

Public Record Office Victoria Annual Report 2023–24

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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Cover image: *Panning for gold*, Stringers Creek.
PROV, VPRS 19731/C1, Box 15, DME 1654



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A report from the Keeper of Public Records as required under section 21 (1) of the *Public Records Act 1973* (Vic)

Public Record Office Victoria acknowledges the Traditional Owners of the lands across Victoria, and their continuing connections to land, culture and community. We pay our respects to their Elders past and present and extend that respect to all First Nations people.



Gabrielle Williams MP

Minister for Government Services
Level 3, 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 2024.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Justine Heazlewood', with a stylized, cursive script.

Justine Heazlewood

Director and Keeper of Public Records

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Visitors to the hills of Walhalla, c1910.
PROV, VPRS 19731/C1, Box 16, DME 1795

Message from the Director

The pages of this year's Annual Report feature photos from Geological Survey of Victoria, transferred to Public Record Office Victoria (PROV) in April 2024. The photographs date back to 1860 and document mining related activities throughout Victoria, with stunning landscapes and tourist photographs scattered throughout the collection. The images recognise the contribution of the mining industry to the State's history, and are just a snapshot of the 302,169 records transferred in 2023–24.

Transfer program

With 109,374 physical records and 192,795 digital records added to our collection this year, our transfer program was particularly busy. The program included a project to ensure the safe preservation of adoption case files from across Victoria. Adoption is a very personal experience with a significant impact on people's lives. It's estimated that around 64,000 Victorians have been adopted since the passing of Victoria's first adoption legislation. Many of the case files related to these adoptions were poorly described in aging databases, with the records stored in various courthouses and facilities across the state, making access difficult. We worked closely with Births, Deaths and Marriages, County Court of Victoria and Supreme Court to bring these files together here at the Victorian Archives Centre. We now have 95 per cent of adoption case files generated by courts preserved in our collection. The records are closed under Section 9 of the *Public Records Act 1973* for privacy, however eligible people may access information through the Victorian Government's Adoption Information Service.

The Yoorrook Justice Commission

Throughout 2023–24 PROV continued to support the important work of the first formal truth-telling process for First Peoples in Victoria, the Yoorrook Justice Commission. We provided recordkeeping advice and training to government agencies responding to Notices to Produce and requests for information and produced formal responses about records and recordkeeping. We are now working with the Commission and Department of Premier and Cabinet to ensure the evidence provided by First Peoples continues to be managed in accordance with Indigenous Data Sovereignty Principles once transferred to PROV.

Creative in residence

We were thrilled to this year invite artists and creative people across Victoria to apply to be our first creative in residence. We were overwhelmed by the response, with Tahlia Palmer ultimately selected. She spent three months delving into maps, plans and photographs to deliver a fascinating installation of audio-visual works entitled "occupation studies" launched in the

Gallery in June. There's more information on this successful pilot program, and Tahlia's work, in the report.

Artificial Intelligence

With the rise in use and interest in Artificial Intelligence (AI) as a workplace and creative tool we released our guidance for capturing and managing records generated by or using AI technologies, as well as a policy around AI and recordkeeping. The policy addressed transparency and accountability to ensure full and accurate records are kept in accordance with PROV standards. Our own contribution to the world of AI came by exploring how transcription and description software may be used to make records more accessible. PROV completed a proof-of-concept to automate the description of poorly described historic photographs. The project proved beneficial when AI was used in collaboration with human oversight and ethical frameworks and will be expanded in 2024–25 as part of the online volunteer program. Another proof-of-concept sought to transcribe centuries-old handwriting making those records easier to find and understand.

Achievements and acknowledgements

I thank and congratulate all staff on another busy year of providing timely recordkeeping advice and leadership, and continuing to innovate and engage with the public to ensure our collection remains accessible now and into the future. Thank you to all volunteers for your dedication. Lastly, thank you to our Public Records Advisory Council (PRAC) for continued assistance and advice.



A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Justine Heazlewood
Director and Keeper
of Public Records

Message from the Public Records Advisory Council President

I was pleased to serve as President of the Public Records Advisory Council (PRAC) for 2023–24 and I would like to thank my fellow Council members, David Brous, Deidre Missingham, Prof. Keir Reeves, Diane Gardiner AM, Lisa Tepper and Rob Hawkins for their service over what has been a challenging year.

I would also like to thank Justine Heazlewood - Director and Keeper of Public Records, and the PROV staff who provided administrative support to the Council.

This year the Victorian Government announced an intention to replace PRAC with alternate mechanisms for engaging with government and broader groups of stakeholders. The PRAC was originally established in 1973 to provide advice to the Minister responsible for Public Record Office Victoria (PROV) on administration of the *Public Records Act 1973* and to promote cooperation with other government agencies.

Following consultation with stakeholders and advice from PRAC, the Victorian Government has committed to maintaining PRAC in its historic role while also recognising the need to ensure representation from and consultation with a broad range of stakeholders.

PRAC will continue to consult with the Government on ways PRAC can support PROV and improve engagement with government agencies, First Nations people, historians, community history groups and others who use PROV's services or are impacted by PROV's policies.

In 2023–24 PRAC provided advice about better recognition of PROV, the work it undertakes and a review of the *Public Records Act 1973*. PRAC also provided advice on the importance of the Local History Grants Program and Victorian Community History Awards, and it was pleasing to see the Victorian Government renewing these programs by providing \$150,000 to fund the 2024 rounds. I was also thrilled to present 2023 History Award winners with their awards in February.

PRAC has also reviewed and provided advice to the Keeper of Public Records on Retention and Disposal Authorities, and new Standards and Policies developed by PROV including:

- Artificial Intelligence and Recordkeeping Policy
- Backup Technologies and Records Management Policy
- Data and Recordkeeping Policy
- Cloud Services and Recordkeeping Policy
- PROS 24/01 Operational Management Standard
- PROS 23/03 Retention and Disposal Authority for Records of Redress and Reparation Scheme Functions
- PROS 23/04 Retention and Disposal Authority for Records of the Coroners Court of Victoria
- PROS 23/06 Retention and Disposal Authority for Records of the Public Transport Function
- PROS 23/07 Retention and Disposal Authority for Records of the Planning Referral Function
- PROS 23/08 Retention and Disposal Authority for Records of the Supreme Court
- PROS 23/09 Retention and Disposal Authority for Records of the Victorian Legal Admissions Board
- PROS 24/02 Retention and Disposal Authority for Records of the Office of the Special Investigator
- PROS 24/03 Retention and Disposal Authority for Records of the Human Resources Management Function
- PROS 24/01 Operational Management Standard

My tenure as President of PRAC is finishing on the 24 September 2024. It has been a privilege to serve on the Council for the past eight years and I hope and trust the future PRAC is able to build on all the great work that has been achieved.



Judy Maddigan

Judy Maddigan
President, Public Records
Advisory Council

About Public Record Office Victoria



Public Record Office Victoria (PROV) is the archive of the State and local government of Victoria. We hold around 100kms of hard copy records and 600,000 digital records dating from 1836 to the present day.

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

PROV was established under section 3 of the *Public Records Act 1973* (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:

- establishing 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
 - assisting public officers to apply these standards to records under their control
 - taking public records into custody, preserving archives and providing security
 - classifying records and publishing indexes and guides to facilitate access
 - providing facilities for viewing, and making records in custody accessible
 - duplicating or reproducing and authenticating public records.
-

Strategic Plan

PROV's Strategic Plan provides the direction for the period 2023–24 to 2025–26. Detailed information about our activities under each of the outcomes of our Strategic Plan can be found in the Performance section of this report.



VISION

Public records, publicly available



MISSION

We set the rules for government recordkeeping and provide leadership to foster compliance. We ensure the historical memory of government in Victoria endures and is accessible.



OUTCOMES

Management
Preservation
Utilisation
An efficient and effective organisation



STRATEGIES

Deliver and promote programs designed to increase public office compliance with recordkeeping obligations.

Sustain and enhance our digital preservation knowledge, systems and practices to meet the needs of digital government.

Enhance the value of the State's archival data asset by leveraging system capability and improving data quality.

Transfer the remaining priority physical records held across government.

Review and improve the way we present, promote and provide access to public records.

Expand our partnership and engagement approaches to leverage new or untapped audiences.

Grow our people's capability and enhance our culture.

Leverage and continually improve our systems.

Improve governance and processes.

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 (Vic)*

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 2023. 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.

Portfolio responsibility

The Department of Government Services has 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 ending 30 June 2024, PROV received two Freedom of Information applications. FOI requests for PROV agency documents should be addressed to:

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

Public interest disclosure

The *Public Interest Disclosure Act 2012 (Vic)* encourages and facilitates making disclosures of improper conduct by public bodies or public sector employees and protects persons who make those disclosures.

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. The procedures for protecting people who make protected disclosures under the *Public Interest Disclosure Act 2012* are available on our website www.prov.vic.gov.au/about-us/legislation-and-governance.

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 our North Melbourne and Ballarat offices.



Cradeling, Ballarat, c1870.
PROV, VPRS 19731/C1, box 9, item DME 881

As at 30 June 2024, PROV operated two public reading rooms and had 50.6 staff members (FTE) with a headcount of 53.

Access Services

Access Services works 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
- the provision of public reading room services and online access to PROV's collection and research tools
- managing the State archival collection in a purpose-built repository and in partnership with Class A Places of Deposit
- 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
- a program of exhibitions, publications, educational resources and outreach activities.

Corporate Services

Corporate Services supports staff across PROV through the provision of the following services:

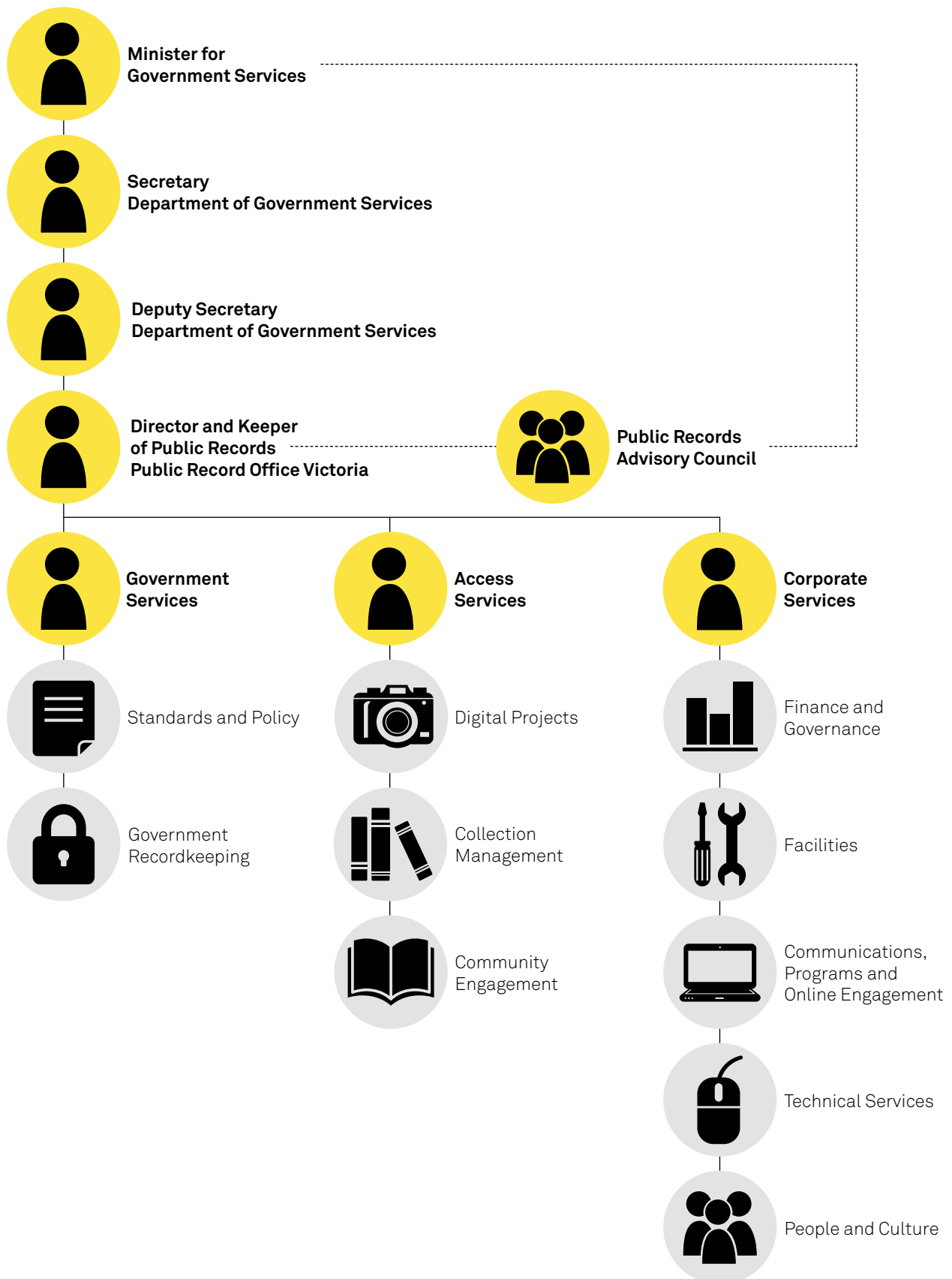
- budgeting, financial management and reporting
- risk management
- environmental planning and reporting
- strategic planning and reporting
- communications and online engagement
- information communication technology
- information management
- human resource management
- organisational development.

Government Services

Government Services issues standards to regulate the management, disposal and preservation of public records and provides recordkeeping advice and services to all Victorian public sector agencies. We do this by:

- developing mandatory standards and specifications, associated advice and guidance products
- appraising government functions and their associated records to specify the records required as State archives and to authorise the disposal of records not required as archives
- managing the PROV Archival Control Model so that public records and their context are described within a systematic framework to ensure their original purpose and evidence of government administration is preserved
- describing permanent value records and transferring them to PROV in collaboration with agencies
- managing and promoting the Victorian Electronic Records Strategy (VERS) to support digital recordkeeping by agencies
- developing and providing advice, guidelines, case studies, online learning and tools to support good recordkeeping by agencies
- engaging in committees and partnering with organisations on projects and initiatives designed to improve recordkeeping
- delivering a program of recordkeeping awareness and recognition events
- investigating and reporting on recordkeeping in Victoria, including the challenges and issues.

Organisational Structure



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*. PROV actively implements, promotes and supports these values, and has developed the following set of values 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.

Public Records Advisory Council

Establishment and Functions

The Public Records Advisory Council was 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, assisting with the appointment of new Council members, and providing assistance and administrative support for Council sub-committees.

Members

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 2023–24 Council was comprised of:

- **Judy Maddigan**, President
- **David Brous**, Public administration
- **Diane Gardiner AM**, Family history and genealogy
- **Deidre Missingham**, Business administration and finance
- **Lisa Tepper/Rob Hawkins**, Representative of Secretary, Department of Government Services
- **Prof. Keir Reeves**, Historical research (Academic)
- **PROV Staff**, Council Secretaries

Activities

The Council met on six occasions in 2023–24:

- 16 August 2023, Victorian Archives Centre and video conference
- 18 October 2023, Victorian Archives Centre and video conference
- 31 January 2024, Victorian Archives Centre and video conference
- 21 February 2024, Victorian Archives Centre and video conference
- 17 April 2024, Victorian Archives Centre and video conference
- 19 June 2024, Victorian Archives Centre and video conference

The Council would like to thank the Director and Keeper of Public Records, Justine Heazlewood, and the Council Secretaries for their continued support throughout the year.

Highlights



Tahlia Palmer researching negatives from the PROV collection.

Creative in residence

In September 2023, PROV launched a 'Creative in Residence' pilot program at the Victorian Archives Centre. The program was a paid opportunity for a creative person in Victoria to use the State's public archives as a starting point or feature in a new creative work, receiving support and guidance from PROV staff for the equivalent of three months full time. It was designed to provide a professional opportunity for a creative outcome that showcases the value and potential of using archival records.

Following a competitive judging process of more than 70 applications from artists, musicians and writers across the state, our independent judging panel selected interdisciplinary artist Tahlia Palmer. The panel was impressed with Palmer's demonstrated ability to navigate archival materials with sensitivity and appreciation for the power of public records in storytelling.

Palmer is an interdisciplinary artist of Murri and European descent, living in Narrm / Melbourne, who explores history, identity and perception. She works to interrogate the impact of colonisation on people and Country, and to unpack and heal inter-generational trauma in her own family. During her residency, she researched PROV's maps,

plans, documents, and photographs, to analyse the European colonial mentality, and critique how and why local Indigenous knowledges were dismissed by those with power in the settler-colonial society. These archival records were combined with audio and visual field research across Wurundjeri, Wadawurrung, Djadjawurung, Taungurung, Gunditjmara and Dhuduroa Countries, and AI generated sounds and images based on that data, to create new video works. Palmer's work was shared online throughout the residency period and the final pieces formed the exhibition "occupation studies" which was displayed in the Victorian Archives Centre in June 2024.

School records transfer

In September 2023, PROV commenced a three-year project with the Department of Education (DE) to facilitate the transfer of permanent records from Victorian Government schools to PROV, as part of the Department's marking of 150 years of public education in Victoria. The last major transfer of school records to PROV was in the 1990s, when a large number of schools were closed, and PROV has been working for a number of years to facilitate further transfers. This collaborative project will see PROV's school records holdings grow significantly.

The Department has funded three PROV archivists to work with their records team, with an initial 300 schools identified for transfer. The schools include some of the earliest to be established, and are a mix of closed and continuing schools, primary, secondary and specialised schools, from regions right across the state.

The records being transferred include pupils' registers, Inspectors' report books, class photographs and yearbooks, records of school councils, and more, with the records largely dating from the 1870s to the 1990s.

Since commencing, the PROV team has worked closely with the DE team, providing best practice guidance on the preparation of records for transfer, including the physical housing of records and how to describe them for future access. We have also been researching and preparing large amounts of archival documentation to facilitate access to the records, including histories of each school identified in the project. In the first ten months of the project, PROV has taken custody of more than 6,300 individual record items from 171 schools.

Records from schools are highly sought after by researchers, for personal and family histories and to track the history and changes of towns and regions. Additionally, these records are vital sources of information to support redress and healing for victim-survivors of historical child sexual abuse in schools.

VERS 3 VEO Validation Program

Digital records transfers are on the rise with more agencies required to transfer their born-digital records to PROV as Victorian Electronic Record Strategy (VERS) version 3 VERS Encapsulated Objects (V3 VEOs). Given the archival and technical hurdles that need to be overcome to create V3 VEOs, a formalised validation program was necessary to ensure PROV is delivering a comprehensive service that supports agencies through all aspects of the development of VEO creation and transfer.

The VERS 3 VEO validation program, launched in 2023–24 provides agencies with a clear process to follow and one-on-one guidance and support from PROV staff. The program was designed to ensure VEOs created by agencies meet the requirements outlined in the *PROS 19/05 Create, Capture and Control Standard*, specifications and guidelines. For VEOs to be considered 'valid', the VEOs must pass both technical and archival assessments as part of the program.

The program is designed for agencies undertaking a digital record transfer for the first time and for agencies who are testing, procuring, developing or implementing a new system that will be capable of generating V3 VEOs. It is also accessible to commercial vendors who are either independently developing new V3 VEO creation capabilities or working with an agency to transfer V3 VEOs using a new system capability.

Now available on our website are step-by-steps for both agencies and commercial vendors, a new *PROS 19/05 Guide to Representing Records in VEOs*, and a new VERS 3 commercial VEO creation products page that lists vendor products that complete the program.

Artificial intelligence (AI)

There has been world-wide focus on artificial intelligence (AI), especially generative AI, and its potential impact on communities and business. Regulations and ethical frameworks focus on accountability, transparency, and explainability but fail to mention recordkeeping as a central component to achieve them. The *PROV AI Technologies and Recordkeeping Policy* and associated webpage came into being to address this missing link.

The *AI Technologies and Recordkeeping Policy* provides directives on what to document, responsibility for creating and managing accurate records, confirmation that records created by or through AI technologies are public records and must be managed in accordance with PROV standards, processes to check and confirm accuracy, disposal, and points at which processes must be overseen by a human being. The Policy includes provision for public offices to tailor documentation to the context within which the AI technologies are being used and the level of risk involved (such as potential harm caused).

Documenting AI technology use including the context within which it has been used, and impact on stakeholders, enables Victorian public offices to address questions about accuracy and potential harm. The webpage that accompanies the policy provides additional resources to help public offices document and explain their AI technology use to be transparent and accountable.

Updating Victoria's public records regulations

Open records from the PROV collection are available to visitors in our public Reading Rooms. We also offer digital records online and a paid copy service for researchers.

These operations are supported by the Public Records Regulations. In August 2023, we put forward suggested changes to these almost decade-old Regulations to make them more modern, effective and fair for Victorians.

Changes in technology have played a major role in transforming the way we do things. Today, many of our visitors rely on their personal devices for research at the archives, and with improvements to our equipment and processes, PROV can now copy more records, more quickly. We also recognise the increasing need to protect PROV's IT and public

resources from security threats or misuse and deter unacceptable conduct. The changes we suggested were designed with these factors in mind.

Based on the overwhelmingly positive feedback from our users and stakeholders, in November 2023 we introduced these changes to reading room conditions and pricing for copying services as outlined in the new Regulations:

Changes to reading room

- Visitors to the reading room are now able to take a phone call so long as they are not disrupting those around them.
- Visitors are prohibited from intentionally damaging PROV facilities, watching offensive material on devices, and exhibiting abusive and threatening behaviour.

Changes to copying charges

Copying service	Type	Old charge	New charge
Digital copies	Standard size documents	\$22.20 per 30 pages	\$20.70 per 50 pages
	Non-standard size documents	\$22.20 per page	\$20.70 per 16 pages
Paper copies (up to A3 only)	For each record add to the cost of making the digital copy	\$16.30 per 30 pages	Digital fee plus \$5.00
Certification of copies	For each document certified	Paper copy fee plus \$5.00	Paper copy fee plus \$5.00

The updated *Public Records Regulations* are available to view at legislation.vic.gov.au.

Ram's head fossil, Bendigo, c1900.
PROV, VPRS 19731/C1, box 3, item DME 258



Sightseers, Glen Wills.
PROV, VPRS 19731/C1, box 7, item DME 674



Report on Performance

Management

Appraisal program

PROV is responsible for the establishment of standards for the management of public records under Section 12 of the *Public Records Act 1973*. This includes issuing retention and disposal authorities (RDAs) to authorise the disposal of public records. Disposal is a key component of good information practice and mitigates the risk of security breaches. Regular and managed disposal reduces the information management overhead, storage costs and aids the discovery of reliable, relevant, and accurate information.

PROV released nine new RDAs during 2023–24, see Appendix 6 for details, including new RDAs for the Public Transport Function, the Supreme Court of Victoria, and the Coroner’s Court of Victoria. The RDAs for the Supreme and Coroner’s courts complete our work to provide each of the Victorian courts with a new modern RDA to authorise disposal of records.

A highlight of our work this year has been the project to develop a new RDA for Human Resources (HR) Management Records to replace four HR related functions in our RDA for Common Administrative Records, PROS 07/01.

The new RDA applies to all HR related records regardless of record format including the new Human Capital Management (HCM) platform being progressively rolled out for the Victorian Public Service to provide a platform that covers VPS employees from ‘hire to retire.’ The new RDA also applies to legacy hardcopy records.

We engaged with the HCM team, HR specialists, and subject matter experts on industrial relations, occupational health and safety, and records and information management specialists to inform the terminology used and the appraisal and disposal actions. Eighty-eight disposal classes of the Common Admin RDA have been replaced by eighteen classes over five functions in the new HR RDA.

A mapping document and a glossary of terms that aligns with the HCM’s terminology was also developed and released for agency reference.

In late May we released our plan for the continued redevelopment of the remainder of the Common Administrative Records RDA, PROS 07/01. To reduce the impact of change on agencies, and so the work can be managed within PROV resources, the rest of PROS 07/1 will be replaced over the next four years

with a series of smaller themed RDAs commencing with Financial Management, Procurement and Grant Management in 2024–25.

In January 2024, PROV issued the RDA for the Office of the Special Investigator (OSI). PROV developed the RDA in consultation with the OSI and its stakeholders including the Department of Justice and Community Safety, the Royal Commission into the Management of Police Informants Implementation Monitor, the Independent Broad based Anti-corruption Commission, Office of Public Prosecutions and Victoria Police.

The RDA provides the legal instrument for the disposal of the Office’s records, including the transfer of the permanent value digital and hardcopy records to PROV at the closure of the Office in early February 2024. The Office’s digital records are being progressively ingested into the PROV Digital Archive; hardcopy records having been accessioned to PROV custody in February 2024.

Standards, specifications and policies

In 2023–24, PROV reviewed and revised the *Operational Management Standard* with the assistance of the Government Services Stakeholder Advisory Group. This Standard sets out the principles and requirements that Victorian public offices must comply with in relation to system planning and procurement, system maintenance, processes, training and awareness and contracting. The *Specification for Adding Metadata Packages to VEOs* was also updated.

The following new or updated policies setting out PROV’s position were issued: *Artificial Intelligence and Recordkeeping Policy*, *Backup Technologies and Records Management Policy*, *Data and Recordkeeping Policy* and *Cloud Services and Recordkeeping Policy*.

Recordkeeping guidance was published on artificial intelligence, cyber security, back-up technologies, cloud services, machine of government changes, procurement, sourcing and contract management, data management and implementing the new *Operational Management Standard*.

Records Management Network

The Records Management Network (RMN) offers a platform for sharing knowledge and discussing matters that impact records management within the Victorian Public Sector.

This year we hosted two RMN events. The first, on 29 August, was a hybrid event with over 160 participants. It featured presentations by the winners of the 2023 Sir Rupert Hamer Awards, showcasing projects from the University of Melbourne on digital preservation and SharePoint, Monash Health's transfer of records from the former Queen Victoria Hospital, and insights from the Department of Justice and Community Services on pandemic-related decommissioning challenges.

The second event, held online on 19 March with over 140 participants, included talks by South West TAFE about the journey of a records officer, the Department of Education on a project commemorating 150 years of public education, and Cardinia Shire Council on records management migration during COVID-19.

Throughout both events, the diverse presentations underscored the importance of adaptation, technology, and collaboration within our discipline. Recordings of both these events have been watched online by more than 400 viewers.

Staff resourcing model

In November 2023, PROV launched a staff resourcing model for Victorian Government agencies to use as a guide when determining the number of records management staff needed, based on the size of their organisation. The guidance is aimed at agency heads, executives and management who have oversight of records management, hiring managers, and records and information managers. The model provides an easy-to-follow flow chart with additional criteria and considerations including technology, training and skillsets, and can be found on our website.

Preservation

Physical records transfers

The 2023–24 period saw another busy year for our physical records transfer program, with the transfer of 109,374 physical records into the collection.

Our project with Geological Survey Victoria (GSV) was completed in September 2023 with a total of 27,000 records transferred into the collection over the course of 18 months. The project, funded by the Department of Energy, Environment and Climate Action, was a success with these records already being utilised by the public. It has paved the way for further transfers of GSV records, including a collection of historic photographs received earlier this year.

This year we also engaged in a new three-year project with Department of Education to process and transfer the permanent records from more than 300 public schools from across Victoria, detailed under the Highlights section of this Report.

We have been working extensively with Births, Deaths and Marriages, Magistrates' Court of Victoria, County Court of Victoria, Supreme Court of Victoria and the Department of Justice and Community Safety to transfer adoption records created in over 90 rural and metropolitan towns and cities. More than 10,000 court case files and registers, as well as several adoption agency and hospital registers have been transferred over the 2023–24 period, ensuring these vital records are accessible to those seeking information about themselves and their identities, as well as those impacted by forced adoption practices.

Transfer of historic hospital records continued with completion of projects from six former hospitals of Monash Health as well as The Royal Women's Hospital and The Royal Melbourne Hospital. Highlights of these collections include photographs from Moorabbin Hospital and Mordialloc-Cheltenham Community Hospital, Matron's Diaries from McCulloch House, the Kingston Centre and Hampton Rehabilitation Hospital, and the Midwifery Department Extern Case Books from The Royal Women's Hospital.

We continue to work closely with Land Use Victoria to transfer historic land records. This year, a further 25,000 Certified Plans of Subdivision were transferred to archival custody, dated 1986 to 1997. Another significant transfer that occurred this year involved the transfer of a large cache of case files from Moorabbin Children's Court, who required immediate assistance to transfer these records in a short timeframe.

Digital record transfers

Digital Cabinet Office and Departmental Cabinet working records for 2023–24 were transferred to PROV as part of our ongoing Annual Cabinet Transfer program. This includes records from the newly established Department of Government Services.

Permanent records of the Office of the Special Investigator have been prepared by the Office and its vendor in the VERS 2 VEO format and provided to PROV. Its recordkeeping system, RecordPoint for Sharepoint, had previously achieved VERS 2 VEOS

validation. PROV is now testing and preparing the records for ingest to the Digital Archive. A small quantity of hardcopy records was also received. Archival descriptive documentation is well advanced and formal access arrangements under sections 9 and 10 of the Act are finalised.

Additionally, permanent records were transferred to PROV by the Victorian Treaty Advancement Commission, and Cardinia Shire. Cardinia Shire completed the first agency transfer of Version 3 VERS Encapsulated Objects.

The *Deadly and Proud* and *Deadly Questions* campaign websites, hosted by the Victorian Treaty Advancement Commission, have now been permanently stored in the PROV digital archive. The websites were successfully converted to a long-term preservation format by PROV in 2023–24.

Work has also commenced on the preparation for transfer of the as-built plans from the Metro Tunnel Project.

In total, 192,795 digital records were added to the collection in 2023–24.

their proprietary format have caused problems with access and retrieval, lessening its value as an information source. Without action the problem will continue to grow.

During 2023–24 PROV conducted Stage 3 of this multi-year project, focused primarily on research and development of solutions and recommendations for current and future email archives. The team successfully researched, trialled, and reported on findings for a low-resource approach. The successful conversion of PROV staff Lotus Notes (LN) emails for future processing and preservation was also included.

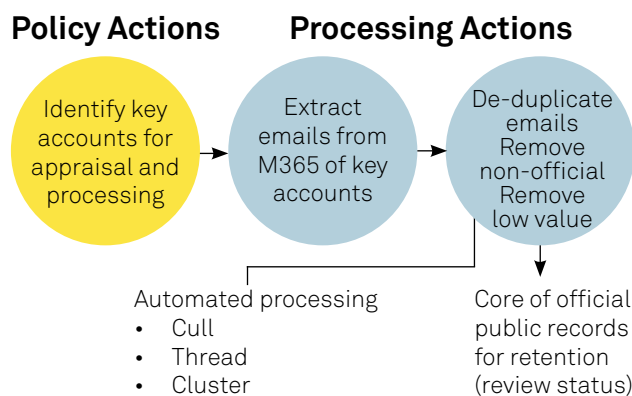
Three stages of research and trialling of solutions has found that a pragmatic approach to appraisal and preservation will clarify requirements for public offices and enable the emails of public officers to be preserved for future access and discovery.

The Stage 3 Project was designed to evaluate the proposed process shown in the diagram below, as well as evaluate the potential alternatives to traditional appraisal and preservation activities that could be applied.



Email appraisal, disposal and preservation project

PROV has undertaken a series of email appraisal, disposal and preservation projects to address the preservation challenge presented by email. One of our key objectives is to preserve a comprehensive record of modern government, and email is a vital record that captures the background to, basis for and outcomes of decisions made by public officers. The accumulated archives of email retained in



The proposed process was split into two segments to explore a strategy aimed at capturing and preserving the evidential value of official emails. It was hypothesised that the two proposed segments of the process would lessen the scale of email accounts to be processed overall and increase the quality of records retained as archives.

Policy Actions

Refers to a macro appraisal and roles-based approach which would entail the selection of key accounts, lessening the amount of email accounts that would undergo active processing for archival preservation in the next segment. The question here was to re-examine a roles-based approach as it

has been implemented internationally and whether it could be applied in the Victorian Government context.

Processing Actions

Refers to applying automated techniques that process accounts extracted from M365, achieving de-duplication of records, and removal of non-official and low value records. This would be done in a low-cost way using open-source software, which after applying a policy of macro and roles-based appraisal, would not be required to process thousands of accounts. The question here was if there was software (either available or in development) that exists to complete the activities to achieve a core of official permanent public records.

The project team developed a series of recommendations to implement the approach via policy actions and the application of technology. The team's research directed an appraisal and disposal method aligned with the PROV policy of value and risk-based approaches to resourcing and implementing records management programs. Engagement with Cenitex highlighted the need to ensure an ongoing program of practical and pragmatic email management is introduced to agencies going forward. The email accumulation held by Cenitex and the estimated costs of retrieval provided further evidence that a lack of proactive management limits our ability to discover and provide access to public records. The project result is a suite of recommendations suited to the management of email and is a solution that can potentially be extended to communications on other platforms like M365 teams and One Drive accounts. A report for stakeholders is scheduled for release later in 2024.

Utilisation

Volunteer program

PROV thanks all 81 volunteers who were part of our volunteer program this year, four of whom celebrated 20 years of valued service.

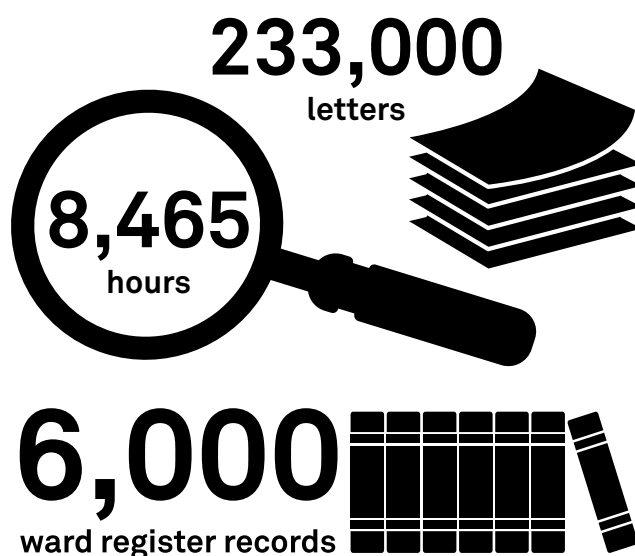
Volunteers continued to work on various projects at the Victorian Archives Centre, capturing data, repackaging and digitising items in our collection. Volunteers work half or full days, on a weekly or fortnightly basis, to ensure more of our records are discoverable and accessible.

In 2023–24 our main project continued to be listing items contained in the VPRS 794 Education

Department Inwards Registered Correspondence series. Volunteers contributed 8,465 hours to list more than 233,000 letters reaching 86 per cent of the series. The volunteers are expected to complete this project by the end of this year. When this data is published to our catalogue, records relating to particular schools, teachers, school subjects, and other education-related topics will be more accessible to researchers.

We are also pleased to have implemented our online volunteer program, where volunteers can work from home, during hours that suit them. Our online volunteer team of eight have transcribed searchable data for 20 volumes of Wards Registers (approximately 6,000 records) and we expect to complete the consignment of 80 volumes by early 2025.

PROV looks forward to welcoming more volunteers into our program in 2024–25.

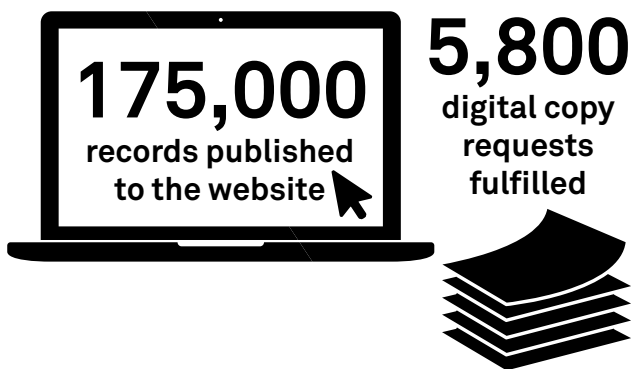


Digitisation program

In 2023-24 PROV's digitisation team uploaded around 175,000 records to the website, making 80 physical record series fully or substantially available in digital form.

This work has been supported by a partnership with the Department of Health, which has provided digitised copies of asylum and residential care records; and our volunteer team who have worked on digitising key series including VPRS 4527 Ward Registers and VPRS 8168 Historic Plans Collection.

The copy service digitised roughly 5,800 records in response to requests from public and agency researchers.



Koorie Records Unit

The Koorie Records Unit (KRU) promotes awareness of Victorian Government records about Aboriginal Victorians within the PROV collection and aims to improve accessibility of these records to First Peoples in appropriate and culturally respectful ways.

The KRU provides dedicated services and support for First Peoples, including Stolen Generations survivors and their families wishing to access historic Victorian Government records relating to themselves and their families. This includes a Koorie Reference Service in collaboration with the National Archives of Australia's Victorian office, as Victorian Aboriginal Affairs records are held in both collections.

The KRU undertakes engagement and outreach to provide information, advice and training to Stolen Generations and First Peoples organisations, support workers and community groups to increase awareness of the records in the archive, and services available for First Peoples. We also host community groups visiting the Victorian Archives Centre to view records and undertake research.

The Koorie Index of Names (KIN) is a key resource used to locate records in the PROV collection. During the year, the Koorie Reference Service received 185 requests for Aboriginal family history research assistance, resulting in 1,359 names searched and 2,961 name results located using the KIN database. A total of 4,946 copies of records from the PROV collection were provided to Koorie Reference Service clients.

A project has commenced to redevelop the KIN platform, to incorporate and enhance KIN data within existing PROV systems and improve Koorie Reference Service workflows.

As part of PROV's ongoing commitment to address legacy issues of description and increase the accessibility of records of high interest to First Peoples, several projects were completed including:

- publication of item level descriptions in the PROV online catalogue for all record series relating to the Aboriginal Protectorate and Guardian of Aborigines (1838-1860) which is a significant part of PROV's collection of First Peoples' related record
- finalising a project in collaboration with PROV's volunteer program to transcribe a volume of correspondence relating to Coranderrk (1898-1924)
- implementation of cultural sensitivity notices for all visitors to the PROV online catalogue and website.

PROV has continued to support the important work of the Yoorrook Justice Commission. Throughout the year we have provided recordkeeping advice and training to government agencies responding to Notices to Produce and requests for information, and formal responses to questions about records and recordkeeping to the Commission.

The KRU also supports initiatives to increase staff awareness of dates of significance including marking the Anniversary of the Apology to the Stolen Generations, Mabo Day, Reconciliation Week and NAIDOC Week.

Places of deposit

Places of Deposit (PODs) are appointed to hold original, open public records from local and state government agencies, which may be of interest to local communities. This program supports PROV's vision to make public records publicly available. There are two types of PODs, class A PODs can hold permanent and temporary public records while class B PODs can only hold temporary public records.

The Bendigo Regional Archives Centre (BRAC), a class A POD, continues to provide a high-value outlet for regional archives and support for researchers. In 2023-24 they assisted 509 visitors, issued 1048 records, and handled 143 research enquiries. When not busy providing standard archive services, they delivered several programs focused on specific sets of records or how to research a variety of subjects. *Rates, Rats, and Rebels* for example, focussed on researching people, while *Handle with Care* provided a detailed guide to understanding and using the Bendigo Health records. Hosting a joint PROV and NAA event in the Bendigo Library as part of History Month was another highlight. The relocation of several series of records from the Nolan Street Repository into the Library vastly improved the

accessibility and use of records and freed up time and resources to delivering other services and events. Behind the scenes is a BRAC Facebook page with over 120 posts created annually, and a reach that can extend to 48,000, a website featuring guides to using records, articles on historical research and promotion of events, and a quarterly digital newsletter. More than 4,000 new visitors to the website, and over 10,200 newsletter subscribers were recorded in 2023-24. A small group of amazing and dedicated volunteers have been creating a digital index to some post-1903 Bendigo rate books, and have commenced an index to 20th Century City of Bendigo correspondence.

Permanent public records are also held in other class A PODs at Beechworth's Robert O'Hara Burke Museum, the Geelong Heritage Centre and the University of Melbourne Archives. All class A PODs are working on a long-term plan to integrate their respective record listings into PROV's catalogue to aid researchers accessing their collection materials.

A range of historical societies, museums and genealogical organisations around regional and metropolitan Victoria have been appointed Class B PODs to hold temporary public records in their collections. PROV works with these organisations to support them in caring for public records, providing access and authorising the transfer of public records into their collections. There are currently 111 Class B PODs and the Victoria-wide network is growing steadily.

PROV in the media

PROV records and programs appeared in the mainstream media approximately 366 times in the 2023-24 financial year, up from 268 in the previous year. Coverage included TV news, radio interviews, newspapers, online publications and industry newsletters. In January 2024, stories from our 1 January Section 9 record opening campaign were syndicated across 80+ news publications with additional features in *Traces Magazine* and on *ABC Online*. The Victorian Community History Awards and Local History Grants Program featured more

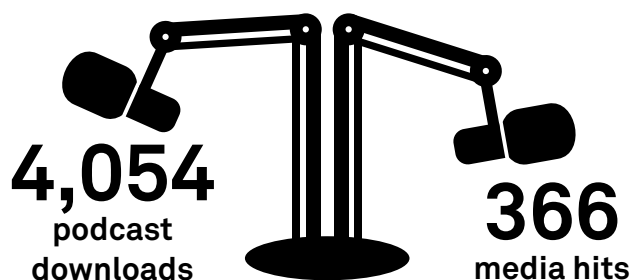
than 100 times including coverage for individual winners and their projects. PROV's programs, the grants and history awards, as well as PROV's important role and functions in preserving public records, featured in media publications this financial year. Government recordkeeping news and advice ran in industry news more than 20 times throughout the year including features in *iQ Magazine* written by staff.

Look history in the eye podcast

We added two new episodes to the *Look history in the eye* podcast in 2023-24.

The episode titled 'Unearthed: the audacious story of Fanny Finch, pioneer and rule-breaker' featured a live recording of an entertaining musical performance about 1850s goldfields businesswoman, and trailblazer for women's rights, Fanny Finch. The episode was performed by historian Kacey Sinclair, alongside Finch's descendants, Bill and Alice Garner, with music by Friends of Wendy Cotton. This episode was released in August 2023 and has been downloaded 777 times.

'Unravelling phrenology: a dive into a controversial past and its modern implications' was released in February 2024, with 511 downloads so far. The episode revisits the practice of phrenology in Melbourne and profiles the infamous Madame Gurka. It also asks technology researchers if the emerging use of facial analysis technology in AI is resembling phrenological practices and is any less deceptive than the controversial days of skull studying and make-believe. The episode features interviews with Dr Alexandra Roginski, Edward Santow and Christopher O'Neil.



PROV's Natasha Cantwell and Tara Oldfield accepted the Mander Jones Award at the Australian Society of Archivists' Annual Conference at the MCG.

Throughout 2023–24, new and old episodes of the podcast were downloaded 4,054 times overall, with 11,291 total downloads since the 2022 launch.

In September 2023 we were pleased to receive an Australian Society of Archivists' Mander Jones Award for 2022–23 episodes of the podcast and corresponding website.

Digital Twin and MapWarper

The historical plans of Victoria held within our collection are some of the most fascinating and useful records for researchers studying land change over time.

Our MapWarper tool takes 12,187 of these maps and plans and places on them on present day maps through crowdsourcing. Since its release in 2019, MapWarper has attracted 2,300 researchers who have geo-rectified 10,018 maps and made 900 annotations.

More broadly, Digital Twin Victoria uses digital twin technology, geospatial data and spatial innovation to display mapping data from across Victorian Government agencies in one place. In 2023, PROV began a project to import all 12,187 historic maps from MapWarper into the Digital Twin. These maps are now all searchable by contemporary place name and constitute the first and only historic land use map dataset on the Digital Twin to date.

GovHack

GovHack is an annual open government data competition inviting developers to try and solve a problem for an agency over 48 hours. In September 2023, PROV sponsored the event, with two teams winning PROV challenges to use our API to either automate the tagging and description of photographic collections, or create a service that allows users to remix the archives for artistic endeavour. The GovHack sponsorship provided fantastic technical solutions for PROV to consider as future projects within the organisation and promoted PROV to an audience who were otherwise unfamiliar with our collections.

Provenance

Provenance: the journal of Public Record Office Victoria is our free online journal published annually at prov.vic.gov.au.

Provenance is a forum for researchers using PROV's collection to publish their research and writing. Authors have the option to have their work anonymously peer reviewed according to scholarly conventions, or to publish a more informal

or general interest article. *Provenance* issue 21, 2023–24, was published in April and includes three peer-reviewed articles and five forum articles.

Andrew May's peer reviewed article, 'City views: modelling Melbourne at the Royal Exhibition Building', presents the story of the creation of a significant model of early Melbourne as it was in 1838, built by French immigrant and Victorian Railways draftsman JJ Drouhet 50 years later in 1888 for display at the Centennial International Exhibition.

In her peer reviewed article, 'The value of rate books and multi-scale analysis: a Hotham/North Melbourne case study', Fiona Gatt highlights how local council rate records, originally used to administer the collection of levies on dwellings within a particular municipality, are a relatively under-utilised archival collection that can supplement and enhance other sources to reveal levels of demographic data over time and enrich place-based histories.

In their peer reviewed article 'Land, water and property: surveying the Boort pre-emptive right', Peter Davies and Susan Lawrence use a case study to explore the complexity of imported British laws and land survey practices involved in the process of alienation of land from the Crown in Victoria after 1847, including the role and importance of water for settler colonists in delineating boundaries and securing private land ownership.

Erica Cervini, in "Wayward", "immoral" and "evil": dispelling myths about Brookside Reformatory girls, examines the lives of two inmates of Brookside. Cervini's narrative shows how the more recent failings in institutional care have a long history and highlights the importance of prioritising the voices of young people in institutions.

Kendrea Rhodes, in 'Tracing ancestral voices', likewise uses former ward records for her research, but as part of a quest to shed light on her family's history and to clear up some longstanding family mysteries.

Charlie Farrugia's research into the life of Antonio Azzopardi explores the biographical details of a well-known Maltese immigrant to colonial Victoria through public records, specifically shipping and rate records as well as other government sources. Farrugia demonstrates how these records can be used to confirm or disprove information in life narratives or throw up even more questions.

Malcolm Campbell's article, 'Victoria's system of weights and measures administration', highlights the importance of the introduction and standardisation of reliable and accurate weights and measures for the rapidly expanding commercial activity of the goldrush period in Victoria.

In 'Reshaping the Yarra: unrealised plans and visions for the Port of Melbourne', Sebastian Gurciullo draws on maps and plans to trace the changes made to the lower Yarra as the Port of Melbourne developed, but also to explore some of the proposed changes that never eventuated.

We acknowledge the anonymous peer reviewers, copy-editor Rani Kerin, and editorial board which supports the production of *Provenance* each year:

- Tsari Anderson, Editor, *Provenance*; Manager 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*; Project Officer Collection Management, Public Record Office Victoria
- Dr Adrian Jones OAM, Associate Professor of History, La Trobe University
- Dr Mike Jones, Postdoctoral Fellow, Indigenous and Colonial Histories, University of Tasmania
- Dr James Lesh, Lecturer, Cultural Heritage and Museum Studies, Deakin University
- Dr Seamus O'Hanlon, Associate Professor of History, Monash University
- Jenny Redman, Genealogical Society of Victoria
- Katherine Sheedy, Professional Historians Association (Vic) Inc.
- Dr Judith Smart, Adjunct Professor, RMIT University; Principal Fellow, The University of Melbourne
- Dr Rachel Standfield, Lecturer, Indigenous Studies, The University of Melbourne

AI proof-of-concept projects

Transkribus is a web service that allows organisations, through an annual license, to use machine learning to automatically transcribe thousands of handwritten records in a fraction of the time it would normally take if done manually. In 2023, PROV began to research the viability of the software for use at the State Archives and in 2024

a pilot project to transcribe records at scale was undertaken. Records from the Ned Kelly Historical Collection were used as part of the project, among other records such as building notice registers. The pilot showed that Transkribus can complete transcription of collections with 97.05 per cent accuracy. We intend to explore further use of this tool in 2024–25 to enrich collection search and readability, making public records more accessible into the future.

Also in 2023–24, PROV completed a proof-of-concept project using AI tools to automate the description of poorly described historic photographs. The project proved beneficial when AI was used in collaboration with human oversight and ethical frameworks. The project will be expanded in 2024–25 as part of the digital volunteering program.

Website

The website attracted 1,023,114 visitors with 313,015 digitised records downloaded in 2023–24.

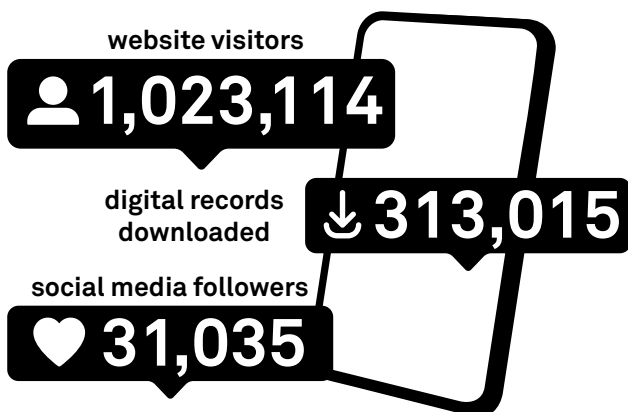
In 2024, the PROV photowall service, a searchable interface for historic photographs, was publicly released on our website after its development in 2023. The service allows an efficient search across a wide array of photographic collections for a single subject, something not previously possible on the PROV website, and is the first web service built on top of the PROV Public API.

Among the new content added to the website were links and information around vicarious trauma to assist researchers who may be accessing emotionally confronting historic records.

Along with the release of the photowall and trauma links, the PROV website had its core operating system upgraded to Drupal 10. In addition, we commenced work to redesign the front-end experience for selecting and ordering records, ready for implementation in 2024–25.

Social media

In 2023–24 our online community grew steadily from 29,029 to 31,035 people, across Facebook, Instagram, X (formerly Twitter), LinkedIn and YouTube. Our two largest channels, Facebook and X, saw more than 188,657 engagements throughout the year, with content streams around suburbs and transport particularly popular. In 2023–24 we placed particular focus on strengthening our LinkedIn activity with engagement for this channel growing from 4,386 engagements in 2022–23 to 5,676 in 2023–24.



Grants and awards

The Victorian Community History Awards and Local History Grants programs continued to support and recognise community groups and individuals committed to preserving and sharing Victoria's diverse history. Both programs were supported by the Victorian Government through the Community Support Fund.

The 2023 Victorian Community History Awards were presented at the Arts Centre Melbourne on the 2nd of February 2024 by PROV in partnership with the Royal Historical Society of Victoria. Carmel McKenzie won the Victorian Premier's History Award for her book *St Kilda 1841–1900: Movers and Shakers and Money-Makers*. In her acceptance speech Carmel highlighted the importance of the cultural collections of Victoria, and the joy her regular visits to the Victorian Archives Centre brought her. Her book details how St Kilda was a bastion of aristocratic privilege prior to the 1890s. The judges described the book as “a beautifully presented and profusely illustrated social history.”

Other winners included Kath Kenny for her book *Staging a Revolution: When Betty Rocked the Pram* and *Unknown Melbourne*, a digital storytelling project by Julian O'Shea. See the full list of winners in the Appendix of this report.

In the 2023–24 financial year, two rounds of the Local History Grants Program were announced.

In the 2022–23 round, announced on the 8th of September 2023, 42 projects received funding including the Australian Living Peace Museum, granted \$15,000 for the development of an app-based walking tour of the Melbourne CBD that shares stories of six key sites and people central to peace activism during World War I.

Melbourne Athenaeum also received funding for digital stories related to Victoria's cultural history and the Ballarat and District Irish Association for

its “Lost Irish Women of Eureka” project.

The 2023–24 round saw another 42 projects selected to share in \$350,000 of funding, including Deafblind Victoria who received \$13,465 for their web and video interview project capturing the stories and archival material of the Deafblind community in Victoria from 1988 to the present day.

Other successful grant recipients included Taungurung Land and Waters Council for their project to digitise and catalogue their artefact collection. The Ethnic Community Broadcasting Association of Victoria received support to record a series of oral histories of long-standing volunteers. The North Richmond Community Health Centre received funding to produce oral histories and an e-book for their 50th anniversary.



Victorian Premier's History Award winner Carmel McKenzie.



All winners with Richard Broome and Judy Maddigan, at the Arts Centre Melbourne.

A number of community groups also received grant funding to undertake digitisation projects and make items more accessible to the community, including Ballarat and District Genealogical Society Inc., Birregurra District Historical Centre, Box Hill Historical Society Inc., Casterton and District Historical Society Inc., East Gippsland Historical Society Inc., Millgrove Residents Action Group Inc., Mount Rouse & District Historical Society Inc., and Port Fairy Ghost Stories Inc..

See the Appendix 10 for a full list of recipients.

Exhibitions

We launched our combined Public Record Office Victoria and National Archives of Australia exhibition *Collective City* in July 2023 at the Victorian Archives Centre. The exhibition then headed to the Prahran Mechanics Institute Victorian History Library in December 2023. This popular show featured historic photographs of Melbourne from the state and federal government archives, alongside images representing our city today, curated from submissions by contemporary street photographers. The exhibition explored the moments of joy and connection that happen in our public spaces, between friends, family and strangers. It also highlighted the ways people can feel disconnected or lonely in a crowd, and the divisions created by inequity of access to services and public spaces. *Collective City* can now be viewed on the PROV website as an online exhibition.

In June 2024 we launched our first Creative in Residence exhibition. Tahlia Palmer took over the Victorian Archive Centre Gallery for three weeks with an installation of projections, sound and video works. Palmer's hypnotic works invited audiences to reflect on their relationship with history, Country, and the socio-economic disparity on this continent.

We continued our long-standing partnership with Old Treasury Building to showcase records from our collection within their exhibitions. In 2023–24 they curated one new exhibition, *Belongings: objects of a family life*, in addition to their existing displays. The exhibition looks at stories behind some of the objects that have shaped the family in Australia over the decades, from the smartphone, to the wedding dress and even the indoor toilet! State Bank home models and plans from our collection featured amongst the displays. 46,025 people attended Old Treasury Building exhibitions in 2023–24. In 2024–25, maps and plans from our collection will be shown in an exhibition about architect John James Clark.



Collective City on display in the VAC Gallery.

As part of our exhibition loan program we also loaned four records out to the Shrine of Remembrance for *Recovering the past*, a unique photographic exhibition on display from 30 March to 29 September 2024; and a 1923 architecture competition exhibition to come in the 2024–25 financial year.

Events and partnerships

This year PROV partnered with festivals such as Melbourne Rare Book Week, Melbourne Design Week and Open House Melbourne, as well as running independent events both online and in person at the Victorian Archives Centre.

Highlights included our International Archives Day talk in June 2024 with the Victorian Institute of Forensic Medicine, explaining how they used family history research to piece together the identity of the 'Sandy Point Man', a 95-year-old skeleton discovered near Wilsons Promontory in 2017.

Queer-ways: From archive to artwork, a talk in May 2024 with LUCIANO about the Victorian Community History Award winning community-driven Queer-ways project, which fuses archive materials and immersive experiences to increase accessibility of local queer history across Melbourne and regional Victoria.

Our History Month event in October 2023 was *An Evening of Mystery in the Eastern Arcade: Phrenologists and Spiritualists of Early Twentieth-Century Melbourne* with Dr Alexandra Roginski and Professor Andrew Singleton.

Also as part of our public programming, we continued to offer course-specific presentations to tertiary students, helping them with the fundamentals of archival research and navigating



Andrew Singleton and Alexandra Roginski ready to present their Eastern Arcade discussion.

PROV records. This year we delivered talks and tours of the Victorian Archives Centre to students studying history, information studies, cultural heritage and conservation across six different universities.

We also held numerous workshops and talks at the Ballarat Archives Centre covering such topics as family history, historic homes, and online collections; hosted the final six sessions of Hazel Edwards' writing workshops; and delivered talks offsite to other library and community groups.

These events were attended by a total of 1,582 people with further reach via post-event audio and video recordings.

An efficient and effective organisation

People & culture

A major area of focus in 2023-24 was on embedding hybrid arrangements into how we work. This involved a comprehensive staff-led consultation process, incorporating lessons learned from the previous 12 months. Key take-aways were the need to be transparent and intentional with time in the office, and to remain focused on internal and external customer service first and foremost. All flexible working arrangements must work for the individual, the team, organisation and external stakeholders.

Another significant area of work for the People & Culture team this year was the completion of our first progress report as per the Gender Equality Act 2020 (Vic), which showed improvements in nearly

all categories. A review of all position descriptions was also undertaken to ensure complexity of role and pay scales are comparable when considering gender and intersectionality.

We continue to see strong results in the People Matter surveys. Key results in 2023–24 included:

- a 77 per cent satisfaction rating (compared to a VPS 65 per cent)
- 77 per cent for engagement (VPS comparison 67 per cent)
- and 81 per cent for inclusion (VPS comparison 78 per cent)
- high to severe stress is low at 10 per cent (compared to VPS 25 per cent)
- 84 per cent of respondents said they are proud to say they work at PROV
- 81 per cent would recommend PROV as a good place to work.

Since the previous survey our focus has been on strengthening collaboration amongst different teams, increasing communication across the organisation, transparency on recruitment, and eliminating negative behaviours.

Promoting psychological safety has been another key area for People & Culture, in preparation for the updated psychosocial safety regulations. We have provided training to staff and managers so they can identify hazards and assess and control the risks. An internal awareness campaign has been important to ensure all staff have an understanding of potential psychosocial hazards and can therefore eliminate them before they cause harm. Examples include providing role clarity, encouraging supportive management practices, focusing on change management and increasing knowledge and support for vicarious trauma.

Facilities

In 2023–24, our Facilities team consolidated works on our Heating, Ventilation and Air Conditioning (HVAC) system and Building Management System (BMS) which has greatly improved operations within the facility. Waste recycling levels are at 71 per cent for the year.

Public spaces

Some records in PROV's collection contain language and descriptions which may be upsetting. In late 2023, we created a private space, or 'sanctuary', in the reading room that researchers can use to digest sensitive materials. The space includes couches



A sanctuary space has been added to our reading room to address vicarious trauma.

and a computer, and a door that can be closed if a researcher finds they need a moment alone with the records they are researching. While in the old café, near the main foyer entry, we created another space specifically for researchers to take a break. Consisting of chairs, tables and vending machines, the area provides a place for visitors to take a moment away from their research, bring in their own lunch, have a snack or just relax. Both new spaces have received a positive response from visitors.

Technical services

In 2023–24, the Technical Services team continued to work on delivering effective, efficient and business-oriented IT systems that meet the organisation’s needs and enable PROV to meet its vision of public records, publicly available.

Technical Services have effectively managed and supported multiple IT projects and enhancements, prioritising infrastructure optimisation and leveraging existing business systems.

Recent upgrades to the Archival Management System (AMS) and Koorie Index of Names have enabled the business to improve processes to provide more efficient services and management of digital and physical records, resulting in increased accessibility.

The team has also focused on infrastructure, business applications and cybersecurity, delivering on a number of projects including:

- a digital archive storage upgrade
- decommissioning of legacy systems



Break area for researchers.

- redesigning the PROV network to increase security and streamline operations, improving performance, stability and manageability
- adding redundancy to critical core components of the IT infrastructure
- upgrading aged network hardware throughout the North Melbourne site
- introducing a new network monitoring and management platform
- creating comprehensive full network diagrams
- redesigning the AMS cloud architecture, reducing costs
- and introducing new mobile device and an end point management platform.

Technical Services continue to work in collaboration with the business to ensuring stable, secure and performing technology.

Thomson River, Walhalla, c1910.
PROV.VPRS 19731/C1, box 16, item DME 1789



Output Measures 2023–24

PROV 2023–24 Budget Paper 3 performance measures

Performance measure	Type of measure	Unit of measure	2023–24 target	2023–24 actual	Variance (%)
Physical and digital records utilised by public and government users	Quantity	Number	4,710,000	4,256,470	-9.63% ¹
Satisfaction with services provided by Public Record Office Victoria to government agencies and to the public	Quality	Per cent	90%	96%	6% ²
Provision of services within published timeframes	Timeliness	Per cent	95%	98%	3%

PROV 2023–24 Annual Report measures

Output	Unit of measure	2023–24 target	2023–24 actual
Retention and disposal authorities issued	Number	6	9 ³
Percentage of Recordkeeping Standards, Specifications and Policies reviewed to ensure they remain current	Percentage	90%	100% ⁴
Number of visitors to PROV exhibitions and events	Number	30,000	44,738 ⁵
Number of Reading Room visitors	Number	7,000	7,405 ⁶
Collection storage meeting industry standard	Per cent	95%	95%
Number of records made available for public users in Reading Rooms	Number	35,000	34,217
Number of records made available to government users other than in Reading Rooms	Number	4,500	4,565
Number of public enquiries	Number	2,000	2,002
Staff hours spent on L&D activities	Hours	N/A	972
Online visitors to website	Number	990,000	1,023,114

¹ The actual is lower than the 2023–24 target due to a lower-than-expected number of digital images downloaded from third party genealogy websites.

² The actual is slightly higher than the target due to increased satisfaction rates for PROV services.

³ The actual is higher than anticipated due to the inclusion of new high priority projects.

⁴ The Standard and associated specifications were reviewed with no delays allowing us to complete the project within the year.

⁵ This increase in the number of visitors reflects a sustained upward trend since the end of Covid-19 closure measures.

⁶ The actual is slightly higher than the target due to an increased number of visitors in 2023–24.

PROV 2023-24 Annual Statistics

Output	Unit of measure	2023-24 actual
Number of context entities (agencies, functions) registered	Number	166
Number of series registered	Number	823
Digital records accessioned	Number	192,795
Number of physical items accessioned	Number	109,374
Number of consignments accessioned	Number	245
Permanent value records transferred	Shelf metres	1,491.50
Number of participants undertaking records management training	Number	8,951
Volunteer hours	Number	10,809.66
Number of KRU enquiries received	Number	185
Number of digital copies provided to KRU clients	Number	4,946
Number of items digitised on demand	Number	5,775

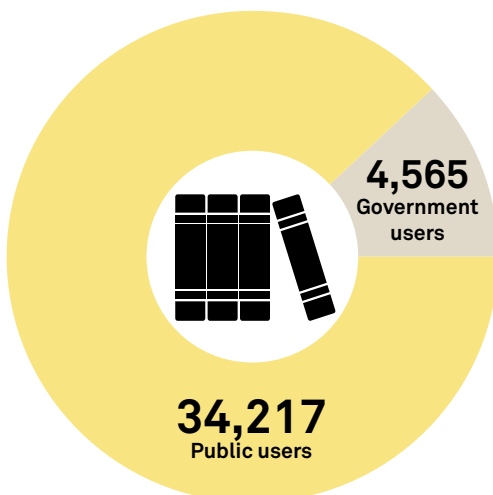
Reading Room and Record Retrievals

Public Record Office Victoria operates two public reading rooms: one at the Victorian Archives Centre in North Melbourne and the other at the Ballarat Archives Centre at the Eureka Centre in Ballarat. Records can also be accessed at the Bendigo Regional Archives Centre within Bendigo Library, the Geelong Library Heritage Centre and (by appointment only) at the Burke Museum in Beechworth.

During 2023-24, 7,405 visitors utilised the reading rooms to view public records. 34,217 records were issued to visitors and an additional 4,565 were issued to Government Agencies and for internal PROV use.

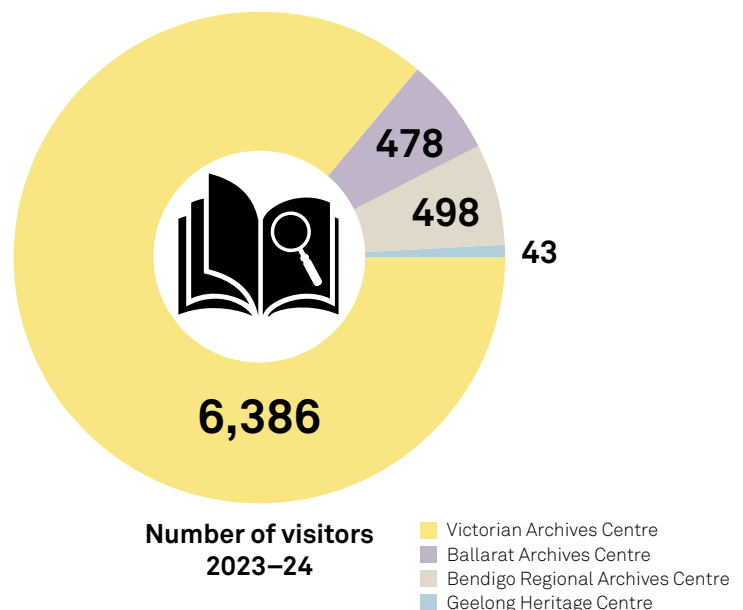
In 2023-24 reference queries were managed through our online enquiry system which received an average 174 queries per month: providing a consistent and seamless approach to customer service.

Records issued



Number of records issued
2023-24

Visitors to reading rooms



Number of visitors
2023-24

■ Victorian Archives Centre
■ Ballarat Archives Centre
■ Bendigo Regional Archives Centre
■ Geelong Heritage Centre

Lightning Creek flume erected in 1886 by the Mammoth Hydraulic
Stuicing and Gold Mining Company; Lightning Creek, c1890s.
PROV, VPRS 19731/C1, box 14, item DME 1406.



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 fair value of the physical collection at 30 June 2024 is \$520m.

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, was valued at \$98.6m in June 2022.

Motor vehicles

PROV operates one vehicle: a midsize SUV.

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

	2020–21	2021–22	2022–23	2023–24
Operating	3,732,968	4,323,483	4,294,535	5,097,834
Salary and on-costs	7,329,200	7,733,166	7,750,675	8,204,323
Sub-total	11,062,168	12,056,649	12,045,210	13,302,157
Capital	689,675	360,338	309,043	384,616
Depreciation	1,989,085	2,410,195	2,861,271	3,059,669
Total expenditure	13,740,928	14,827,182	15,215,524	16,746,441

Trust fund	Opening balance	Revenue 2023–24	Expenditure 2023–24	Closing balance
Department of Treasury and Finance - Community Support Fund (Victorian Community History Awards and Local History Grants Program)	6,225	400,000	389,800	16,425
Department of Jobs, Skills, Industry and Regions - Geological Survey of Victoria Archiving project	66,665	0	66,665	0
Department of Education Trust	967,004	0	234,877	732,127
Other trust funds	143,751	413	28,085	116,079

Appendix 3: Workforce Data

As at end of June 2024

Ongoing			Fixed-term & casual	Externally funded
	Headcount	FTE	FTE	FTE
Gender				
Female	32	30.4	5	3
Male	20	19.2	5	0
Self-described	1	1	0	0
Age				
Under 25	0	0	1.6	0
25-34	8	8	0.6	2
35-44	12	11.8	1.4	1
45-54	15	14.4	2	0
55-64	15	13.6	4	0
Over 65	3	2.8	0.4	0
Classification				
Executive	0	0	1	0
STS	1	0.7	0	0
Grade 6	8	7.8	2	0
Grade 5	11	10.5	0	0
Grade 4	12	11.8	2	1
Grade 3	14	13.6	1	2
Grade 2	7	6.2	4	0

Ongoing employees				Fixed-term & casual	Externally funded
Headcount	Full-time	Part-time	FTE	FTE	FTE
53	43	10	50.6	10	3

Appendix 4: Standards and Advice

Section 12 of the *Public Records Act 1973* requires the Keeper of Public Records to establish standards for the efficient management of public records and 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: prov.vic.gov.au/recordkeeping-government/standards-policies-rdas.

Appendix 5: Recordkeeping Standards Framework Documents Issued 2023–24

Standards and specifications issued

Number	Name	Issued date
PROS 19/05	Adding Metadata Packages to VEOs V1.1	27/07/2023
PROS 24/01	Operational Management Standard	16/01/2024

Appendix 6: Retention and Disposal Authority (RDA) Documents Issued or Varied 2023–24

New RDAs

Standard number	Name	Issued date
PROS 23/03	Retention and Disposal Authority for Records of Redress and Reparation Scheme Functions	25/08/2023
PROS 23/04	Retention and Disposal Authority for Records of the Coroners Court of Victoria	23/08/2023
PROS 23/05	Retention and Disposal Authority for Records of Mental Health Tribunal	01/09/2023
PROS 23/06	Retention and Disposal Authority for Records of the Public Transport Function	13/10/2023
PROS 23/07	Retention and Disposal Authority for Records of the Planning Referral Function	13/10/2023
PROS 23/08	Retention and Disposal Authority for Records of the Supreme Court	19/10/2023
PROS 23/09	Retention and Disposal Authority for Records of the Victorian Legal Admissions Board	13/11/2023
PROS 24/02	Retention and Disposal Authority for Records of the Office of the Special Investigator	22/01/2024
PROS 24/03	Retention and Disposal Authority for Records of the Human Resources Management Function	19/03/2024

RDAs varied

Standard number	Name	Issued date
PROS 04/08	Retention and Disposal Authority for Records of Victims of Crime Assistance Tribunal Variation 6	27/10/2023
PROS 09/04	Retention and Disposal Authority for Records of the Children's Court Variation 4	02/01/2024
PROS 14/01	Retention and Disposal Authority for Records of Victims of Transport Accident Prevention and Assistance Functions Variation 1	02/01/2024
PROS 10/14	Retention and Disposal Authority for Records of Victoria Police Variation 4	02/01/2024

Standard Number	Name	Issued date
PROS 07/01	Retention and Disposal Authority for Records of Common Administrative Functions Variation 8	19/03/2024
PROS 22/06	Retention and Disposal Authority for School Records Variation 2	26/03/2024
PROS 12/04	Retention and Disposal Authority for Records of State Revenue Office Variation 2	22/03/2024
PROS 08/15	Retention and Disposal Authority for Records of Public Health Functions Variation 5	09/05/2024

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: prov.vic.gov.au/recordkeeping-government/certified-suppliers-vendors/apross-for-agencies

APROSS	
Facilities approved in 2023–24	2
Reappointments	2
Number of current approved APROSS facilities	32

Appendix 8: Staff Achievements

Awards

Look history in the eye podcast and website, produced by Public Record Office Victoria's communications team, was awarded the Australian Society of Archivists' (ASA) 2022 Mander Jones Award in September 2023 for *Best publication that uses, features or interprets Australian archives, written by or on behalf of a corporate body*.

Professional committees

Tsari Anderson: editor, *Provenance* journal; member, Professional Historians Association; PROV delegate, Council of Australasian Archives and Records Authorities (CAARA) First Nations Special Interest Group.

Tayla Di Giacomo: PROV delegate, Digital Preservation Coalition Australasia Stakeholder Group.

Charlie Farrugia: member, Victorian Association of Family History Organisations Committee; member, Geelong Heritage Centre Collection Advisory Committee.

Peter Francis: member, Australasian Digital Recordkeeping Initiative; member, Association of Computing Machinery; member, Microsoft IRMS M365 Customer Advisory Board; member, Microsoft RIMPA M365 Customer Advisory Board Working Group; member, Standards Australia Information Migration Working Group (IT-021-15).

Robin Friend: PROV delegate, Digital Preservation Coalition Bit List Council.

Dr Sebastian Gurciullo: editorial board member, *Archives and Manuscripts*; editorial board member and editor, *Provenance* journal; webmaster and steering committee member of the Section on Literary and Artistic Archives of the International Council on Archive.

Justine Heazlewood: chair, Australasian Digital Recordkeeping Initiative; chair, Australian Libraries and Archives Copyright Coalition; member, Council of Australasian Archives and Records Authorities; member, Standards Australia, Records and Document Management Systems Committee (IT-21); member, Stolen Generations Historical Records Taskforce, Healing Foundation; member, Whyte Bequest Advisory Committee.

Xander Hunter: professional member (ARIM), Records and Information Management Practitioners Alliance (RIMPA Global); member, Australian Anthropological Society; member, Australasian Digital Recordkeeping Initiative.

Julie McCormack: PROV delegate, Australian Society of Archivists; convenor, Government Archivists Special Interest Group, Australian Society of Archivists; member, Australian Society of Archivists Melbourne Conference 2023 Organising Committee; member, Australasian Digital Recordkeeping Initiative.

Alison McNulty: member, Australasian Digital Recordkeeping Initiative; member, Records and Information Management Practitioners Alliance (RIMPA Global); member, Standards Australia, Recordkeeping Compliance Review Committee (IT-021-17).

Marianne O'Hara: PROV delegate, CAARA Education Working Group; Corporate member, Records and Information Management Practitioners Alliance (RIMPA Global); member, Information Governance ANZ; member, Australian Society of Archivists.

Tara Oldfield: deputy chair and board member, History Council of Victoria.

Nicole Tighe: member, Australian Human Resources Institute; member, Department of Government Services Human Resources Working Group; member, VPS Human Resources Working Group.

Conferences and presentations

Public Record Office Victoria
PROV representative and judge
Govhack, Deakin University, September 2023

Asa Letourneau

PROV's recent records at risk transfer processing
Australian Society of Archivists 2023
National Conference
Melbourne Cricket Ground, September 2023

Imogen Telfer and Andrew Harris

Overloaded and overboard! Supporting the changing digital data and information landscape to upskill industry on recordkeeping requirements in a digital environment with a new online training module
Australian Society of Archivists 2023 National Conference
Melbourne Cricket Ground, September 2023

Marianne O'Hara

Tendering, contract management and recordkeeping
Procurement Officers Forum
Online, September 2023

Alison McNulty

PROV Map Warper: crowdsourcing the rectification and annotation of cartographic records from the State archives of Victoria.

ICA Conference Abu Dhabi, October 2023

Asa Letourneau

Recordkeeping for sourcing and contract management

Chief Procurement Officers Forum

Online, November 2023

Alison McNulty

Public Record Office Victoria update

RIMPA Global Roadshow

Melbourne, May 2024

Alison McNulty

Searching the archives

Carnegie Library and Community Centre Program

Carnegie, June 2024

Tara Oldfield

Appendix 9: Victorian Community History Award winners

The Victorian Community History Awards are held annually in partnership with the Royal Historical Society of Victoria. Winners for 2023, announced at the Arts Centre in February 2024, were:

Recipient	Project	Awarded
Carmel McKenzie	<i>St Kilda 1841–1900: Movers and Shakers and Money-Makers</i>	Victorian Premier's History Award (\$5,000 prize)
John Cary	<i>Frontier Magistrate: The Enigmatic Foster Fyans</i>	Judges' Special Prize (\$500)
Lisa Byrne and Dr Jane Eckett	<i>On Bunurong Country: Art and Design in Frankston</i>	Collaborative Community History Award (\$2,000)
Elio Sarpi	<i>Houses of North and West Melbourne</i>	Local History Project Award (\$2,000)
Kath Kenny	<i>Staging a Revolution: When Betty Rocked the Pram</i>	History Publication Award (\$2,000)
Flinders District Historical Society	<i>Flinders Cargo Shed: Heritage and Environs</i>	Small History Publication Award (\$1,500)
Willaura Modern Inc. at Historic Railway Station Gallery in association with Willaura Historical Society	<i>Precious Objects: Shared Memories of our Collective Past</i>	Small Organisation History Project Award (\$1,500)
Charlton Neighbourhood House	<i>Nyernila</i>	Community Diversity Award (\$1,500)
Julian O'Shea	<i>Unknown Melbourne</i>	Digital Storytelling Award (\$1,500)
Gus Berger	<i>The Lost City of Melbourne</i>	History Interpretation Award (\$1500)
Richard Lowenstein and Martie Lowenstein	<i>Don't Be Too Polite Girls</i>	Oral History Award presented in collaboration with Oral History Victoria (\$1,500)
Sylvia Morrissey, published in Victorian Historical Journal	<i>No Mention of the Great Famine: Interpreting a Gap in Dr John Singleton's Autobiographical Narrative</i>	History Article Award (\$500)

Appendix 10: Local History Grant Recipients

The Local History Grant recipients for the 2023 and 2024 rounds were:

2022–23 Round announced 8 September 2023

Recipient	Project	Awarded
Alexandra Historical Society Inc.	<i>Record keeping update</i>	\$2,800.00
Ararat Genealogical Society Inc.	<i>Ararat Genealogical Society Inc. digitisation of newspapers project 1857–1873</i>	\$13,475.00
Australian Living Peace Museum	<i>Melbourne CBD Digital Peace Heritage Walk: people and places of significance</i>	\$15,000.00
Australian Red Cross Society Victoria	<i>Preserving community textiles: the Australian Red Cross Heritage Archives Victoria</i>	\$12,342.00

Recipient	Project	Awarded
Ballarat and District Irish Association Inc.	<i>Lost Irish Women of Eureka</i>	\$14,500.00
Ballarat Historical Society Incorporated	<i>Ballarat Historical Society Website redesign</i>	\$6,114.00
Bendigo Historical Society Incorporated	<i>History House Community Museum Project</i>	\$13,788.00
Bidwell First Nations Clans Aboriginal Corporation	<i>Bidwell Culture Protection and Preservation</i>	\$12,500.00
Biodiversity Heritage Library Australia	<i>Capturing the history of Victoria's Field Naturalists Clubs</i>	\$14,778.00
Central Goldfields Shire Council	<i>The multiple histories of the Central Goldfields Art Gallery and Fire Station Site</i>	\$9,970.00
Charlton Golden Grains Museum	<i>Conservation of Taxidermy Bird Display</i>	\$2,500.00
Cobden & District Historical Society	<i>Preservation of Orton Collection of Glass Negatives</i>	\$8,373.75
Coburg Historical Society	<i>Digitisation of Degrading Cassette Tape Audio Recordings (interviews and talks 1985–2008)</i>	\$2,825.90
Cottage by the Sea	<i>Archiving Cottage by the Sea historical camp program documents</i>	\$1,388.00
Deaf Sport Recreation Victoria	<i>Preserving Deaf Sport History</i>	\$13,440.00
Friends of Wanderslore	<i>Significance Assessment of the Wanderslore Constance Coleman Collection of Artworks, Archives and Artefacts</i>	\$4,500.00
Gundowring Hall and Reserve	<i>Recording Oral Histories of the Gundowring settler community</i>	\$2,550.00
Horsham Historical Society Inc.	<i>Scanning negatives and saving as digital files</i>	\$1,485.00
Kensington Neighbourhood House (KNH)	<i>It Takes A Village: cataloguing and digitising the archives of Kensington Neighbourhood House</i>	\$10,260.00
Linton and District Historical Society	<i>The Grenville Standard Digitisation Project</i>	\$7,238.00
Mallee Landcare Group Incorporated	<i>The Mallee Landcare Group promoting history and resilience of the custodians of our land</i>	\$11,495.00
Mildura Rural City Council	<i>Preserving our past: digitizing equipment for updating local history on obsolete formats into current technology</i>	\$4,871.17
Mission to Seafarers (Victoria) Incorporated	<i>Conservation of the 1896–1902 Scrapbook</i>	\$10,482.50
Nagambie Historical Society Inc.	<i>Digitisation workstation completion</i>	\$6,302.00
Nathalia & District Historical Society	<i>Preserving the Past, Digitizing the Future: Nathalia's Newspaper Heritage</i>	\$10,500.00
National Chinese Museum of Australia Ltd	<i>Golden Dragon Museum Archival Digitisation Project</i>	\$9,062.74
Omeo Historical Society	<i>Conservation, Omeo court records</i>	\$5,540.00

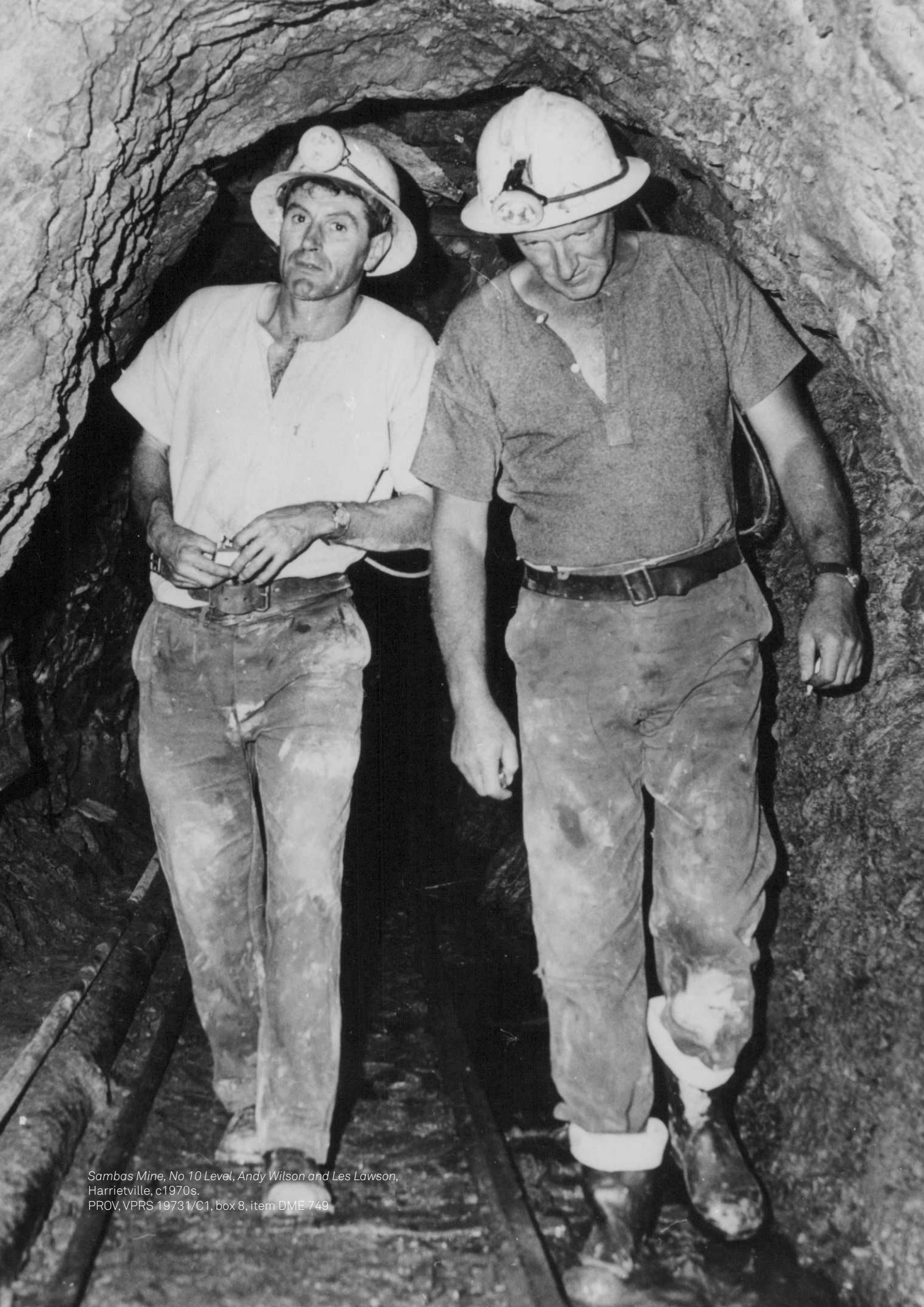
Recipient	Project	Awarded
Ouyen District History & Genealogy Centre Inc.	<i>Ouyen Mail Newspaper-Microfilm Digitisation</i>	\$10,000.00
Port Melbourne Historical and Preservation Society	<i>The life and times of Allan Whittaker, Gallipoli veteran and waterside worker</i>	\$8,000.00
Robert Menzies Institute	<i>Jeparit Historical Society Collection Assessment</i>	\$3,550.00
Rutherglen Historical Society	<i>The Rutherglen - Wahgunyah Old Carlyle First Settlement Cemetery</i>	\$2,365.00
Seymour and District Historical Society Inc.	<i>Digitisation of Seymour and District Historical Society's collection</i>	\$11,509.10
Southern Metropolitan Cemeteries Trust	<i>Preservation Needs Assessment for Paper-based Historical Cemetery Records held by the Southern Metropolitan Cemeteries Trust</i>	\$6,600.00
Stanley Athenaeum and Public Room	<i>Caring for the Collection of Stanley Athenaeum and Public Room</i>	\$9,944.50
Stawell Athletic Club Inc.	<i>Stawell Gift Hall of Fame Collection Management Project</i>	\$11,792.40
Switchboard (Victoria) Inc.	<i>LGBTIQA+ Switchboard Oral History Project</i>	\$11,890.00
Talbot Arts and Historical Museum	<i>Preserving local records, information and collection objects at Talbot Museum</i>	\$4,475.70
Taradale Historical Group Inc.	<i>The Taradale Historical Group (THG) Archive Storage Replacement</i>	\$2,798.00
The Melbourne Athenaeum Incorporated	<i>Stories from the Ath: digital access to 184 years of Melbourne cultural experience</i>	\$14,996.48
Women's Legal Service Victoria	<i>Women and the law - demanding better for girls, women and their children</i>	\$12,320.00
Yarra Plenty Regional Library Service	<i>Homeland: Preserving Stories of Treasured Objects from Afar</i>	\$14,882.05
Yarra Valley Railway	<i>Purchase and installation of display units for Yarra Valley Railway</i>	\$3,070.00

2023–24 Round announced 12 June 2024

Recipient	Project	Awarded
Anglesea RSL Sub-branch Inc.	<i>Anglesea & District War Memorial Website</i>	\$5,650.00
Ballarat and District Genealogical Society Inc.	<i>The Courier (Ballarat) 1886–1894 Digitised and uploaded to TROVE</i>	\$14,278.60
Bendigo Heritage Attractions	<i>Recording Oral Histories: The Story of Bendigo Tramways and Central Deborah Gold</i>	\$9,712.58
Birregurra District Historical Centre	<i>Historic Homes of Birregurra: A digitisation and E-publication initiative</i>	\$6,299.26
Box Hill Historical Society Inc.	<i>Digitizing the Box Hill Reporter 1931–1940</i>	\$5,400.00
Campaspe Shire Council	<i>Port of Echuca Mixed Media Digitisation Project</i>	\$8,539.08

Recipient	Project	Awarded
Camperdown P&A Society Inc.	<i>From Boulders and Bracken: 150 years of the Camperdown Showgrounds</i>	\$2,012.90
Casterton and District Historical Society Inc.	<i>Digitisation/Computerisation of CDHS Collection & Catalogue</i>	\$6,880.00
Catholic Diocese of Ballarat	<i>Eureka, Marriages and Births: the earliest Catholic registers in Ballarat</i>	\$3,840.00
City of Ballarat Libraries	<i>From the 1862 Ballarat Library - conserving volumes from before the goldrush</i>	\$10,000.00
City of Melbourne Libraries	<i>Significance Assessment North Melbourne Library Local History Collection</i>	\$11,200.00
Deafblind Victoria	<i>Touching lives: A history of the Deafblind community in Victoria</i>	\$13,465.50
East Gippsland Historical Society Inc.	<i>Fred Whiting Negative Collection Digitisation project</i>	\$11,357.50
Eastern Community Legal Centre	<i>Human Rights; Fairness and Justice - 50 years of Eastern Community Legal Centre</i>	\$15,000.00
Ethnic Community Broadcasting Association of Victoria Ltd	<i>3ZZZ Ethnic Radio Oral Histories</i>	\$14,950.00
Euroa Historical Genealogical Society	<i>Preservation of collections at the Euroa Farmers Arms Museum</i>	\$670.05
Fitzroy Learning Network	<i>The Neighbourhood House and its impact on people and place</i>	\$10,000.00
Gisborne & Mount Macedon Districts Historical Society Inc.	<i>The Horticultural Heritage of Mount Macedon: Charting the rich history</i>	\$13,292.80
Glen Eira Historical Society	<i>Echoes of hooves - 170 years of racehorses around Caulfield</i>	\$8,000.00
Golden Square Fire Brigade	<i>Pioneers refurbishment</i>	\$11,000.00
Hastings-Western Port Historical Society	<i>Textile conservation project</i>	\$2,830.14
Inglewood Eucalyptus Distillery Museum Incorporated	<i>Eucalyptus Story AV Stands</i>	\$2,316.27
Kaniva and District Progress and Action Association	<i>Wiregrass</i>	\$14,882.75
Millgrove Residents Action Group Inc.	<i>Digitising and Publishing Millgrove's History</i>	\$5,500.00
Monash Student Association	<i>Monash Student Community Archive: Oral History Project - (Phase 1)</i>	\$14,900.00
Mount Rouse & District Historical Society Inc.	<i>Digitisation of the Penshurst Free Press</i>	\$4,000.00
Nhill Silo Heritage Project	<i>Nhill Noske Silo Documentation Conservation Project</i>	\$3,334.20
North Richmond Community Health Centre	<i>North Richmond Community Health 50th Anniversary History Project</i>	\$14,909.80
Oral History Victoria	<i>Guide to Creating and Preserving Victorian Community Oral History</i>	\$14,720.00

Recipient	Project	Awarded
Otway Districts Historical Society Inc.	<i>Beech Forest Walking Tour Audio & QR Project</i>	\$2,291.00
Peter MacCallum Cancer Centre	<i>The Peter Mac 75th Anniversary Cataloguing Project</i>	\$9,140.00
Port Fairy Ghost Stories Inc.	<i>Digitization of early Port Fairy (Belfast) newspapers</i>	\$12,586.00
Royal Geelong Agricultural and Pastoral Society	<i>Interpretative Signage for the Vintage Machinery display</i>	\$2,074.22
Save Civic Hall Inc.	<i>The People's Hall: Ballarat's Civic Hall History E-book</i>	\$14,850.00
Taungurung Land and Waters Council (Aboriginal Corporation)	<i>Taungurung Artefact Digitisation and Cataloguing</i>	\$13,545.00
The Rutherglen Gold Battery Community Asset Committee	<i>The Rutherglen and Indigo Gold Diggings Storyboard</i>	\$840.00
Torquay Museum Without Walls Inc.	<i>Memory Lab</i>	\$4,026.36
Wangaratta Family History Society Inc.	<i>Preserving The Past</i>	\$15,000.00
Wangaratta Players Inc.	<i>The Wangaratta Players Archive Project</i>	\$10,115.60
Warrandyte Mechanics Institute and Arts Association Inc.	<i>Preserving the association's documented history in a bush-fire prone environment</i>	\$3,106.00
West Wimmera Shire Council	<i>A history of Serviceton Railway Station with Les Millikin</i>	\$1,700.00
Wonthaggi & District Historical Society	<i>Black Dust & Community Strength: A digital history of Wonthaggi and district</i>	\$7,150.00



Sambas Mine, No 10 Level, Andy Wilson and Les Lawson,
Harrietville, c1970s.
PROV, VPRS 19731/C1, box 8, item DME 749

Glossary

accession	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 (<i>Keeping Archives</i> ¹).
advice	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).
APROSS	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.
archive	The whole body of records of continuing value to an organisation or individual. Sometimes called ‘corporate memory’ (AS 4390.1 - 1996).
archives	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 (<i>Private lives, public records</i> ²).
consignment	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).
digital / electronic record	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.
digitised record / digital image	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 (<i>Private lives, public records</i>).
disposal	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.
disposal authority	A legal document that defines the retention periods and consequent disposal actions authorised for specific classes of records (AS 4390.1 - 1996).
permanent records	Records which have been appraised as being of permanent value to the State of Victoria and which must be kept forever.
place of deposit (POD)	A location approved by the Victorian Government Minister responsible for PROV for the storage by community groups of temporary records of local value.
provenance	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 (<i>Private lives, public records</i>). Note: the word <i>Provenance</i> is also used in this document to refer to the title of our annual online journal.

¹ J. Ellis (ed.), *Keeping Archives*, 1993, The Australian Society of Archivists Inc., Australia.

² B. Fensham et al., *Private lives, public records*, 2004, Public Record Office Victoria, Australia.

public record	A record made or received by any person employed in a public office while carrying out his or her public duties (<i>Public Records Act 1973</i>).
public records	Information or documents created as part of the activities of state government departments, agencies and local government (<i>Private lives, public records</i>).
reading room	Area set aside at PROV centres for public access to records (<i>Private lives, public records</i>).
record	<p>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:</p> <ul style="list-style-type: none"> • 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 (<i>AS ISO 15489.1</i>).
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 (<i>AS ISO 15489.1</i>).
repository	The building (or part of the building) in which the collection/holdings are housed.
series	<p>A group of records which are recorded or maintained by the same agency or agencies and which:</p> <ul style="list-style-type: none"> • 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.
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 <i>Public Records Act 1973</i> .
temporary records	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.
transfer	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 <i>AS ISO 15489.1</i>).
unsentenced records	Records which have not yet been appraised and whose status is therefore not yet determined (<i>Public Records Act 1973</i>).
VPRS	An abbreviation for Victorian Public Record Series. A VPRS number is allocated to each record series when it is transferred to PROV.

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
03 9348 5600

Ballarat Archives Centre

Eureka Centre
102 Stawell Street South
Ballarat Central
10am–4.30pm
Monday to Thursday

Bendigo Regional Archives Centre

1st Floor Bendigo Library
251-259 Hargreaves Street
Bendigo
10am–4pm
Wednesday and Thursday

Geelong Heritage Centre

Geelong Library and Heritage Centre
51 Little Malop Street
Geelong
10am–4pm
Tuesday to Friday