Public Record Office Victoria
Annual Report 2017–18

A report from the Keeper of Public Records as required under section 21 (1) of the Public Records Act 1973 (Vic).
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Annual Report 2017–18

A report from the Keeper of Public Records as required under section 21 (1) of the Public Records Act 1973 (Vic).
Hon Gavin Jennings  
Special Minister of State  
Level 1, 1 Treasury Place  
East Melbourne VIC 3002

Dear Minister

I am pleased to present a report on the carrying out of my functions under section 21(1) of the Public Records Act 1973 (Vic) for the year ending 30 June 2018.

Yours sincerely

Justine Heazlewood  
Director and Keeper of Public Records
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Vision and Purpose

Public Record Office Victoria’s Vision Statement is ‘Public Records Publicly Available’.

‘Public Records Publicly Available’ expresses our vision that the records of government be kept and protected so that all Victorians can have access to their history and important information about themselves.

Purpose

To support the effective management and use of the public records of the state of Victoria, to ensure that the Government is accountable to the community and that its historical memory is preserved, secure and accessible.

Daily Operations

Public Record Office Victoria (PROV) was established under section 3 of the Public Records Act 1973 (Vic) (the Act), ‘for the better preservation, management and utilisation of the public records of the State’. The Act provides the legal framework within which PROV operates, and specifies the core functions of PROV and the Keeper of Public Records with respect to government records. These functions, pursuant to sections 7, 11 and 12 of the Act, include:

- Establish standards for the efficient management of public records, including creation, maintenance, security, selection of those worthy of preservation, transfer for archiving, and segregation or disposal of those not worthy of preservation
- Assist public officers to apply these standards to records under their control
- Take public records into custody, preserve archives and provide security
- Classify records and publish indexes and guides to facilitate access
- Provide facilities for viewing, and make records in custody accessible
- Duplicate or reproduce and authenticate public records.

Mission Statement

We will provide leadership to Government on the use and management of public records. We will ensure that the historical memory of the Victorian Government endures, is secure and accessible. We have identified three outcomes that represent the ongoing goals for the organisation:

- **Preservation**: The records of Government are preserved so that they are available and accessible for as long as they are required.
- **Management**: The records of Government are managed to enable accountability, efficiency and innovation.
- **Utilisation**: The records of Government are used by communities to connect to their history and culture.

*Left image: Myers on Bourke Street, Melbourne Harbour Trust Collection.*
*Public Record Office Victoria, VPRS 8357/P1, Unit 4, Item 001/019*
Values

The Public Administration Act 2004 (Vic) requires that public sector employees demonstrate public service values as outlined in the Code of Conduct for Victorian Public Sector Employees. Public Record Office Victoria actively implements, promotes and supports these values. PROV, as a public sector body, has developed the following set of values which are based on and consistent with the Code of Conduct:

Responsiveness
• We will demonstrate and deliver best-practice recordkeeping across Government and our community.
• We will maintain the highest levels of quality and accuracy in our advice and service to our colleagues and clients.
• We will celebrate innovation, ideas and challenge, where it is positive and constructive.

Integrity
• We will show courage in giving feedback, making requests and offering ideas.
• We will share knowledge, information and results willingly and openly.
• We will consider the security of our records and historical memory in our decisions.

Impartiality
• We will invite, encourage and value the views, contribution and capabilities of all colleagues.
• We will provide objective and impartial advice to all stakeholders.
• We will account for all activities and results with honesty and transparency.

Accountability
• We will accept both personal and shared responsibility for all actions and ‘follow through’ to ensure agreed outcomes.
• We will consider the public good and the public purse in all activities and decisions.

Respect
• We will show professional and personal respect, courtesy and positivity to all colleagues and clients.
• We will be thoughtful and generous with praise and acknowledge a job well done.
• We will treat all colleagues, clients, stakeholders and actions fairly, objectively and without bias.

Leadership
• We will proactively promote and share our unique capability widely.
• We will seek opportunities to enhance and improve our programs, processes and products.
• We will show leadership through demonstrating our values and unique behaviours at all times.

Human rights
• We will consider human rights in all our plans, decisions, advice and interactions and abide by all relevant legislation.
• We will observe zero tolerance for harassment, bullying or discrimination.
• We will facilitate the preservation and expression of the diversity of Victoria’s cultural heritage through our work.

Collaboration
• We will seek to engage and consult with internal and external stakeholders as ‘partners’ with shared objectives.
• We will seek opportunities to support and assist each other.
• We will consult and engage through direct communication where possible.
The pages of this year’s Annual Report feature photographs from the Melbourne Harbour Trust collection. These images are among thousands of photographs digitised in 2017–18 ready for ingest into our new digital archive in 2018–19. This fabulous digitisation project is discussed in greater detail within the highlights section of the Annual Report.

We commenced 2017–18 with a new four-year Corporate Plan, which is available to view on our website. The Plan outlines the key priorities for the organisation over the next four years, and this Report highlights how far we’ve come in achieving our goals in just twelve months.

Our digital presence
We need to ensure that our collection continues to be secure and that accessibility grows to meet the increasing expectations of our users, whether they be researchers, family historians or government recordkeepers. This involves improving the digital archive where we store permanent digital records and the systems that provide access to records. In 2017–18, we continued to develop our digital presence, further refining our new website, which was launched in the previous year. We’ve developed the design of new features which will be introduced in 2019 including new search and browse, and transcription and ordering functionality. One of our highlights in 2017–18 was the development of a revised Archival Management System – one of the first in the world to align with the draft Records in Contexts Standard issued by the International Council on Archives.

Recordkeeping in government
Helping Victorian Government recordkeepers to continually improve practices and comply with standards was again high on the agenda for 2017–18. We continued our successful Records Management Network professional development events to educate and encourage knowledge sharing within the sector. In May 2018 we awarded Sir Rupert Hamer Records Management Awards to those agencies achieving outstanding results in recordkeeping. We also created new online resources, including step-by-step guides, and began development of a self-assessment tool for agencies to check their compliance against our standards.

Royal Commission into Institutional Responses to Child Sexual Abuse
The release of the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse outlined findings relating to recordkeeping and data-sharing practices. We welcomed the Final Report and have been working with the Victorian Government and Commonwealth, state and territory archival authorities to address recommendations, particularly in relation to retention and disposal of records. Updates on this work will be made available on our website throughout the next year.

Achievements and acknowledgements
I’d like to take this opportunity to thank staff and volunteers for another successful and productive year, and applaud them for their continued commitment to improving our online services and new systems. I would also like to thank the Public Records Advisory Council (PRAC) members for all of their assistance and advice. I look forward to another successful year next year, and particularly to the implementation of our new systems, which will be a great milestone for all.

Justine Heazlewood
Director and Keeper of Public Records
Message from the Public Records Advisory Council President

I was pleased to serve as the President of the Public Records Advisory Council (PRAC) for another year, alongside members Jeremi Moule, David Brous, Kathryn Dan, Belinda Ensor, Deidre Missingham, Prof. Keir Reeves, Susie Zada, and Bonnie Chew. Tony Bates was a member until March this year and the Committee is grateful for his assistance.

I would like to thank the members of the PRAC for their hard work and efficiency during the year, and I thank the Keeper of Public Records, Justine Heazlewood, and her staff for their assistance, in particular Rebecca Young and Jill Broomhill for their work as PRAC Secretaries.

PRAC considers it important to speak with councils and historical organisations that are outside of Melbourne, to hear their views and their suggestions. In July 2017, the Council met at the Geelong Heritage Centre, in October at Sale, and in April 2018 at Bunjil Place in Narre Warren. We were pleased that PROV staff also conducted public information sessions on records conservation and digitisation at both visits, taking the opportunity to engage community members with a passion for history and archives. In addition, an informative session on recordkeeping was presented to representatives from government agencies in Narre Warren. Prof Keir Reeves and myself also held a function at the Ballarat Library to discuss the importance of good recordkeeping.

PRAC Members were also pleased to present the Sir Rupert Hamer Records Management Awards as well as supporting the annual Victorian Community History Awards, run each year by PROV in association with the Royal Historical Society of Victoria. These awards programs are extremely important as a chance to acknowledge recordkeepers and community historians who utilise collections.

PRAC members are strongly committed to the principle of good records management, and we look forward to another year supporting the work of PROV and good records managers.

Judy Maddigan
President, Public Records Advisory Council
Establishment and Functions

The Public Records Advisory Council is established under section 4 (1) of the Public Records Act 1973 (Vic). The functions of the Council, as specified in section 5 of the Act, require that it:

• (a) In consultation with the Keeper of Public Records, shall promote cooperation between Public Record Office Victoria and public offices.

• (b) May report and make recommendations to the Minister on any matter relating to the administration of the Act.

PROV provides support to the Council by preparing Council agenda papers, coordinating the scheduling of Council meetings, providing assistance with the appointment of new Council members, as well as providing assistance and administrative support for Council sub-committees.

Council Membership

Section 4 (1A) of the Act requires that the Council consist of not more than ten members with knowledge and experience in such areas as public administration, local government, records management, business administration, historical research, Indigenous heritage and genealogical research. The current Council is comprised of:

Judy Maddigan, President
Tony Bates, Department of Premier and Cabinet representative (July 2017 to March 2018)
Jeremi Moule, Department of Premier and Cabinet representative (April 2018 to June 2018)
David Brous, Public administration
Kathryn Dan, Information and records management
Belinda Ensor, Historical research (public history)
Deidre Missingham, Finance and business administration
Prof. Keir Reeves, Historical research (academic history)
Susie Zada, Genealogy and local history
Bonnie Chew, Indigenous heritage

Secretary: Rebecca Young/Jill Broomhall

Summary of Activities

The Council met on six occasions in 2017–18:

• 12 July 2017, Geelong Heritage Centre
• 23 August 2017, Victorian Archives Centre
• 25 October 2017, Gippsland Regional Sports Complex, Sale
• 22 November 2017, Victorian Archives Centre
• 14 February 2018, Victorian Archives Centre
• 24 April 2018, Bunjil Place, City of Casey, Narre Warren

Some members also visited Mildura to discuss the recordkeeping difficulties experienced in areas that are a significant distance from Melbourne, and have no local archival centre.

Council meetings

Council members continued to show their commitment to raising public awareness of PROV, especially in regional and outer-metropolitan locations where people may not be aware of or have not had access to archives.
Overview

Executive
Headed by Justine Heazlewood, Director and Keeper of Public Records, the executive team is located at 99 Shiel Street, North Melbourne, Victoria, Australia; phone (03) 9348 5600.

Act administered: Public Records Act 1973
PROV’s operations are governed by the Public Records Act 1973, which defines the role of both the Keeper of Public Records and the organisation. The Act is available for inspection on the PROV website www.prov.vic.gov.au and at our North Melbourne and Ballarat offices.

Regulations made and administered
Regulations are made under section 23 of the Public Records Act 1973 and are known as the Public Records Regulations 2013.

The Regulations prescribe fees for making and supplying copies of public records and set out conditions for the inspection of public records and use of facilities provided by PROV. All Regulations are available for inspection on our website www.prov.vic.gov.au/about-us.

Portfolio responsibility
The Department of Premier and Cabinet has portfolio responsibility for PROV. PROV is an administrative office under the Public Administration Act 2004.

Freedom of information
The Freedom of Information Act 1982 (Vic) gives members of the public a right to access documents held by Victorian Government agencies, including PROV.

For the 12 months ended 30 June 2018, PROV received no Freedom of Information applications. FOI requests for PROV agency documents should be addressed to:

Freedom of Information Officer
Public Record Office Victoria
GPO Box 2100
North Melbourne 3051

Protected disclosure
The Protected Disclosure Act 2012 (Vic) is designed to help people make disclosures about improper conduct within the public sector without fear of reprisal. The Act aims to make the public sector more open and accountable by encouraging people to make disclosures and protecting them when they do.

PROV is committed to the aims and objectives of the Act. PROV does not tolerate improper conduct by its staff or reprisals against those who come forward to disclose such conduct.


Public Record Office Victoria standards and authorities
PROV issues standards for records management and authorities for retention and disposal under section 12 of the Public Records Act 1973. A full list of current standards and authorities is provided on our website at www.prov.vic.gov.au/government and at both the North Melbourne and Ballarat offices.
Overview

Government Services

Government Services develops the recordkeeping requirements which all Victorian Public Sector agencies must meet and provides a range of products, tools and services to support them to manage their records effectively and compliantly. This is done through:

• Developing mandatory standards and specifications, associated advice and guidance products
• Working across the Victorian Public Sector to appraise the functions of Government in order to assess the value and significance of the records they manage and to specify records required as state archives
• Managing and promoting the Victorian Electronic Record Strategy (VERS) and working with strategic partners to assist agencies to transition to digital recordkeeping
• Working with agencies to schedule, plan and manage the transfer of permanent value records to PROV, focussing on high-value and at-risk records
• Providing advice to individual agencies and developing and publishing a comprehensive set of guidelines, case studies and tools to assist them
• Engaging in committees and taskforces and partnering with other organisations on projects and initiatives designed to improve recordkeeping
• Delivering a program of awareness and recognition events, and investigating and reporting on the state of recordkeeping in Victoria, including associated challenges and issues.

Access Services

The goal of Access Services is to ensure that our unique collection is widely known and accessible to the people and Government of Victoria. This is achieved through:

• A program of digitisation to improve access to our collection and services through our website
• A program of exhibitions, publications, educational resources and outreach activities
• The provision of public reading room services and online access to PROV’s collection and research tools
• Preserving archives within their region of origin, ensuring equality of access for communities in regional Victoria
• Providing culturally appropriate services, procedures and tools that enhance access by the Koorie community
• Transmitting information to clients about the collection
• Issuing records in a manner that meets government needs and community expectations.

Corporate Services

Corporate Services supports staff across PROV through the provision of:

• Budgeting, financial management and reporting
• Risk management
• Facilities management
• Environmental planning and reporting
• Strategic planning and reporting
• Communications and online engagement
• Information communication technology
• Information management
• Human resource management
• Organisational development.
As at 30 June 2018, PROV operated two public reading rooms and had 47.8 staff members (FTE) working across two operational areas.

**Public Reading Rooms**

Email: enquiries@prov.vic.gov.au

**Victorian Archives Centre**

Harry Nunn Reading Room
99 Shiel Street
North Melbourne VIC 3051
Phone: (03) 9348 5600

**Ballarat Archives Centre**

State Government Offices
Corner Mair and Doveton Streets
Ballarat VIC 3350
Phone: (03) 5333 6611

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Instagram @vic_archives

**Government Services**

Assistant Director: David Brown
Phone: (03) 9348 5621
Email: david.brown@prov.vic.gov.au
Agency enquiries: agency.queries@prov.vic.gov.au

**Access Services**

Assistant Director: Philippa O’Halloran
Phone: (03) 9348 5710
Email: philippa.ohalloran@prov.vic.gov.au
Public enquiries: enquiries@prov.vic.gov.au

**Corporate Services**

Assistant Director: Graeme Hairsine
Phone: (03) 9348 5727
Email: graeme.hairsine@prov.vic.gov.au
Public enquiries: enquiries@prov.vic.gov.au
Highlights

Victorian Premier’s History Award

The Victorian Community History Awards (VCHA) are presented annually, in partnership with the Royal Historical Society of Victoria, to recognise the contributions made by Victorians in the preservation of the state’s fascinating history. In 2017, we were pleased that the Premier announced the introduction of the Victorian Premier’s History Award, to be presented to the most outstanding history project of the year. This award recognises the significance of the VCHA program to Victorian historical research.

“The Victorian Community History Awards are an important way for us to recognise those working tirelessly to bring the many stories of Victoria’s history to life. In the years ahead, we look forward to acknowledging and rewarding the many great historical projects that document the development of Victoria with the new Victorian Premier’s History Award.” - Premier Daniel Andrews

The winner of the inaugural Victorian Premier’s History Award was John Burch for his book Returning the Kulkyne. The book provides an insight into the human stories of the Kulkyne, ranging from the Indigenous Latji Latji and Nyeri Nyeri clans to squatters and pastoralists, hunters, rangers and even railwaymen, as well as the restitution of the environment after decades of misuse and degradation. For the full list of 2017 winners, refer to Appendix 11.

Records Management Awards

Bi-annually, the Public Records Advisory Council presents the Sir Rupert Hamer Records Management Awards, recognising excellence and innovation in records management in the Victorian public sector. Sir Rupert Hamer was the responsible minister when PROV was formed in 1973, and opened PROV’s first building in 1975.

The awards, which began in 1998, are made to agencies achieving excellence in:

• Preservation of records of permanent value, including adherence to PROV standards and government accountability
• Innovation in records management practices, including efficient delivery of service to clients and facilitation of access.

A panel of independent judges drawn from PRAC and the Records Management Association of Australasia judge the awards.

The 2018 winners were:

Most Valuable Transfer to PROV
Department of Premier and Cabinet
Royal Commission into Family Violence digital records transfer

For Excellence and Innovation in Records Management Awards
Cardinia Shire Council
Working to deliver good data governance and services - an AI story

Victorian Auditor-General’s Office
From Melbourne to Mornington - the end of the paper trail and the start of the digital journey

For Excellence and Innovation in Records Management Commendations
Victorian Auditor-General’s Office
The digital destination - paving the way using VERS 3

Manningham City Council
Records Management Transformation

Emergency Services Sector Special Interest Group
Emergency Services Sector Retention and Disposal

John Burch accepting the Victorian Premier’s History Award from Catherine Andrews.
Design Week 2018

The Victorian Archives Centre Gallery continued to attract the attention of history and photo lovers in 2017–18. Exhibiting twice a year, the Gallery features a curated set of photographs from the PROV collection alongside ten enlarged images of current-day Melbourne from street photographers. The 2017–18 exhibitions were Catwalk to Sidewalk and Beyond Bluestone. Catwalk to Sidewalk looked at the social context of street fashion in Melbourne while, in contrast, Beyond Bluestone focussed on major public works and architectural elements which pushed Melbourne forward as a city. Beyond Bluestone was selected as part of the Design Week program for 2018, helping to put the archives in front of a new audience. The exhibition launch and panel discussion attracted roughly one hundred people, many of whom had never visited the archives before and the gallery continues to entertain visitors to the centre.

Government Email Machine-Assisted Appraisal Proof of Concept

Emails are public records under the Public Records Act 1973. Emails should not be disposed of until their value and content are known, but in the course of their work, public sector employees can generate hundreds of thousands of emails, including emails that do not need to be captured. The large volume of emails involved in even a single email account can make it difficult to identify those appropriate for storage.

Over twenty years of Lotus Notes email use in the Victorian Government has resulted in an unwieldy backlog of stored emails, amounting to 67,000 tapes and 28 petabytes of content. Access to and retrieval of these emails for the purpose of analysis and evidence of decisions can be difficult, expensive and time consuming. This compromises the government’s reputation for transparency and accountability.

In 2017–18 we undertook a proof-of-concept (PoC) project, with Victorian Government technology provider CenITex, to assess whether it was possible to better manage the Lotus Notes email stores and make them more accessible. As part of the testing process, sample emails were indexed, de-duplicated and analysed using a commercially available eDiscovery tool to identify non-public records and high-value public records. The PoC demonstrated a successful approach to managing Lotus Notes emails. The tool can be used to reduce large volumes of emails by filtering out redundant, obsolete and trivial emails for disposal.

We found that the eDiscovery tool was successful in allowing us to assess and prioritise remaining emails with between 98 per cent and 100 per cent accuracy. Up to 50 per cent of the sample was identified for potential disposal (43 per cent duplicated emails, 7 per cent considered low-value emails). The tool also allowed us to apply additional metadata to every email in the set, enabling easier identification of emails at a high level, facilitating future decision making around retention.

This project showed us that an eDiscovery tool may be used to assist agencies to reduce their email backlogs and unlock greater value from their email assets, though a larger sample of manual testing is recommended prior to implementing disposal.
Melbourne Harbour Trust Collection Digitisation

We have 175 volunteers at PROV who spend time digitising and indexing our collection, making it more accessible to the public.

Over the last couple of years, some of our volunteers have been busily digitising loose photographs contained within the Melbourne Harbour Trust collection. This has been a huge undertaking, with the collection containing thousands of black-and-white and colour photographs spanning almost one hundred years. The photos provide a visual record of the development of the Port of Melbourne between 1880 and 1976, ranging from portraits of commissioners to shots of conferences and major Melbourne events. They also display the physical development of the area. There are aerial and street photographs of Melbourne City and even Sydney peppered throughout the collection.

The digitisation of these images was completed in June 2018 ready for ingest into our new digital archive next year.

Revised Archival Control Model

In 2017–18, we completed a project to revise the method we use to describe and preserve public records and their context. Having a comprehensive archival control model is essential for any archival management system. As the first state archive in Australia to have a digital archive, PROV has been responding to the challenge of archiving records from digital systems for more than ten years. Working within the limitations of our existing model, it became evident that many current-day records don’t conform to the model’s rigidly defined structure.

The revised archival control model enhances our capacity to describe, preserve and make records accessible. It is an extension of the previous model, but it has been designed for gradual uptake while remaining backwards-compatible. It also conforms with AS/NZS 5478 Recordkeeping Metadata Property Reference Set, allowing us to share and exchange metadata with other organisations more easily. We are excited to be leading the way with this new model, as it is among the first in the world to align with the draft Records in Contexts (RiC) Standard issued by the International Council on Archives.

The revised archival control model is a key component of our new Digital Archive. Refer to page 30 for more information on the digital archive program.
Corporate Plan 2017–18 to 2020–21

PROV’s four-year Corporate Plan provides the strategic direction for the period 2017–18 to 2020–21. The Plan articulates the mission, primary strategic objectives and values of PROV; it also describes our current and emerging operating environment and details our three overarching outcomes and strategic initiatives. It also details the guiding principles that we use when implementing these initiatives.

Initiatives

- **Improve recordkeeping practices across the public sector:** We will continue to support effective recordkeeping in agencies by creating and mandating standards, promoting their implementation, and surveying and reporting on agency adherence and practice.

- **Increase use of the collection:** We will continue to make our collection more accessible and ensure the needs of different communities accessing the collection are met.

- **Increase community engagement with public records:** By supporting communities and engaging in community interaction, we will increase usage of the PROV collection and encourage good community collection management practices.

- **Build our profile:** Our reputation as an inspiring, accessible and educational agency will be further increased with targeted communication campaigns to highlight the importance of government recordkeeping to the state and to the public, and our important service to the public and community, online and offline.

- **Identify and preserve records of state significance:** We will work with agencies to identify records of significance, determine how long records should be kept to meet the government’s needs, support organisational accountability and meet community expectations.

- **Strengthen our culture and capability:** Our programs over the next four years will ensure that our staff are equipped and supported to work in our changing technology environment. We will strive to be a leader in diversity and inclusion and develop an employee value proposition.

- **Deliver, embed and leverage our systems:** We will complete the development and implementation of a new digital archive that is capable of supporting our electronic recordkeeping standard, and deliver additional business solutions to improve the efficiency and delivery of our service to government and the public.

Detailed information about our activities can be found under each of these initiatives in the next section of the report.
Strategic Initiatives

Improve Recordkeeping Practices Across the Public Sector

New resources

One of the ways we aid in the development of recordkeeping capabilities across Victorian Government agencies is to provide regular, up-to-date and easily accessible information on our website, specific for government recordkeepers. New web content produced in the last year showcased our Victorian Electronic Records Strategy (VERS) initiatives such as the Digital Archive Program and Machine-Assisted Email Appraisal Project. In addition, an interactive dashboard outlining government services key programs of work was created to provide an overview of the various records transfer and Retention and Disposal Authority (RDA) projects currently underway. Step-by-step guides to RDA development and appraisal methodology have also been published to support co-management of appraisal projects by client agencies and PROV.

Recordkeeping assessment tool

One of the key resources we have been developing is an online recordkeeping maturity assessment tool. Agencies will be able to use the tool to measure their compliance against the PROV recordkeeping standards and identify areas requiring improvement. In 2017–18, Enterprise Knowledge was engaged to work with PROV and an advisory group of representatives from government agencies to develop the content for the tool. This was piloted with four agencies to ensure its effectiveness. The procurement process to select a software development company to build the tool has just been finalised, with an expected release date of late 2018.

New Retention and Disposal Authorities

We released six new RDAs over 2017–18. A highlight is the new RDA for Records of the National Registration and Accreditation Scheme for Health Practitioners, developed in collaboration with the Council of Australasian Archives and Records Authorities (CAARA) National Bodies Working Group. Led by PROV, the RDA is understood to be the first function-unique RDA co-developed for implementation across all states and territories. All agencies in the national scheme are covered by the RDA, including the Australian Health Practitioner Regulation Agency (AHPRA), as well as the national, state and territory boards and committees.

An additional highlight is the new RDA for the disposal of records under the Historical Homosexual Conviction Expungement Scheme. The RDA covers the assessment of applications for the expungement of convictions or findings of guilt. Multiple community and government stakeholders were consulted during its development and their input helped to determine the minimum retention period for records prior to destruction. The RDA covers all agencies within the Scheme – the Department of Justice and Regulation, the Victorian Civil and Administrative Tribunal, the Office of Public Prosecutions, the Supreme Court, the County Court, the Magistrates’ Court, the Children’s Court and Victoria Police.

Royal Commission into Institutional Responses to Child Sexual Abuse

PROV welcomed the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse, released in December 2017. Volume 8 of the Final Report outlined findings relating to recordkeeping and data-sharing practices and made a series of recommendations. We are working with the Victorian Government and Commonwealth, state and territory archival authorities to address the recommendations. This includes ensuring that PROV RDAs specify appropriate minimum retention periods for records relating to actual or alleged child sexual abuse. It also includes developing recordkeeping guidance for organisations which engage in child-related work.
Transition to Victorian Electronic Records Strategy Standard 3

This year we continued the transition to the new Victorian Electronic Records Strategy (VERS) Standard (PROS 15/03). We focussed on developing the VERS module for the new digital archive, as we cannot accept large quantities of records in the new format until this is in place. In addition, we worked on developing tools to assist agencies in using VERS. Beyond the standard itself, PROV is working with other Australian archives to produce guidance for government on what software formats should be used to ensure long-term access to documents and data produced by government, and on recordkeeping requirements when implementing business functions in the cloud.

Records Management Network

The Records Management Network was established by PROV to provide a forum for knowledge exchange and discussion on issues affecting records management within the Victorian public sector. We held two Records Management Network events during 2017–18, with approximately 270 practitioners attending. Among other outstanding and informative discussions, highlights included presentations in May 2018 from Service Victoria’s Helen Anstis as well as Joanne Boyd from the Supreme Court of Victoria on the topic of recordkeeping in the digital age. A further standout presentation was given in November 2017 by David Israel from Melbourne University, on the subject of blockchain.

Increase Use of the Collection

Social media

In 2017–18, we continued to grow and engage our online community of 19,004 followers across Facebook, Twitter, Instagram, LinkedIn and YouTube, sharing records and stories from our collection as well as news and opportunities for and about history projects across the state. Our followers have told us they particularly love seeing old photographs, discovering tips for researching our collection and learning of stories from Victoria’s past.

"Every time I see a post from this page, I say to myself ‘I wish I was working there.’ What an amazing place and a brilliant page. Filled with celebrations of where we live, where we came from and what has shaped us." Shared by one of our followers, Johnny, on our Facebook page.

"I love learning about our history, the old photos and learning about the resources that are available, just fascinating!" Shared by one of our followers, Linda, on our Facebook page.

Throughout the year, content shared on our two main channels (PROV Facebook and Twitter) resulted in more than 128,533 engagements (comments, shares or likes), providing an invaluable resource for accessibility and allowing Victorians to interact with our collection on a daily basis.

Website

The focus for our website in 2017–18 was on accessible content, using new website functionality and templates to better service our online and on-site researchers and recordkeepers. A good example was the creation of 18 new topic guides, produced by the collections management team, on how to research court records, which reading room surveys reveal to be highly utilised by researchers. The Communications and Online Engagement team also established a content owners group, and added new workflow functionality to the website to improve publishing practices. Particular effort went into procuring a monthly website maintenance team to support security upgrades and site bugs. Blog stories about new collection items proved popular with our audience, with the top blog post, about downloading maps and plans, receiving more than 7,000 views. Other popular posts included news about the annual January Section 9 openings and posts about new transfers to the collection, for example early church records. It is on the strength of content, accessibility and ease of search that we continue to average between 80,000 and 90,000 visitors to our website per month.
Koorie records

It is a major focus for us over the next four years to build on our existing services and resources to assist Aboriginal peoples to access records relevant to their personal and community histories.

The Koorie Records Unit (KRU) promotes awareness about Aboriginal records within our collection and aims to improve accessibility of these records to the Aboriginal community.

The KRU:
- Provides a culturally sensitive Koorie Reference Service in collaboration with the National Archives of Australia (NAA), to provide support and advice to Aboriginal people wishing to access records relevant to their personal and community histories
- Develops resources, programs and initiatives that increase the knowledge, accessibility and use of Victoria’s unique collection of government records relating to Aboriginal people.

This year the KRU developed and implemented a stakeholder engagement strategy, as well as streamlining procedures and processes for access to records through the Koorie Reference Service in response to key stakeholder feedback. We received 117 new research enquiries, involving searches conducted for 405 names and resulting in a total of 1918 index results across the PROV and NAA collections for the names searched.

In 2017–18, the KRU also developed material to support history teachers, including publishing an article in Agora, the journal of the History Teachers Association of Victoria. The KRU further provided curriculum connections for multimedia resources relating to Aboriginal history on the PROV website.

To coincide with Reconciliation Week 2018 – Don’t keep history a mystery: learn, share, grow – the KRU launched a new topic page on Victorian Aboriginal missions and reserves. The page assists researchers to access information in the collection about Aboriginal missions and reserves that were overseen by government from the 1860s. In particular, it is intended to help people, with family and community connections to these places to locate relevant records.

Volunteer program

We are fortunate to have 175 passionate volunteers, who in the last twelve months have generously given more than 35,000 hours of their time to projects aimed at digitising, preserving and improving the discoverability of the collection. This contribution of time, effort and talent allows researchers to more easily find and use records of Victoria’s history.

Volunteers come from a variety of backgrounds. At PROV, our volunteer pool includes university lecturers, students, academics, former public servants, police officers, nurses, lawyers and genealogists. The one thing they all have in common is a love of history and a desire to contribute to the discovery and preservation of our records.

Several large-scale projects were completed in 2017–18, including a detailed listing of Crown reserves files and several parts of the Melbourne and Metropolitan Board of Works Historical Collection. Many smaller projects were also commenced and completed, including detailed listings of premiers’ speeches, and correspondence records of the Victorian Institute of Colleges and Ministry of Employment and Training. Volunteers from Family Search once again delivered a massive contribution to our digitising projects. This year, they focussed on court and education records heavily used by genealogists.

In 2017–18, we introduced Better Impact, a volunteer software program aimed at increasing communications and simplifying volunteer scheduling and rostering. This program has made a significant impact on the program and volunteers.

PROV gratefully acknowledges the outstanding contribution that all volunteers have made during the year and we look forward to an equally productive 2018–19.
Digitisation program

Over the course of the year, we consolidated our reading room copying service with our internal digitisation activity in the digital projects team. This has been an opportunity to streamline processes and prepare for the introduction of a completely new platform to request, purchase and receive digitised copies of records – see page 30 for more information on this project.

The introduction in 2017–18 of new software and hardware has allowed us to support a greater degree of volunteer involvement in our internal digitisation projects. As well as some specific projects already highlighted in this report, we have commenced a volunteer project to digitise 1920s correspondence records of the City of Melbourne. As our Digital Archive Program is completed and launched, we look to expand opportunities for our volunteers to digitise other records.

Our digitisation partnerships continue. This year Ancestry commenced and completed an on-site project to digitise divorce case files as well as 53,000 early records relating to mental health institutions between 1853 and 1940. These records will be indexed and made available through the Ancestry website and our own website in due course. Our partnership with Family Search continued, with volunteers digitising Victorian rate records up to 1930, and wills and probate records up to 1950. We would not be able to provide the level of online availability that we do without these productive arrangements.

Lastly, we have put on hold new publishing of digital material for 2018. This is in order to concentrate on migrating our existing collection of digitised material, as well as a backlog of digitised but unpublished records, to our new repository for digitised images. We aim to launch our new catalogue with an expanded range of digitised material for the public, including material that has previously only been available digitally through the Ancestry website.

Increase Community Engagement with Public Records

Exhibitions

Our ongoing partnership with the Old Treasury Building provides us with the chance to showcase our collection within exhibitions about historical moments in Victoria's history. Last year there were 91,297 visitors through the doors of the Old Treasury Building. These visitors got a chance to view our records relating to the gold rush as part of the 20 Objects, 20 Stories exhibition; our records of Melbourne during WWI in A Nation Divided: The Great War and Conscription; and records of early Melbourne within the building’s permanent displays. We have also hosted our own photographic exhibitions at the Victorian Archives Centre Gallery including Catwalk to Sidewalk and Beyond Bluestone.

In addition to our own exhibitions and existing partnerships, we also offer a loan service that allows other museums the opportunity to display public records as part of their historical exhibitions. As a result, we also had records feature in exhibitions such as the Victorian Police Museum’s Agents of Change and Bendigo Art Gallery’s Taverns to Temperance.
Regional archives

PROV supports regional archives which hold permanent public records. In particular, we have a close relationship with Bendigo Regional Archives Centre (BRAC), run in partnership with the City of Greater Bendigo and the Goldfields Library Corporation.

A major undertaking for the year has been the reworking of BRAC’s governance arrangements. This was done to reduce administrative burdens and strengthen its capacity to deliver access, collection and engagement services. Another significant BRAC project has been the surveying and initial documentation of unaccessioned records in BRAC’s storage. This work will enable processing of the records to formally become part of PROV’s collection and to make them accessible through the online catalogue. Work on development of a new BRAC website is almost complete, thanks to efforts from partnership staff in building and designing the site and creating up-to-date content. The new website will better meet the needs of researchers and showcase the BRAC collection.

Successful events and workshops were held at BRAC during May for the National Trust Heritage Festival. March saw the departure of BRAC staff member Dr Michele Matthews, who we thank for many years of service.

Grants and awards

In 2017–18, we ran two awards programs previously discussed in the highlights section of the Annual Report: the Victorian Community History Awards and the Sir Rupert Hamer Records Management Awards. These programs are essential in strengthening our position among community groups and historians as well as government recordkeepers and agency staff. Both serve to showcase the outstanding work being done within these groups to share and preserve Victorian public records into the future.

We also run a yearly grants program, providing essential funding for community groups undertaking history projects across Victoria. In September 2017, we announced 53 recipients as part of the 2016–17 round of funding. In May 2018, we announced 46 grant recipients as part of the 2017–18 round.

This year’s successful recipients included the Country Women’s Association for their project to preserve photographs and documents from their 90-year history; the Ballarat Memorial Concert Band for their Century of Music project; and the Kilmore Historical Society for a textile conservation project to conserve rare wedding dresses dated from 1760 to 1885. In celebration of our diverse cultural history, the Maccabi Sport Victorian Association, which has been linking local Jewish athletes with Israel for over 90 years, will also begin a project to celebrate Maccabi sport history online. Other successful projects ranged from the digitisation of historic newspapers to the development of new historical signage on walking trails.

See Appendix 10 and 11 for the full list of award winners and grant recipients of 2017–18.

Research underway in the Bendigo Regional Archives Centre reading room.
**Provenance**

*Provenance* is our free online journal, published annually at [prov.vic.gov.au](http://prov.vic.gov.au). The journal features peer-reviewed articles as well as other written contributions that contain research drawing on records in the state archives’ holdings. Following a review of *Provenance*, we have commenced a project to create PDF-printable versions of all back issues to enhance the accessibility, distribution and promotion of the journal.

We would like to acknowledge the contributing authors, as well as the experts who have peer reviewed articles in the last twelve months. We are also very lucky to have a dedicated editorial board to support the production of *Provenance* each year:

- Tsari Anderson, Editor, *Provenance*; Coordinator, Koorie Records Unit, Public Record Office Victoria
- Dr David ‘Fred’ Cahir, Associate Professor of Aboriginal History, Federation University Australia
- Dr Sebastian Gurciullo, Assistant Editor, *Provenance*; Community Archives Officer, Public Record Office Victoria
- Dr Adrian Jones OAM, Associate Professor of History, La Trobe University
- Mike Jones, Consultant Research Archivist, the University of Melbourne
- Dr Antonina Lewis, Research Fellow, Centre for Organisational and Social Informatics, Monash University
- Dr Seamus O’Hanlon, Associate Professor of History, Monash University
- Dr Dianne Reilly AM, FRHSV, Secretary, La Trobe Society
- Katherine Sheedy, Professional Historians Association (VIC) Inc.
- Dr Judith Smart, Adjunct Professor, RMIT University; Principal Fellow, The University of Melbourne
- Dr Rachel Standfield, Lecturer, Monash Indigenous Studies Centre, Monash University.

The 2018 edition is now available online.

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**Places of Deposit program review**

During 2017–18 a major review of the Places of Deposit (POD) program was undertaken. PODs are appointed to hold public records from government agencies, which may be of interest to a local community and which are on open access to the public. There are two types of PODs:

1. Class A PODs, located at Beechworth, Bendigo and Geelong, can hold permanent and temporary public records.
2. Class B PODs can only hold temporary public records.

A comprehensive review of Class A PODs has been undertaken and an implementation of approved recommendations will commence in 2018–19. It’s expected that PROV will deliver improved relationships with these PODs, improved management and improved accessibility to their collections. Following positive feedback from a series of community consultation meetings, the executive endorsed the Class B Review’s 24 recommendations in February 2018. Key recommendations included:

- The POD program should be limited to those organisations holding public records
- Accreditation as a POD should only expire if an organisation no longer meets the appointment conditions
- A bi-annual online attestation process should be introduced
- A number of information resources should be produced for PODS and activities undertaken to promote the program to Victorian Government agencies and the wider community
- An internal PROV audit of all PODs should be undertaken.

A video on ‘What is a Public Record’ was released in February to assist PODs to understand requirements. This can be viewed at [prov.vic.gov.au/community/community-collections](http://prov.vic.gov.au/community/community-collections).

Implementation of revised program arrangements will continue during 2018–19.
Build Our Profile

Media

PROV has appeared in the media approximately 157 times in the last 12 months, with coverage ranging from online to radio, television and print. Highlights have included: Victorian Community History Awards and Local History Grants coverage for winners across local news outlets; *Catwalk to Sidewalk* coverage on *ABC radio* and *ABC online*, as well as across ‘what’s on’ websites and local publications; Section 9 record release coverage across *ABC radio* and *ABC online*; Public Transport photographic collection promotion of photographs and posters across *The Age*, *Herald Sun* and *Weekly Review* outlets throughout the year; as well as coverage for asylum records digitisation and release on Ancestry. We also contributed to *Curious Melbourne* features on the histories of Flinders Lane and Squizzy Taylor, and were pleased to be promoted extensively by Gideon Haigh upon the release of his book *Scandal in Bohemia*. He researched our records and spent a lot of time at the Victorian Archives Centre while writing the book, and promoted our collection across radio, print and in online podcasts such as *Australian True Crime*. Media activities such as these put our records in front of new audiences and build PROV’s profile as a key location for primary sources of Victoria’s history.

Event partnerships

In 2017–18, we continued our successful partnerships with Melbourne-based cultural festivals as a means to deliver engaging programs to new audiences. In late July, we offered 12 curated tours of the collection for the 2017 *Open House Festival* program, displaying records linked to Melbourne’s built history. We also offered two panel discussions on the challenges of writing family history and archiving living collections for the *Melbourne Writer’s Festival*. These discussion featured authors Sheila Fitzpatrick and Henry Rosenbloom, and the archivist Rachel Buchanan. The Victorian Archives Centre Gallery’s *Beyond Bluestone* exhibition was selected among a suite of programs for Design Week 2018. We also continued our long-standing involvement with Parliament House Open Day.

Engagement with the local neighbourhood

We believe it is important to build and maintain strong relationships with the local community, engaging with community groups and participating in events on a regular basis as well as offering our conference room to local groups through the year. Some of the highlights of 2017–18 included:

- Participation in the North Melbourne Spring Fling Festival, providing a stall and information on our services and how to research our collection
- Participation in the City of Melbourne Health and Wellbeing Branch’s *Heat Health* initiative and inclusion in their “Cool Places” refuge plan
- Partnering with a local cafe to provide a staff rewards scheme
- Working closely with the building developers adjacent to our site to give them better access to their building sites and reduce the disruption to the local streets through additional closures
- Sourcing services from local organisations wherever possible; for example catering from a local cafe, milk from Saint David Dairy in Fitzroy and the annual volunteer celebration event held at the North Melbourne Meat Market
• Providing assistance to the North Melbourne Football Club for overspill parking for their Family Fun Days during the football season
• Inviting members of local organisations such as the North Melbourne Library to be a part of our stakeholder consultative committee, to provide feedback on the services that we provide
• Involvement with local groups including the North Melbourne Agency Collective.

Identify and Preserve Records of State Significance

19th century records investigation

In early 2017, PROV undertook a Physical Records Holding Survey to determine quantities and archival significance of hardcopy records held by Victorian Government agencies. The results of this survey were discussed in the 2016–17 Annual Report. One of the recommendations to come out of the survey was that PROV should continue to investigate Victorian public sector record holdings, particularly in respect to 19th century records.

In early 2018, we asked agencies to complete a 19th century records follow-up survey so we could ascertain further information regarding historical records within agency custody. The survey identified that there are over 300 linear metres of 19th century records in agency custody, with the majority of these records held within local government. Types of records predominately held by agencies include minute books, rate books, annual reports, financial management records, land files, maps and plans. Almost 50 per cent of respondents indicated that the records have been sentenced and in the majority of cases the records have been classed as permanent. Barriers faced by agencies in relation to transferring records to PROV include resourcing, lack of records knowledge, and location of records. As a result of these findings, we've determined that continuity of regular communications and encouragement of agencies to undertake transfers should be an ongoing priority for PROV and that we should assess records against a framework of high-value, high-risk as a way to prioritise transfer.

Strengthen Our Culture and Capability

This year, the focus of the organisation has been on continuing to prepare our people for the implementation of the new systems and digital archive which will change the way we work.

A dedicated change manager has worked in partnership with the business to develop an end-to-end change process map. This includes identifying those impacted, outlining the benefits and risks and ensuring staff feel equipped to work in a changing environment. The role also works with affected stakeholders to ensure the change is understood and bedded down to become part of our business as usual.

Other initiatives across the year included:

A mental health framework: It is estimated that 45 per cent of Australians will experience a mental health condition in their lifetime and one in five is experiencing a mental health condition at any given time. This makes mental health one the largest health and safety risks and causes of injury, illness and disease in the Victorian public sector.

Our new Mental Health Framework defines what is a mentally healthy workplace and helps to break down the stigma that may be attached to people who are experiencing a mental health issue. It provides tools for managers and colleagues to support someone experiencing a mental health condition plus achievable tips on self-care. The overarching message is that we need to start treating mental health conditions as we do physical health conditions. Seeing individuals with mental health and wellbeing conditions in the same way as physical health conditions can help to reframe the conversation and challenge stigma.
A diversity and inclusion framework: PROV has always had a strong focus on diversity and inclusion with active committees on such topics as Aboriginal awareness, cultural awareness and pride/LGBTI awareness. This framework brings together these focus areas with six others:

- Disability
- Gender equality
- Generational diversity
- Leadership
- Systems and processes
- Workplace flexibility.

Through embracing all aspects of diversity and building an inclusive workplace, we will be a more effective organisation, making better decisions, representing broader perspectives and better reflecting and meeting the needs of the community we serve.

Values and behaviours: These continue to be a strong focus for us, especially in this time of change. It is not what we do but how we do it. We have in place a successful reward and recognition program that aligns and promotes our values. Through this program we find that our values of collaboration, responsiveness and leadership are always the main focus of recognition and so we have designed a new system to focus on the lesser-recognised values.

Deliver, Embed and Leverage Our Systems

Previous Annual Reports have detailed improvements we’ve been undertaking in stages as part of our multi-year Digital Archive Program which falls under the Victorian Electronic Records Strategy. To successfully meet our objectives under the Public Records Act 1973, we need to ensure that our collection continues to be secure and that accessibility grows to meet the increasing expectations of both government and public users. This involves improving, not just the digital archive where we store permanent digital records, but also the systems that provide access to the digital and hardcopy records in our collection. From hardware and software through to processes and workflows including transfer of government records to our collection - by updating our systems, we’ll ensure they’re future-proof.

In 2017–18, we procured new software systems and implemented a repository to store digital copies of open access records. We continued to investigate user experience design for the planned new website features, launching in 2019, including new search and browse, transcription and ordering functionality. We also commenced work on implementing the new digital archive software and associated storage infrastructure to store and facilitate access to permanent digital records. 2017–18 also saw commencement of the project to implement a new archival management system to enable the ongoing management of the collection. We continued to investigate future migration of descriptive information about the collection into the agreed revised archival control model described in the highlights section of this Report.

We also made significant progress in the procurement of our new warehouse management and ordering systems, which are the systems that manage the location of physical records; the ordering of the physical records (either to the reading room or to agencies); and the ordering and payment of copying services. We completed a proof of concept on a new Wi-Fi system for the Victorian Archives Centre which will allow devices to have inventory and ordering run at real time in the repositories and reading rooms. Tablets and handscanners were also selected as part of the new warehousing and ordering systems, and planning has been done on the impact of these changes on staff work processes. Development, testing, training and implementation of these systems will take place next year.
## Output Measures 2017–18

### PROV 2017–18 BP3 Measures

<table>
<thead>
<tr>
<th>Performance measure</th>
<th>Quantity, Quality, Timeliness</th>
<th>Unit of measure</th>
<th>2017–18 Full Year Target</th>
<th>2017–18 Full Year Actual</th>
<th>Variance (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection usage: utilisation of physical and digital records held by Public Record Office Victoria</td>
<td>Quantity</td>
<td>number</td>
<td>2,600,000</td>
<td>2,347,868</td>
<td>-10%*</td>
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<tr>
<td>Satisfaction with services provided by Public Record Office Victoria to government agencies and to the public</td>
<td>Quality</td>
<td>per cent</td>
<td>90%</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Provision of services within published timeframes</td>
<td>Timeliness</td>
<td>per cent</td>
<td>95%</td>
<td>97%</td>
<td>2%</td>
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### PROV 2017–18 Annual Report Measures

#### OUTPUT

<table>
<thead>
<tr>
<th>Government Services</th>
<th>Unit of measure</th>
<th>2017–18 Full Year Target</th>
<th>2017–18 Full Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Record Office Victoria records transferred</td>
<td>shelf metres</td>
<td>1,500</td>
<td>1,090</td>
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<tr>
<td>Digital records preserved</td>
<td>number of VEOs</td>
<td>50,000</td>
<td>50,148</td>
</tr>
<tr>
<td>Retention and disposal projects commenced</td>
<td>number</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Number of participants undertaking records management training</td>
<td>number</td>
<td>1,000</td>
<td>875</td>
</tr>
<tr>
<td>Transfer projects completed</td>
<td>number</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

#### Access Services

| Records deaccessioned from the PROV collection | shelf metres | 450 | 413 |
| Total visitors/users | number | 68,000 | 92,528 |
| Online visitors to website | number | 1,000,000 | 1,052,997 |
| Volunteer hours | number | 32,000 | 28,929 |
| Collection storage meeting industry standard | percent | 95 | 96 |

#### Corporate Services

| Staff hours spent on L&D activities | hours | 2,000 | 2,369 |

* This figure includes access to records through third-party genealogical websites. The figure is dependent on promotion and outreach by the third party hosting the records. PROV has not provided new collections to partners in the second half of the cycle due to a focus on building the new digital archive, so promotional opportunities have been reduced.
Reading Room and Record Retrievals

We operate two public reading rooms; one at the Victorian Archives Centre in North Melbourne and the other at the Ballarat Archives Centre in Ballarat. Records can also be accessed at the Bendigo Regional Archives Centre within Bendigo Library and the Geelong Heritage Centre within the Geelong Library and Heritage Centre.

During 2017–18, 10,665 visitors utilised the reading rooms to view public records, 57,744 records were issued to visitors and an additional 8,873 were issued to Government agencies and for internal PROV use.

Reference enquiries were managed through our online system, which received an average 617 queries per month.

Records Issued

<table>
<thead>
<tr>
<th>Year</th>
<th>Public users</th>
<th>Government users</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011–12</td>
<td>50,000</td>
<td>30,000</td>
</tr>
<tr>
<td>2012–13</td>
<td>60,000</td>
<td>50,000</td>
</tr>
<tr>
<td>2013–14</td>
<td>70,000</td>
<td>70,000</td>
</tr>
<tr>
<td>2014–15</td>
<td>60,000</td>
<td>50,000</td>
</tr>
<tr>
<td>2015–16</td>
<td>50,000</td>
<td>30,000</td>
</tr>
<tr>
<td>2016–17</td>
<td>40,000</td>
<td>20,000</td>
</tr>
<tr>
<td>2017–18</td>
<td>30,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

Visitors to Reading Rooms

As the visitors to Geelong Library and Heritage Centre jumped significantly in 2015–16 due to the attraction of the new building facilities, for 2016–17 and beyond, we are only counting those visitors who visited the reading room specifically to research public records.

Right image: Man on stilts at Moomba 1967, Melbourne Harbour Trust Collection. Public Record Office Victoria, VPRS 8357/P1, Unit 7, Item 004/040
Appendices

Appendix 1: Assets

Our assets include both community and operating assets in the following four categories:

Community assets

These assets are the State's archival collection. The physical collection is currently valued at $299.9m. The digital collection is valued at $16.7m.

Building assets

Records repositories for storage of the State Archives and the state Government's non-current records are located at North Melbourne and Ballarat. The Victorian Archives Centre in North Melbourne, including land, is valued at $88.3m.

Motor vehicles

PROV operates one vehicle: a station wagon.

Plant and operating equipment

Operating assets are used for the upkeep of the physical and digital repositories so that public records can be stored safely and made available for public inspection.

Appendix 2: Financial Statement

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>3,550,372</td>
<td>4,100,642</td>
<td>4,529,782</td>
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<tr>
<td>Salary and on-costs</td>
<td>5,100,405</td>
<td>5,707,427</td>
<td>5,955,220</td>
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<tr>
<td>Sub-total</td>
<td>8,650,777</td>
<td>9,808,069</td>
<td>10,485,002</td>
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<tr>
<td>Capital</td>
<td>1,181,627</td>
<td>1,141,842</td>
<td>2,533,419</td>
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<tr>
<td>Depreciation</td>
<td>3,332,697</td>
<td>3,060,845</td>
<td>2,031,131</td>
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<tr>
<td>Capital Assets Charge</td>
<td>4,577,000</td>
<td>4,925,000</td>
<td>4,904,067</td>
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<tr>
<td>Total Expenditure</td>
<td>17,742,101</td>
<td>18,935,756</td>
<td>19,953,619</td>
</tr>
</tbody>
</table>
## Appendix 3: Workforce Data

<table>
<thead>
<tr>
<th></th>
<th>Ongoing Employees</th>
<th>Fixed-term &amp; Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number (Headcount)</td>
<td>Full-time (Headcount)</td>
</tr>
<tr>
<td>June 2017</td>
<td>55</td>
<td>37</td>
</tr>
<tr>
<td>June 2018</td>
<td>54</td>
<td>32</td>
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<table>
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<tr>
<th></th>
<th>June 2017</th>
<th>June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gender</td>
<td>Age</td>
</tr>
<tr>
<td></td>
<td>Number (Headcount)</td>
<td>Ongoing FTE</td>
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<tr>
<td>Female</td>
<td>33</td>
<td>28.8</td>
</tr>
<tr>
<td>Male</td>
<td>22</td>
<td>20.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age</th>
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Appendix 4: Standards and Advice

Section 12 of the *Public Records Act 1973* (Vic) requires the Keeper of Public Records to establish standards for the efficient management of public records and to assist public offices in the application of those standards to records under their control. The Act requires public offices to implement records management programs in accordance with the standards established by the Keeper. All standards are available on the PROV website: www.prov.vic.gov.au/recordkeeping-government/standards-policies-rdas.

Appendix 5: Recordkeeping Standards Framework Documents Issued 2017–18

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<thead>
<tr>
<th>Number</th>
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<td>PROS 10/13</td>
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<td>Developing Disposal Authorities Specification</td>
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<td>PROS 10/13</td>
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<td>Transfer of State Archives Specification</td>
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Appendix 6: Retention and Disposal Authority (RDA) Documents Issued or Varied 2017–18

New RDAs

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<tr>
<td>PROS 17/03</td>
<td>Retention and Disposal Authority for Records of Museum and Gallery Functions</td>
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<td>PROS 17/04</td>
<td>Retention and Disposal Authority for Records of Hospital Administrative Functions</td>
<td>06/09/2017</td>
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<td>PROS 17/05</td>
<td>Retention and Disposal Authority for Records of Victorian Electoral Functions</td>
<td>02/10/2017</td>
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<tr>
<td>PROS 18/01</td>
<td>Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners</td>
<td>27/02/2018</td>
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<tr>
<td>PROS 18/02</td>
<td>Retention and Disposal Authority for Records of the Historical Homosexual Conviction Expungement Scheme</td>
<td>21/05/2018</td>
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<td>PROS 18/03</td>
<td>Retention and Disposal Authority for Records of Expert Panels</td>
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### RDAs varied

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<td>PROS 96/20</td>
<td>Retention and Disposal Authority for Records of the Public Transport Corporation and the Victorian Rail Track Corporation Variation 5</td>
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<td>PROS 99/02</td>
<td>Retention and Disposal Authority for Records of the Department of Treasury and Finance Variation 7</td>
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<td>PROS 01/01</td>
<td>General Retention and Disposal Authority for School Records Variation 7</td>
<td>21/12/2017</td>
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<td>PROS 01/03</td>
<td>Retention and Disposal Authority for Records of the Victorian Auditor-General’s Office Variation 7</td>
<td>23/11/2017</td>
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<td>PROS 04/03</td>
<td>Office of Public Prosecutions Variation 3</td>
<td>22/09/2017</td>
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<td>PROS 07/04</td>
<td>Retention and Disposal Authority for Records of Film Victoria Variation 1</td>
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<td>PROS 07/05</td>
<td>Retention and Disposal Authority for Records of State Trustees Limited Variation 1</td>
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<td>PROS 07/08</td>
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<td>PROS 07/10</td>
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<td>PROS 08/03</td>
<td>Retention and Disposal Authority for Records of the County Court Variation 1</td>
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<tr>
<td>PROS 08/04</td>
<td>Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions Variation 1</td>
<td>22/09/2017</td>
<td>12/03/2021</td>
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Appendix 7: Approved Public Record Office Victoria Storage Suppliers (APROSS)

APROSS sites are commercial facilities that have been inspected by PROV and approved for the storage of temporary and un-sentenced public records. For a complete list of APROSS sites, see our website: www.prov.vic.gov.au/recordkeeping-government/certified-suppliers-vendors/apross-for-agencies

APROSS facilities approved in 2017-18 – Nil

Reappointments – Nil

The number of current approved APROSS facilities – 31

<table>
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<th>Number</th>
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<td>PROS 08/12</td>
<td>Retention and Disposal Authority for Records of Child Protection and Family Services Functions Variation 3</td>
<td>03/08/2017</td>
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<tr>
<td>PROS 08/15</td>
<td>Retention and Disposal Authority for Records of Public Health Function</td>
<td>21/05/2018</td>
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Appendix 8: Staff Achievements

Farzam Akbari: member, ICT Governance Committee; member, WoVG Cyber Security Customer Group

Tsari Anderson: editor, Provenance journal

Grace Baliviera: member, Australian Institute of Management

Elise Bradshaw: member, International Council on Archives’ (ICAs) New Professionals Programme; member, Automated Briefing and Correspondence Governance Model Working Group

David Brown: member, Australian Institute of Company Directors; member, Information Management Group; member, Australasian Digital Recordkeeping Initiative

Charlie Farrugia: member, Australian Women’s Archives Project Committee; member, Victorian Association of Family History Organisations Committee; member, Geelong Heritage Centre Collection Advisory Committee

Kate Follington: member, Museums Australia (Victoria) 2018 National Conference Program Committee; member, Creative Victoria Digital Engagement Managers Key Stakeholder Group

Peter Francis: member, Data Management Working Group; member, Association of Computing Machinery; member, Australian Computer Society

Carly Godden: member, Bendigo Regional Archives Centre Operations Committee

Dr Sebastian Gurciullo: editorial board member, Archives and Manuscripts; editorial board member and assistant editor, Provenance journal; webmaster and steering committee member of the Section on Literary and Artistic Archives of the International Council on Archives; board member, Course Advisory Board, Bachelor of Arts, La Trobe University

Graeme Hairsine: chair, Institute of Public Administration Australia (Victoria) ICT Community of Practice; member, Creative Victoria Chief Information Officers Forum; member, Information Security Advisory Group; member, Cyber Security Framework Community of Practice
Justine Heazlewood: chair, Bendigo Regional Archives Centre Committee of Management; chair, Australasian Digital Recordkeeping Initiative; chair, Monash University Information and Knowledge Management Course Advisory Committee; member, Council of Australasian Archives and Records Authorities; member, Standards Australia, Records and Document Management Systems Committee (IT-21)

Al Hunter: professional member (ARIM), Records and Information Management Professionals Australasia (RIMPA or RIM Professionals Australasia) and Victorian Branch Council; member, Victorian Public Sector Pride Network; member, VPS Pride Council and Events Committee; member, Australian Anthropological Society

Asa Letourneau: committee member, Linked Open Data in Libraries, Archives and Museums

Julie McCormack: chair, Council of Australasian Archives and Records Authorities National Bodies Working Group; member, Australasian Digital Recordkeeping Initiative; member, WoVG Information Management Group; member, Department of Health and Human Services Records Management Steering Committee; member, Cabinet Records Working Group; PROV delegate, Australian Society of Archivist

Alison McNulty: member, Australasian Digital Recordkeeping Initiative; member, CAARA Royal Commission into Institutional Response to Child Sexual Abuse Working Group; member, Local Government Digital Transformation Taskforce

Philippa O’Halloran: member, Bendigo Regional Archives Centre Committee of Management

Tara Oldfield: board member, History Council of Victoria; member, North Melbourne Agency Collective

Jennifer Rout: member, Open Minds Advisory Board

Eva Samaras: member, Australian Library and Information Association New Generation Advisory Committee; presenter of #auslibchat; member, WoVG Information Management Group

David Taylor: member, Public Relations Institute of Australia; member, Australian Council for Educational Leaders; Director, St Columba’s College Board

Nicole Tighe: member, Australian Human Resources Institute; member, Department of Premier and Cabinet Human Resources Working Group; member, GLAM Human Resources Working Group; member, VPS Human Resources Working Group

Krys Pekin: member, Australian Human Resources Institute; member, VPS Diversity and Inclusion Community of Practice; member, GLAM Human Resources Working Group

Andrew Waugh: member, Standards Australia, Records and Document Management Systems Committee (IT-21) Subcommittee on Recordkeeping Metadata

Rebecca Young: coordinator, Australasian Digital Recordkeeping Initiative; secretary, Public Records Advisory Council
Conference and seminar presentations

**How Records become Archives**
Cabinet Office Staff Forum, Department of Premier and Cabinet
Melbourne, July 2017

*Julie McCormack*

**Introduction to the Koorie Records Unit**
NAIDOC Week event at Geelong Heritage Centre: Get started on Aboriginal family history research
Geelong, July 2017

*Georgia Harris and David Taylor*

**Overview of Public Record Office Victoria (land records)**
State Library of Victoria, Family History Feast
Melbourne, August 2017

*Charlie Farrugia*

**Update from Public Record Office Victoria**
Australian Society of Archivists, Government Archivists Special Interest Group
Melbourne, September 2017

*Julie McCormack*

**Koorie Records Unit update**
Australian Society of Archivists, Reference and Public Programs Special Interest Group and Aboriginal and Torres Strait Islander Special Interest Group joint workshop
Melbourne, September 2017

*Tsari Anderson*

**Finding £10 Poms at Public Record Office Victoria**
Immigration Museum, Seniors Festival 2017
Melbourne, October 2017

*Charlie Farrugia*

**Future of Urban History**
Urban History, Planning History Conference
Melbourne, January 2018

*Kate Follington*

**Encapsulating digital records**
Return of the GLAM
Melbourne, March 2018

*Elise Bradshaw, Eva Samaras*

**Women and Welfare in Colonial Victoria panel discussion**
Australian Women’s Archives Project/PROV International Women’s Day seminar
Melbourne, March 2018

*Charlie Farrugia*

**Government records and the Koorie community**
Deakin University
Melbourne, April 2018

*Georgia Harris*

**Folklore or fact? The vital role of records**
Department of Education and Training
May 2018

*David Taylor*

**Developing digital capability: What archivists can learn from our GLAM sector colleagues**
Future GLAM: Convergence and collaboration in the cultural heritage sector, Deakin University
Melbourne, June 2018

*Suzy Goss*

**People and culture at PROV**
DPC Portfolio agency meeting
Melbourne, June 2018

*Nicole Tighe*

**Government Records and the Koorie Community**
RMIT
Melbourne, April 2018

*Georgia Harris*

**Koorie Records Unit and community consultation**
Describing and consulting for Indigenous collections workshop, University of Melbourne
Melbourne, June 2018

*Tsari Anderson*

**Collaborations in the GLAM sector**
MGA Conference
Melbourne, June 2018

*Kate Follington*

**New grad chat**
Victorian Branch newsletter, Australian Society of Archivists
Monthly, 2017–2018

*Suzy Goss*
Appendix 9: Volunteers

Leayne Alden  Wendy Griffin  Alexander Maher  Paris Richens
Penny Anggo  Claudia Guli  Anna Malmgren  Sue Rickard
Mark Armstrong-Roper  Kerry Gutowski  Eleanor Manion  Dawn Riddel
David Asquith  Clive Haddock  Tim Marriott  Neil Robbins
John Bailey  Carol Hagan  Millie Marsh  Lois Roberts
Garry Ball  Taylor Hamilton  Jennifer Martin  Adriene Rodriguez
Jennifer Barker  Kerry Hammond  Judith Mason  Marie Rogers
Neil Barrie  Therese Hammond  Rebecca McGhee  Warwick Rose
Pamela Baum  Sara Hardy  Matthew McGhie  Georgia Routledge
Fay Beslee  Elizabeth Harry  Helen McInnis  Colin Ruehl
Marian Bierenbroodspot  Joanne Hakesworth  Fiona McKinley  Lauren Ryan
Teresa Boonekamp  Ian Hazewinkel  Mick McMillan  Gerard Ryan
Elizabeth Buckle  Walter Heale  Julie McQueen  Jennifer Sach
Ian Burandt  Mary Henkel  Bernad Metcalfe  Rick Sidwick
Alison Cain  Joy Heran  Zelie Mickan  Dorothy Skewes
Stefano Callegari  Joy Hirst  Barbara Minchinton  Marica Skidmore
Graeme Cardillo  Jennifer Horne  Maureen Molloy  Janette Skidmore
Wendy Carver  Lyell Horwood  Jonni Monola  Madeline Smith
Celestine Chisholm  Lewis House  David Morris  Allan Smith
Neil Chisholm  Kim House  Neil Morris  Jennifer Smith
Keng Chong  Brianna Hutton  Suzy Muir  Alan Stevens
Jessica Christie  Nikol Ignatovic  Alistair Munro  Bianca Stolar
Ahnya Chuah  Dennis Jasper  Pauline Murphy  Ruth Sturgeon
Jill Cilia  Lesley Jeffrey  Suzanne Napolitano  Steven Tapping
Kaye Clancy  Judith Johnston  Helena Nardi  Maria Teresa Tavares Costa
Barry Clarke  Anne Jones  Mitchell Naughton  Lindsay Thomas
Beth Codling  Sophie Kahl  Christopher North-Coombes  Robert J Thomas
Gene Condello  Lou Kearney  Ross Oberin  Alice Thompson
Cheryl Cox  Irene Kearsey  Fiona O'Donnell  Gabrielle Thomson
Brendan Coyne  Marilyn Kenny  Neil Paddle  Gail Thornthwaite
Calvin Crisp  Amel Kojic  Carol Panjkov  Katina Trajkovska
Sue Dawson  Isha Kuhns  Geoffrey Paterson  Maureen Treacy
Graeme Dawson  Philip Lally  Bruce Paule  Tulay Tsambardas
Catherine De Luca  Fiona Lane  Lyn Pecchiar  Brian Tseng
Brian Dixon  Cynthia Langley  Erin Peterson  Mathew Turton
Lorraine Doig  Maggie Lau  Julian Polain  Robert Twyford
Claire Duncan  Clarely Laysico  Margaret Pope  Thomas Tyrrell
Kimberley Dunt  Gordon Lee  Patricia Poinchea  Judith Vardy
Paula Johnson Edgar  Kathryn Lobs  David Power  Maxine Wageman
Ka Lam Fan  Des Logan  Ingrid Pronobis  Rosemary Wagborne
Barry Fleming  Anna Louey  David Rankine  Anna Wells
Matthew Forster  John MacKinnon  Liz Raven  Ian Willmott
Georgie Garvey-Hawke  Sue Maclellan  Mark Richardson
Charissa Good  Louise Macnamara

And a special thank-you to Family Search volunteers:

Roger Bingham  Dorothea Grimes  Charlie Olsen  Robert Stearns
Kathleen Bingham  Bill Justus  Marsha Olsen  Steve Thompson
Benjamin Grimes  Nanette Justus  Shelia Stearns  Debbie Thompson
Appendix 10: Local History Grants Program Recipients

The Local History Grants program provides small grants to community organisations to support projects that preserve, record or publish Victorian local history. Recipients for the 2017-18 round:

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<th>Project</th>
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<td>Ballarat Memorial Concert Band</td>
<td>Ballarat Memorial Concert Band: A Century of Music - Stories of Ballarat</td>
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<td>Bendigo Regional Genealogical Society Inc</td>
<td>The Elmore Standard Digitisation Project</td>
<td>$13,453.00</td>
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<td>Box Hill History Society Inc</td>
<td>Chasing the Dragon's Tale: Researching Box Hill's Pioneer Chinese Residents</td>
<td>$7,650.00</td>
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<td>Box Hill Reporter District Cricket Association</td>
<td>Researching, Collecting and Preserving Over 128 Years of the Association's History</td>
<td>$2,750.00</td>
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<td>Castlemaine Historical Society Inc</td>
<td>To Preserve Castlemaine and District History Through Digitisation</td>
<td>$850.00</td>
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<tr>
<td>Chinese Australian Family Historians of Victoria Inc</td>
<td>Maryborough and Dunolly Advertiser 1857–1867 Digitisation on Trove</td>
<td>$13,232.00</td>
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<tr>
<td>Colac and District Historical Society</td>
<td>Cataloguing of the Johnstone Collection</td>
<td>$9,000.00</td>
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<tr>
<td>Dried Fruits Australia</td>
<td>Dried Vine Fruits Industry: Over 100 Years of History and Memorabilia</td>
<td>$7,860.00</td>
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<td>El Dorado Museum Association</td>
<td>El Dorado Museum Association Collection Storage and Cataloguing Project</td>
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<td>Eltham District Historical Society</td>
<td>Furthering the Collection Management Objectives</td>
<td>$2,530.00</td>
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<td>Essendon Historical Society Inc</td>
<td>Display Cases for Essendon Courthouse Museum Following Major Fire</td>
<td>$8,495.00</td>
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<td>Falls Creek Historical Society</td>
<td>Falls Creek Heritage, Environment and Arts - Trail Signage Project</td>
<td>$9,598.00</td>
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<tr>
<td>Federation University Australia</td>
<td>Mapping Children's Histories in Ballarat</td>
<td>$7,000.00</td>
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<tr>
<td>Foster and District Historical Society Inc</td>
<td>Prom Country History Online</td>
<td>$5,990.00</td>
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<tr>
<td>Gippsland and East Gippsland Aboriginal Cooperative</td>
<td>Development of a Website for the Krowthunkoolong Keeping Place</td>
<td>$8,474.00</td>
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<td>Halls Gap and Grampians Historical Society</td>
<td>Halls Gap and Grampians HS Online Cataloguing</td>
<td>$1,687.00</td>
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<td>Heidelberg Historical Society Inc</td>
<td>Conservation Treatments of Framed Paintings and Historic Photographs</td>
<td>$5,346.00</td>
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<td>Her Place Women's Museum Australia</td>
<td>Re-imagining the Women's Mural - a Virtual Tour</td>
<td>$15,000.00</td>
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<td>Horsham Rural City Council</td>
<td>Community Stories - Local Emergencies</td>
<td>$6,500.00</td>
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<td>Indigo Shire Council</td>
<td>Indigo Shire Digitisation and Cataloguing Project</td>
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<tr>
<td>Recipient</td>
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<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Kilmore Historical Society Inc</td>
<td>Kilmore Historical Society Textile Assessment and Conservation Project</td>
<td>$3,581.00</td>
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<tr>
<td>Kirrae Health Service</td>
<td>Framlingham Digital Tour</td>
<td>$15,000.00</td>
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<tr>
<td>Korumburra and District Historical Society</td>
<td>Digitisation of 'Great Southern Advocate'</td>
<td>$14,415.00</td>
</tr>
<tr>
<td>Kyneton Museum</td>
<td>Upgrading Exhibition Display Cases</td>
<td>$14,232.00</td>
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<tr>
<td>Maccabi Victoria</td>
<td>Researching, Collecting, Preserving, Sharing and Displaying over 100 Years of Sport as an Integral Part of Jewish Immigration to Victoria</td>
<td>$7,500.00</td>
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<tr>
<td>Mission to Seafarers Victoria Inc</td>
<td>Conservation and Display of Records of the Visitors to the Mission to Seafarers 1907–1951</td>
<td>$3,800.00</td>
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<td>Morwell Historical Society</td>
<td>Morwell Historical Society Display Cabinets</td>
<td>$4,227.00</td>
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<tr>
<td>Museums Australia (Victoria) Inc</td>
<td>Small Museums Cataloguing Manual (5th Edition)</td>
<td>$15,000.00</td>
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<tr>
<td>Netball Victoria</td>
<td>Documenting a Century of Netball in Victoria: Cataloguing, Preserving and Digitising</td>
<td>$2,314.00</td>
</tr>
<tr>
<td>Nungurner Community and Coast Action Group</td>
<td>Nungurner Foreshore History Project</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Port Fairy to Warrnambool Rail Trail Committee Inc</td>
<td>The Story of the Stations</td>
<td>$5,500.00</td>
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<tr>
<td>Powerhouse Rowing Club</td>
<td>Researching, Collecting and Preserving over 85 Years of the Association's History to Produce an E-Book</td>
<td>$1,062.00</td>
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<tr>
<td>Queenscliffe Historical Museum Inc</td>
<td>Digitisation of Queenscliffe Historical Museum Collection</td>
<td>$2,664.00</td>
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<tr>
<td>Raymond Island History Group</td>
<td>Raymond Island History Group Archival Storage</td>
<td>$4,500.00</td>
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<tr>
<td>Red Cliffs and District Historical Society Inc</td>
<td>Red Cliffs Storyposts</td>
<td>$3,900.00</td>
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<tr>
<td>Royal Historical Society of Victoria</td>
<td>Private Property - an Exhibition that Explores Human Influence on Victoria's Landscape</td>
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<td>Soldiers Memorial Institute Military Museum</td>
<td>Bendigo 1858–1914 Military Forces Display</td>
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<tr>
<td>Stawell Historical Society</td>
<td>Creation of a Living History Display</td>
<td>$594.00</td>
</tr>
<tr>
<td>Stick Shed Committee of Management</td>
<td>The Murtoa Stick Shed Informative Website and Signage Project</td>
<td>$8,646.00</td>
</tr>
<tr>
<td>Tarnagulla Public Hall Committee</td>
<td>Fitout of Town History Archive Room</td>
<td>$6,897.00</td>
</tr>
<tr>
<td>The Country Women's Association of Victoria Inc</td>
<td>Saved: the Archives of the Country Women's Association of Victoria</td>
<td>$13,519.00</td>
</tr>
<tr>
<td>The Melbourne Camera Club</td>
<td>Melbourne Camera Club Archival Storage Project for Permanent Print Collection</td>
<td>$3,687.00</td>
</tr>
<tr>
<td>Recipient</td>
<td>Project</td>
<td>Granted</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Victorian Canine Association Inc T/A Dogs Victoria</td>
<td>Digitisation of First 38 Years of Kennel Control Council Gazettes</td>
<td>$13,900.00</td>
</tr>
<tr>
<td>Women's Art Register</td>
<td>Women's Art Register Preservation Project</td>
<td>$9,582.00</td>
</tr>
<tr>
<td>Wurinbeena Limited</td>
<td>Secrets and Songlines of Bung Yarnda</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Yackandandah Golf Course and Recreation Reserve CoM Inc</td>
<td>Interpretative Signage at Yackandandah Golf Course</td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

**Appendix 11: Victorian Community History Award winners**

The Victorian Community History Awards are held annually in partnership with the Royal Historical Society of Victoria. Winners announced at the October 2017 Awards were:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Project</th>
<th>Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Burch</td>
<td>Returning the Kulkyne</td>
<td>Victorian Premier’s History Award</td>
</tr>
<tr>
<td>Michael Morrison and Lisa Clausen</td>
<td>Cruden Farm Garden Diaries</td>
<td>Judges Special Prize</td>
</tr>
<tr>
<td>Julie Eagles and community</td>
<td>Fletcher Jones: Stories from our Community</td>
<td>Collaborative Community Award</td>
</tr>
<tr>
<td>Collingwood Historical Society</td>
<td>Notable People of Collingwood</td>
<td>Local History Project Award</td>
</tr>
<tr>
<td>John Barnes</td>
<td>La Trobe, Traveller, Writer, Governor</td>
<td>History Publication Award</td>
</tr>
<tr>
<td>Robyn Lewis</td>
<td>Building Castlemaine: The Red Brick Legacy of H.D. McBean</td>
<td>Local History - Small Publication Award</td>
</tr>
<tr>
<td>Adam Ricco, Lella Cariddi and Multicultural Arts Victoria</td>
<td>Two documentary films: Reading the Wind and Afterwards</td>
<td>Cultural Diversity Award</td>
</tr>
<tr>
<td>Ros Stirling and Heritage Films</td>
<td>Joseph Reed and the Making of Marvellous Melbourne</td>
<td>Multimedia History Award</td>
</tr>
<tr>
<td>Discover Historic Kyneton</td>
<td>A Guide to Discovering Kyneton's Historic Places and People</td>
<td>Historical Interpretation Award</td>
</tr>
<tr>
<td>Richard Travers</td>
<td>To Paint a War: The Lives of the Australian Artists who Painted the Great War 1914–1918</td>
<td>Centenary of World War One Award</td>
</tr>
<tr>
<td>Miranda Francis</td>
<td>One Woman’s Creche is a Bureaucrat’s Child-Minding Centre, “The Flat” at Footscray High School 1976–1986</td>
<td>History Article (Peer Reviewed) Award</td>
</tr>
<tr>
<td>Glossary</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>accession</td>
<td>A group of records from the same transferring agency taken into PROV custody at the same time. The records may be formally arranged and described into records series and consignments or they may be unarranged and undescribed. Accessioning refers to the process of formally accepting and recording the receipt of records into custody (Keeping Archives¹).</td>
<td></td>
</tr>
<tr>
<td>advice</td>
<td>A document issued by PROV providing advice to Victorian agencies on a recordkeeping issue. (Includes formal advice about standards as well as forms and other tools to help Victorian Government agencies manage and use public records).</td>
<td></td>
</tr>
<tr>
<td>APROSS</td>
<td>Approved Public Record Office Storage Supplier – the PROV program for the storage of records which the Keeper of Public Records has approved for eventual destruction or which are awaiting a decision as to their archival value.</td>
<td></td>
</tr>
<tr>
<td>archive</td>
<td>The whole body of records of continuing value to an organisation or individual. Sometimes called 'corporate memory' (AS 4390.1 -1996).</td>
<td></td>
</tr>
<tr>
<td>archives</td>
<td>Records considered to have continuing or permanent value that have been, or will be, transferred to the custody of an archival organisation; also used to refer to the buildings in which archival records are stored and to organisations that have responsibility for archival records (Private lives, public records²).</td>
<td></td>
</tr>
<tr>
<td>consignment</td>
<td>A consignment comprises record items belonging to a single record series that has been transferred to the custody of PROV as part of the one accession. A consignment may comprise the whole or part of a series. Each consignment is identified by a code (e.g. VPRS 1234/P1).</td>
<td></td>
</tr>
<tr>
<td>digital / electronic record</td>
<td>A record produced, housed or transmitted by electronic means rather than physical means. A record expressed in an electronic digital format. A record stored in a form that only a computer can process.</td>
<td></td>
</tr>
<tr>
<td>digitised record / digital image</td>
<td>An electronic reproduction of a picture, photograph or physical item (e.g. letter or document) that can be stored on computer or disk, and can be viewed, transmitted, manipulated and/or printed via computer. A subset of digital records (Private lives, public records).</td>
<td></td>
</tr>
<tr>
<td>disposal</td>
<td>A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. Within the Victorian Public Sector, records are appraised to determine their significance (business, legal or historical) and then judged to be either of temporary or permanent value to the state. Government bodies are guided by standards or schedules issued by PROV to regulate the disposal of records.</td>
<td></td>
</tr>
<tr>
<td>disposal authority</td>
<td>A legal document that defines the retention periods and consequent disposal actions authorised for specific classes of records (AS 4390.1 -1996).</td>
<td></td>
</tr>
<tr>
<td>permanent records</td>
<td>Records which have been appraised as being of permanent value to the State of Victoria and which must be kept forever.</td>
<td></td>
</tr>
<tr>
<td>place of deposit (POD)</td>
<td>A location approved by the Victorian Government minister responsible for PROV for the storage by community groups of temporary records of local value.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>term</th>
<th>definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>provenance</td>
<td>A principle that involves establishing the administrative context in which records were created and used. The provenance of records includes their original creators and users, and the subsequent administrators who were responsible for the recordkeeping system in which the records were kept (Private lives, public records). Note: the word Provenance is also used in this document to refer to the title of our annual online journal.</td>
</tr>
<tr>
<td>public record</td>
<td>A record made or received by any person employed in a public office while carrying out his or her public duties (Public Records Act 1973).</td>
</tr>
<tr>
<td>public records</td>
<td>Information or documents created as part of the activities of state government departments, agencies and local government (Private lives, public records).</td>
</tr>
<tr>
<td>reading room</td>
<td>Area set aside at PROV centres for public access to records (Private lives, public records).</td>
</tr>
</tbody>
</table>
| record | Something that documents a particular event or decision, or a document and its contents that have some evidentiary value. A record can take many forms:  
- A document in writing  
- A book, map, plan, graph or drawing  
- A photograph  
- A label marking or other writing which identifies or describes anything of which it forms part, or to which it is attached by any means whatsoever  
- A disc, tape, soundtrack or other device in which sounds or other data (not being visual images) are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced therefrom  
- A film, negative, tape or other device in which one or more visual images is embodied so as to be capable (as aforesaid) of being reproduced therefrom  
- Anything whatsoever on which is marked any words, figures, letters or symbols which are capable of carrying a definite meaning to persons conversant with them (AS ISO 15489.1). |
| recordkeeping | Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. |
| records management | Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (AS ISO 15489.1). |
| repository | The building (or part of the building) in which the collection/holdings are housed. |
| series | A group of records which are recorded or maintained by the same agency or agencies and which:  
- Are in the same numerical, alphabetical, chronological or other identifiable sequence; or  
- Result from the same accumulation or filing process, perform the same function or may be of similar physical shape or information content. |
<p>| standard | A set of criteria that states a level of legal requirement for Victorian agencies. Standards are established by the Keeper of Public Records under the Public Records Act 1973. |</p>
<table>
<thead>
<tr>
<th>temporary records</th>
<th>Records which are appraised as being of value for a bounded time span and which may be legally destroyed once they are older than that time span.</th>
</tr>
</thead>
<tbody>
<tr>
<td>transfer</td>
<td>The removal of public records from the offices which have created or inherited them. The custody, ownership and/or responsibility for the records is migrated to the recipient (e.g. from the office to PROV) (see AS ISO 15489.1).</td>
</tr>
<tr>
<td>unsentenced records</td>
<td>Records which have not yet been appraised and whose status is therefore not yet determined (Public Records Act 1973).</td>
</tr>
<tr>
<td>VPRS</td>
<td>An abbreviation for Victorian Public Record Series. A VPRS number is allocated to each record series when it is transferred to PROV.</td>
</tr>
</tbody>
</table>
**Victorian Archives Centre**  
99 Shiel Street  
North Melbourne  
10am–4.30pm  
Monday to Friday  
(and the 2nd and last Saturday of the month)

prov.vic.gov.au  
enquiries@prov.vic.gov.au  
03 9348 5600

**Ballarat Archives Centre**  
Cnr Mair and Doveton Streets  
Ballarat  
10am–4.30pm  
Monday and Tuesday

**Bendigo Regional Archives Centre**  
1st Floor Bendigo Library  
251–259 Hargreaves Street  
Bendigo  
10am–4.30pm  
Wednesday and Thursday

**Geelong Heritage Centre**  
Geelong Library and Heritage Centre  
51 Little Malop Street  
Geelong  
Check website for hours  
Tuesday to Saturday