential, financial, legislative, historical, and informational value of the records.

Accessioning

- Provides the basic physical and intellectual control over material coming into the archives.

Arrangement

- Determines the provenance (place of origin) and original order of the records.

Description

- The process of establishing intellectual control over the holdings through finding aids.
- Record a detailed description of the nature, contents and formant of the records.

These definitions are derived from “Keeping Archives 2“, and the proposed ASA Appraisal Statement.

Jenny Pearce, Archivist

St John’s Cathedral Parramatta, Sydney, & The King’s School Parramatta (Document circulated 28 October 2007)

Report on the Annual Meeting of the
Catholic Diocesan Archivists of Australia
Ballarat
27th - 29th June 2007

During the Religious Collections SIG 2007 AGM, Pauline Garland was asked to forward to the Newsletter Editor her notes of the Catholic Diocesan Archivists of Australia Annual Meeting.

The CDA AM was held from Wednesday 27th - Friday 29th June 2007 in Ballarat, with host Michael Taffe.

The diocesan archives representatives present were: Pauline Garland (Sydney); Michael Taffe (Ballarat); Nancy Tarlinton (Lismore); Fr Val Shoolepoff (Rockhampton); Sr Carmel Hall (Hobart); Sr Norma Onley (Broken Bay); Sr Frances Stibi (Perth); Kay Judd (Wagga Wagga); Gabrielle Saide (Toowoomba); Rachel Naughton (Melbourne); Denis Connor (Canberra Goulburn); Patrick Ferry (Canberra Goulburn); Kath Martin (Sandhurst); and Sue Ryan (Adelaide).

As part of the Annual Meeting visits were made to the PROV Ballarat Archive, State Library VIC Ballarat Repository, and the Loreto Archives Ballarat.

Talks were given by Fr Ian Waters on Canon Law and Archives and related documents; Angela Henriksen from Archival Survival gave a presentation on conservation materials; and reports were given by each person who attended on the events of the previous year and the state of their archives. These talks were followed by discussion and sharing by members.

The local Diocesan Bishop Peter Connors joined the group on a number of occasions to give his encouragement and blessing while participating in particular events.

In general discussion, a draft CDA Charter was reviewed and rewritten. The final version was passed by the Meeting as a definition of the Group and its membership, stating aims and objectives, roles and responsibilities.

The Annual Meeting concluded with a lunch and visit to the Sovereign Hill Historical site.

Pauline Garland
Sydney Archdiocesan Archivist

Retirement of Wendy McKinley, Archivist of the Benedictine
Community of New Norcia (BCNN), WA

Wendy McKinley retired as Archivist for the Benedictine Community of New Norcia (BCNN) in mid-December 2007. Wendy had spent over twenty years as Archivist at the BCNN.

The Archive of the BCNN is one of the main sources of information about the community. It is a major repository of the 170 year history of the community. Wendy McKinley had spent time on the Executive committee of the ASA WA Branch and the Catholic Archives Board; and she was a member of the ASA Religious Collections SIG. Wendy McKinley was also a strong supporter of the Catholic Religious Communities Archives Group in WA.

The ASA WA Branch held a cocktail party to celebrate Wendy's retirement on 30 November 2007. The Catholic Religious Communities Archives Group held their quarterly meeting at New Norcia Archive for the first time in October 2007 to commemorate Wendy's retirement and they held a Farewell Lunch for her at that time.

Community Heritage Grants 2007

Eighty-five community groups around Australia, including museums, libraries, archives and historical societies, art galleries, migrant, Indigenous and religious organisations received funding to preserve their documentary heritage collections with the assistance of the 2007 Community Heritage Grants Program announced on 13 November 2007.

In addition, recipients attend a three-day intensive preservation and collection management workshop held at the National Library, the National Archives of Australia, the National Museum of Australia and the National Film and Sound Archive in Canberra

The program is jointly funded and supported by the Department of Communications, Information Technology and the Arts, the National Library of Australia, the National Archives of Australia, the Australian Film Commission and the National Museum of Australia.

Grant winners for 2007 included A.M. Rosenblum Jewish Museum, Great Synagogue, Sydney received \$1,500 for collection-management software purchase. The Museum conserves, stores, catalogues and displays the substantial collection of ritual and historical items owned by the Great Synagogue, the oldest continuing Jewish congregation in Australia.

St Andrew's Ukrainian Catholic Parish (Archives Committee) received \$3,500 for significance assessment of the St Andrew's Ukrainian Catholic Parish Archives, containing records, papers, photographs and vestments relevant to the history of the Ukrainian Catholic Church in Australia. St Andrew's Ukrainian Catholic Church was established in Lidcombe (NSW) in 1961, to cater for the spiritual and cultural needs of members of the Church.

St John's College, University of Sydney received \$3,800 for preservation needs assessment of the College archive, which records the 150-year-old history of the College, its rectors, council and management. The College was incorporated in 1857 and was the first Roman Catholic residential University College in the Western world.

Centre for Multicultural Pastoral Care received \$760 for archival storage materials to rehouse the Queensland Catholic Migrant Archive. The Archive holds details of post-war immigration and migration through the Catholic Church in Queensland and has received a grant in the past.

Friends of John Flynn Place Inc. and Cloncurry Shire Council received \$5,500 for preservation needs assessment of the collection relating to the Australian Inland Mission and John Flynn, founder of the Australian Inland Mission and its offshoot, the Royal Flying Doctor Service. The collection contains many items connected to Rev. Dr Flynn and the Service, including the first pedal radio installed in Australia.

Brotherhood of St Lawrence received \$3,500 for significance assessment and preservation survey of the Brotherhood's archive, which contains reports, publications, photographs, audiovisual materials and memorabilia dating from the Brotherhood's founding in 1930.

Ukrainian Catholic Eparchy, Sts Peter & Paul received \$3,850 for significance assessment of the church archive. Located in North Melbourne, the collection contains over 8000 items, including clothing, religious items, wood carvings and embroideries, documents and photographs, artwork and ceramics and other cultural items of importance to the history of Ukrainian settlement in Australia since 1949.

Archives of the Roman Catholic Archdiocese of Perth received \$1,500 for archival storage materials to rehouse the architectural plans of St Mary's Cathedral. Only partially completed in 1930 because of the Depression, conservation and completion of the Cathedral is now under way. The architect, M.F. Cavanagh, designed many other church and commercial buildings in Australia.

Benedictine Community of New Norcia Inc. received \$3,000 to rehouse the New Norcia music archive. This contains the largest group of manuscripts by Dom Stephen Moreno OSB, Australia's most significant composer of early 20th century church music. The archive includes manuscript copies of 17th and 18th century orchestral and choral works performed at New Norcia, formed in 1846, as a mission to the local Aboriginals and a monastic community. The Mission closed in 1974 and has previously received a grant.

Catholic Diocese of Broome received \$6,500 for a preservation needs assessment of the historic Diocesan archive, and for a preservation training workshop, with particular emphasis on the Baptism and Marriage Registers, the only record of many Indigenous births and marriages in the Kimberley before 1987. The Diocese of Broome covers all of the Kimberley Region.

Perth Diocesan Trustees, Anglican Church of Australia received \$7,300 for significance assessment and preservation needs assessment of the Diocesan Archives: specifically important records that have recently come to light after being stored for years in the basement and storage areas of the Archives. These include rare parchment documents dating back to the 1850s. The entire collection includes unique correspondence, photographs and memorabilia relevant to the history of the Anglican Church in WA since 1829, and has previously received a grant.

Can you receive the Newsletter by email?

Are you able to receive the SIG newsletter by email? It certainly saves on copying, stapling, folding and postage if you can.

If you are an ASA member, you should indicate to the ASA in your membership paperwork that you wish to receive ASA communications by email.

If you are not an ASA member, let me know your email address (email me at fiona.burn@naa.gov.au) and I will add you to the distribution e-list.

Fiona Burn
Newsletter Editor

Religious Collections Special Interest Group Committee Contact Details

Convenor

Dr Louise Trott
Sydney Diocesan Archives, Anglican Church Diocese of Sydney
P O Box Q190, Queen Victoria Building Post Office NSW 1230
Tel: 02 9265 1620
Fax: 02 9232 7841
Email: ltrott@sydney.anglican.asn.au

Committee members

Fiona Burn
National Archives of Australia
Locked Bag 4,
Chester Hill NSW 2162
Tel: 02 9645 0141
Fax: 02 9645 0108
Email: fiona.burn@naa.gov.au

Denis Connor
National Archives of Australia
PO Box 7425
Canberra BC ACT 2610
Tel: 02 6212 3967
Fax: 02 6212 6293
Email: denis.connor@naa.gov.au

Minutes of the RCSIG AGM 2007

Australian Society of Archivists Religious Collections Special Interest Group Annual General Meeting

held at the Alice Springs Convention Centre
93 Barrett Drive, Alice Springs, NT
on
Thursday 23rd August 2007, at 10.38am

1. Present

The Convenor, Louise Trott, welcomed everyone present at the meeting and circulated the attendance sheet to be signed.

Louise asked those present to indicate if they are members of the RCSIG, the School Archives SIG, or both. (R) = Religious Collections SIG; (S) = School Archives SIG.

Louise reminded the meeting that a person is unable to stand for election to the Religious Collections SIG Committee if she/he is not a member of the ASA.

The following members of the RCSIG were present at the meeting

| | |
|-------------------|---|
| Fiona Burn | National Archives of Australia, Sydney (R) NEWSLETTER EDITOR 2006-2007 |
| Denis Connor | National Archives of Australia, Canberra & Archdiocese of Canberra Goulburn (Catholic) (R) COMMITTEE MEMBER 2006-2007 |
| Patrick Ferry | National Archives of Australia, Canberra & Archdiocese of Canberra Goulburn (Catholic) (R) |
| Pauline Garland | Sydney Archdiocesan Archives (Catholic) (R) |
| Christina Garnett | Christian Brothers, Holy Spirit Province (Catholic) (R & S) |
| Jacqueline Grant | Catholic Chancery Bathurst (Catholic) |
| Alexis Horsley | Presentation Sisters Archives, Wagga Wagga NSW (Catholic) (R & S) |
| Anne Kelly | National Archives of Australia, Canberra & Archdiocese of Canberra Goulburn (Catholic) |
| Lyall Kupke | Lutheran Archives, South Australia (Lutheran) (R) |
| Jenny Pearce | St John's Cathedral Parramatta, Sydney (Anglican) & The King's School Parramatta, Sydney (Anglican) (R & S) |
| Desley Soden | Brisbane Diocesan Archives (Anglican) (R) |
| Louise Trott | Sydney Diocesan Archives (Anglican) (R & S) CONVENOR 2006-2007 |
| Sr Lia Van Haren | Good Samaritan Archives, Glebe Point, Sydney (Catholic) (R & S) COMMITTEE MEMBER 2006-2007 |

1.1 Non-members in attendance

The following persons, who are not members of the Religious Collections SIG, were present at the meeting:

Theresa Elliott Loreto Normanhurst School, Sydney (S)

| | |
|-------------------|--|
| Frieda French | Christ Church Grammar School WA (S) |
| Fiona Kilby | National Archives of Australia, Canberra |
| Margaret Paterson | Bunbury Cathedral Grammar School (S) |
| Tony Ryan | College Archives Project, Australian College of Educators SA (S) |

2. Apologies

| | |
|----------------------|--|
| Tracy Bradford | NSW Department of Aboriginal Affairs |
| Brigid Cooper | Brigidine Sisters, Victorian Province, Malvern & Lowther Hall Anglican Grammar School (Catholic) |
| Lee Davy | National Archives of Australia, Canberra |
| Geoffrey Foley (Rev) | formerly Grafton Diocesan Archives (Anglican) |
| Prue Heath | SCEGGS Darlinghurst Archives (Anglican) |
| Patricia Jacobsen | Congregational Archives, Sisters of Charity of Australia (Catholic) |
| Annie Medley | Perth Diocesan Archives (Anglican) |
| Wendy McKinley | Benedictine Community of New Norcia Inc. (Catholic) |
| John Nimmo | Retired, formerly Archival Systems |
| Sarah O'Neill | Barker College, Sydney (Anglican) |
| Janette Pelosi | State Records NSW |
| John Pinson (Rev) | Grafton Diocesan Archives (Anglican) (not ASA member yet) |
| Sue Ryan | Adelaide Archdiocesan Archives (Catholic) COMMITTEE MEMBER 2006-2007 |
| Rosemary Sempell | NSW Department of Lands, Bathurst, & Bathurst Diocesan Archives (Anglican) |
| Steve Stefan | Provincial Archivist, Blessed Sacrament Congregation, & St. Francis' Church Heritage Centre, Melbourne (Catholic) |
| Sr Irene Young | Presentation Sisters Congregation (Catholic) |

3. Thanks to our hosts, ASA Alice Springs Conference Organising Committee

The Convenor of the RCSIG & Chairperson for this meeting (Louise Trott) thanked our hosts the ASA Alice Springs Conference Organising Committee for arranging a room for our AGM at the Convention Centre.

4. Personal introductions from those attending the meeting

Each of the members attending the AGM introduced themselves, and spoke briefly about the institution they worked for, its collection, and /or their interest in religious archives issues.

The Convenor (Louise Trott) noted we have a number of new members joining the RCSIG since the last AGM, including:

- ❖ Lee Cox (Department of Defence)
- ❖ Patrick Ferry (NAA) & Anne Kelly (NMA) – both of whom are representatives on the Advisory Committee for the Archdiocesan Archives of Canberra and Goulburn
- ❖ Perry McIntyre (St John's College, University of Sydney)
- ❖ Janette Pelosi (State Records NSW)
- ❖ Shirley Sadler (Catholic Archdiocese of Brisbane)
- ❖ Rosemary Sempell (NSW Department of Lands)

- ❖ Trevor Smith
- ❖ Archdiocese of Canberra and Goulburn (as a new Institutional member)

5. Minutes of 2006 RCSIG AGM (19th October 2006, at St Columba's Anglican School, Port Macquarie)

- ❖ Alexis Horsley noted an amendment to the minutes under Agenda Item 7.2: "Alexis Horsley mentioned that we don't want to lose touch with these volunteer archivists" should be amended to "Alexis Horsley said that we don't want to lose touch with these volunteer archivists".
- ❖ Christina Garnett noted an amendment to the minutes under Agenda Item 7.2: "She believed that the members of the Catholic archives in WA group get together to network..." should be amended to: She said that the members of the Catholic archives in WA group get together to network".
- ❖ Theresa Elliott noted that she was listed as a Non-RCSIG member attending the 2006 AGM. Louise Trott advised that this is because Theresa was not a registered member of the RCSIG at that time, although she was a member of the School Archives SIG.

MOTION: It was moved by Denis Connor, and seconded by Christina Garnett, that the minutes of the RCSIG AGM held 19th October 2006 as amended be accepted as a true and accurate record. Passed.

6. Matters arising from the 2006 AGM Minutes

Agenda Item 7.1 Convenor's Report

Louise Trott had contacted Anne Watkins the new Archivist for the Diocese of North Queensland Archives and Research Centre (Anglican Diocese of North Queensland). Anne Watkins had advised that she wasn't a trained archivist and had simply been asked to take over the archives after Margaret Mack resigned. Louise had asked Anne if she intended to undertake professional training but Anne advised she did not as this was probably her last job before retirement, and also that her predecessor Margaret Mack had established the Archives so well that it was not difficult to continue running it. Louise had encouraged Anne Watkins to join the ASA and the RCSIG.

Agenda Item 7.2 New Religious Archives Group in Adelaide and the advantages/disadvantages of forming a new SIG branch

Lyall Kupke provided an update on the new Religious Archives Group in Adelaide. It is a loose group which has met 3-4 times. They enjoyed getting together. There are 25 members on the list with 12-15 attending the meetings. It is good opportunity to get to know each other and share common issues.

Lyell has recommended that the Group consider becoming a formal State Branch of the ASA RCSIG. Lyall will go to the next meeting of this Group in September 2007, and discuss the pros and cons of becoming a State SIG Branch. As a loose & informal group, the organisation involved is not onerous. Louise Trott mentioned, however, the advantage that if one forms a formal SIG branch, there is ASA funding available for postage & meetings postage.

Agenda Item 7.2 re Hebrew Congregation

Louise Trott mentioned it would be good to learn more about the Hebrew Congregation as at the moment the RCSIG is heavily Anglican and Catholic in membership, and it would be good to do some outreach to other religious archives. Alexis Horsley noted that the Hebrew Congregation Archives were well established, and their representative was part of the Religious Archives Group in Adelaide.

Agenda Item 7.2 Contact person for the Archives of Religious Institutions (ARI)

In 2006, Ann Murray had suggested it would be helpful if the person in charge of the ARI could liaise with Louise Trott. Louise Trott asked Ann Murray to contact her about this after this conference.

The conversation moved on to mention contacts with various religious archives:

- ❖ Theresa Elliott noted that the NSW Branch had visited the NSW Masonic Archives in Sydney.
- ❖ Pauline Garland noted the NSW Branch had visited the Salvation Army Heritage Centre in Sydney.
- ❖ Pauline Garland mentioned the Service of Thanksgiving held at St Stephen's Uniting Church, Macquarie Street, Sydney, for the work of Church Archives and archivists. She suggested that more archivists should attend. Louise suggested the RCSIG could publicise it more, although it is often publicised at rather short notice. Pauline offered to send out information about the service. Lia Van Haren advised that the Catholic network Archives of Religious Institutions (ARI) are represented at the Presbyterian Thanksgiving Service.
- ❖ Lyall Kupke reported on the Friends of South Australian Archives which has operated for 10 years and Lyall is on the Executive Committee. During the past year they have been interested in what various religious bodies have been doing with records. A lot of Church groups with significant collections have not joined the Adelaide Archives Group or replied to letters seeking information. The Friends of South Australian Archives Sub-Committee are developing a Generic Statement on selection of records for retention, and they will send this document out to all religious groups in South Australia. This will include an offer to assist the organisation if they have not done anything about their records, and also to go and talk to the organization. This initiative arose from a concern that many groups had not yet done anything formally about their records.
- ❖ Alexis Horsley noted that this was similar to the current interest of the Archives of Religious Institutions (ARI) group in finding out about records. Alexis suggested it would be good for the Generic Statement drawn up by the Friends of South Australian Archives Sub-Committee to be sent to Convenor Louise Trott.
- ❖ Theresa Elliott asked about further moves towards contacting the archives of other religions and faiths to see if they were interested in joining the RCSIG. Louise Trott advised we should research and find out what other religious archives exist, and talk to the archivists and prepare a report. She will do the research for Sydney.
- ❖ Lyall Kupke advised that the Friends of South Australian Archives had already done this for South Australia.
- ❖ Christine Garnett volunteered to do the research for Western Australia.

- ❖ Desley Soden volunteered to undertake the research for Queensland.
- ❖ Pauline Garland asked if Melbourne had a religious archives group. Denis Connor advised there was a fairly active religious archives group in Melbourne, of which Steve Stefan was a member. Pauline Garland advised she would ask Rachel Naughton of the Catholic Archdiocesan Archives in Melbourne for suggestions for information gathering. It was suggested that it would be sensible to contact the Convenor or the Victorian Branch of the ASA for assistance.

Agenda Item 7.3 Anglican Archives Network and web-based Anglican 'Archive'

Louise Trott advised there had not been much further to report with the Anglican Archives Network. She will maintain names and addresses and prepare a newsletter.

- ❖ In relation to the Anglican web-based 'archive', Louise advised this was an initiative of a group of Anglican historians who wanted to collect important and useful documents relating to the history of the Anglican Church in Australia, who had sought to involve the various diocesan archivists in their project, by means of asking advice from the archivists as to which records should be included in the project.
- ❖ On behalf of all diocesan archivists, Louise Trott & Joanne Burgess (General Synod Archivist) had suggested that the steering committee should first define the framework and parameters of the project, and then visit the 23 diocesan archivists to identify and choose what records they might want to include based upon provenance.
- ❖ The historians were hoping that the archivists would be willing to do the work of: a) identifying suitable documents from their collections; b) writing a statement of significance to support the inclusion of each document; c) transcribing the document; d) photographing the document; and e) sending it to the editors for inclusion on the webpage. The archivists advised that this was too much to ask of diocesan archivists, and that the historians must do this themselves by visiting each archive. The historians decided they wished a more fluid approach. The archivists offered to provide archival advice as requested.
- ❖ A final meeting of the project was held at the General Synod Office on 25 October 2006; Louise has a copy of the minutes if anyone is interested. At that meeting, it was decided to rename the project to the 'Australian Anglican Historical Documents and Images' project (AAHDI). The archivists had pointed out that in the direction of the project was leading towards the creation of a digital library rather than a digital archive, so the change of name for the online project was essential.

Agenda Item 7.4 Membership of the RCSIG, and types of members

Louise Trott had asked Sue Ryan to forward the contact details of the ANZTLA newsletter editor, as she would encourage the Association to become institutional members of the ASA and the RCSIG. Sue was yet to do this.

ACTION: Lyall Kupke undertook to send the details to Louise.

Agenda Item 10.3 ASA Mentor Scheme

Fiona Burn advised that as of the Mid Year Evaluation, the mentoring partnerships were progressing well.

Agenda Item 10.6 New website for the Sydney Diocesan Archives

Louise Trott advised the new Sydney Diocesan Archives website was launched in March 2007. It took three months of intensive work for Louise to write and load the text. The URL is: www.sydneyanglicanarchives.com.au as this is an easy phrase easy to remember; the site itself is built upon a less memorable diocesan URL. The website is part of a new suite of websites created by and for the organisations of Anglican Diocese of Sydney, all of which can be found via the diocesan portal Sydney Anglican Network: www.sydneyanglicannetwork.net. A drop-down directory can take the reader to any of these diocesan websites, including that of the Archives.

7. Convenor's Report (Louise Trott)

Louise Trott advised that the Newsletter and minutes provided details of her activities as Convenor. She had not prepared an additional formal written report.

Louise thanked Fiona Burn for her work as Newsletter Editor. Louise thanked Jenny Pearce for her diligent and efficient organization and facilitation of the Joint SIG discussion relating to job descriptions for archivists in small archives, which took place in the morning prior to this RCSIG AGM.

8. Report of the Editor of the RCSIG Newsletter: Blessed Collections (Fiona Burn)

Fiona Burn read her report to the meeting. Fiona Burn made a plea for submissions of content for the RCSIG newsletter, Blessed Collections.

- ❖ Fiona noted that the National Archives of Malaysia is now receiving the RCSIG newsletter.
- ❖ Apropos of Malaysia, Pauline Garland advised that she been visited by the son of the Catholic Bishop of Malaysia, who was studying in Australia. The Bishop had sent his son to visit the Sydney Archdiocesan Archives as in the Diocese in Malaysia was having problems with records and litigation in relation to property etc., and needed advice about records management; they had not previously done anything professional with their records and were looking for advice and contacts. Pauline gave him lots of contacts including the ASA.

9. Elections of RCSIG Committee Office Bearers for 2007-2008

The meeting elected the following office-bearers for the coming year:

Convenor: Louise Trott (Nominated by Lia Van Haren & seconded by Alexis Horsley)

Committee members without office (capacity for 4):

- ❖ Newsletter Editor: Fiona Burn (Nominated by Desley Soden & seconded by Denis Connor)
- ❖ Christina Garnett (Nominated by Fiona Burn, & seconded by Pauline Garland)
- ❖ Denis Connor (Nominated by Patrick Ferry & seconded by Jenny Pearce)

10. General Business

10.1 Proposed Catholic Archives Centre in WA

Christina Garnett spoke to the meeting about a proposal in Western Australia to create and build an Archives Centre for Catholic Archives in WA.

Many religious organizations are shrinking, have diminishing resources, and are combating the elements in isolated areas to preserve their archives.

The aim of the proposal is to gain funding to build a new repository to house archives in WA, so that records are not returned to the head administration of religious orders overseas (or interstate) but remain held in WA. Ten Catholic congregations are interested so far, as are Centrecare, Mercy Care, and Catholic schools. The proposal has been accepted, and the Sisters of Mercy and the Christian Brothers are preparing a brief for a feasibility study which will be put to a November meeting of interested persons. They will seek funding for the feasibility study with input from other organizations. They will investigate various modes of grant funding over a 5 year period.

The Archives Centre would likely need 3-5 interested organizations in order to proceed. They could house records temporarily, offer archival advice, or lease out space to generate income.

- ❖ Christina Garnett undertook to write an article for the newsletter about the WA Archives Centre proposal.

Discussion followed about this issue

- ❖ Pauline Garland noted this project would be of interest to Major Superiors who want to decide which records to keep in WA.
- ❖ Christina advised it is up to individual congregations where their records are held, and this varies according to the different congregations. Some are WA based congregations, e.g. Christian Brothers. The WA archives of the Christian Brothers could move to the Headquarters in Brisbane. Some would definitely stay in WA, whereas other small congregations may send their records to Sydney or Melbourne.
- ❖ Alexis Horsley advised the same problem was facing all religious congregations with small archives. Most of the archives of the Presentation Sisters in Wagga Wagga are held in the Sydney, but, she asked, does the history of the Sisters belong there or in Wagga?
- ❖ The Sisters of Mercy NSW are pursuing a central archive and are offering space to other congregations. Their dilemma is: Do you decide to move the records to the central space, or look around for other options. They are looking at three options – deposit the records with the Riverina Archives (they currently house the Anglican Diocesan archives for Wagga), or ask the Bishop to set up a Diocesan Archives locally, or join the Sisters of Mercy NSW archives.

10.2 Catholic information professionals meeting

Pauline Garland has mentioned a proposal to the Chancellor of the Catholic Archdiocese of Sydney to set up a meeting of Catholic information professionals in Sydney. For example, this would promote liaison with the 'Catholic Weekly', Catholic Women's League etc.

- ❖ Louise Trott suggested that Pauline should write an article about the proposal for the RCSIG newsletter.

10.3 The late Brother Leo J Ansell, CFC

Denis Connor noted the death of Brother Leo Ansell and the article he wrote about Brother Ansell for the RCSIG Newsletter. Brother Leo Ansell was a leading figure in the work of caring for and preserving church archives.

In 1982, Brother Ansell edited the first edition of Register of Church Archives (Church Archivists' Society, November 1982). In 1984, with Winston Maiké, Brother Ansell wrote *The Small Archive: a handbook for church, order and school archivists and historical societies*, which was published by the Church Archivists' Society. In July 1985, the second edition of *Register of Church Archives: A select guide to resource material in Australia* was published by the Church Archivists' Society. Unfortunately this publication has not been updated since then. In 1987, after fifteen months of research and writing and in consultation with colleagues and the Church Archivists' Society Executive, Brother Ansell published *The Small Archive's Companion: for Church Archivists, Historical and Genealogical Societies and Schools* (Church Archivists' Society, 1987). This text has been used widely by archivists as an aid to establishing small archives. Dr Peter Orlovich from the University of New South Wales wrote the foreword for this book.

Brother Ansell also wrote several historical and biographical works.

- ❖ Denis wished to formally note the passing of Brother Leo Ansell, and the debt of many archivists to his work.

10.4 Report on Catholic Diocesan Archivists Annual Meeting

Pauline Garland advised she would prepare a report on the Annual Meeting of the Catholic Diocesan Archivists of Australia held in June 2007 for the RCSIG Newsletter.

10.5 The Bob Hawke Prime Ministerial Library Conference

Louise Trott noted the Bob Hawke Prime Ministerial Library Conference.

11. Conclusion

The meeting concluded at 11.25am.

Minutes taken by Fiona Burn, Newsletter Editor, RCSIG