

ANU ARCHIVES AND RECORDS

SIS Division staff meeting
7 September 2022



Australian
National
University

CSR, Bulk raw sugar boxes at Victoria Mill,
Ingham Qld, 1960s
Photographer: Max Dupain
N306-1017



Archives

Research access, collection management and recent acquisitions

- Researcher numbers and items used are steady and within normal range.
- Research use – several Visiting Fellows from the Australian Studies Institute working on women and wine and biography of Mavis Robertson; Australian War Memorial researchers using Burns Philp records to trace individuals on Honour Roll; 1980s journalists' strike
- Papers of Gareth Evans, Bill Bowtell and Mavis Robertson have been made ready for research use
- A substantial collection (5 pallettes of smoke-affected records) of ACT Branch Construction Forestry Mining and Energy Union (CFMEU) from 1925 to 2016 have been processed
- The cataloguing of records from Manchester Unity Independent Order of Oddfellows NSW dating from 1849-2018 means most collections of Friendly Society records are more accessible for researchers
- Major acquisition of AMP (Australian Mutual Provident) archives recently received has been processed by Rachel Armstrong and ready for research use. Over 1600 items including business records and correspondence, staff cards, annual reports, advertising material, photographs and audio-visual recordings dating from 1849 to 2019
- Papers from Honorary Associate Professor Bryant Allen relating to Papua New Guinea, human geography and agriculture are a notable addition to the Pacific Research Archive
- Digitised archives have been added to JSTOR [Collections](#)



Professor Evans signing a deed of gift for his papers

Archives

Exhibitions, outreach, external relations

- *Marie Reay in Papua New Guinea: Exploring Cultures Through Objects*, an exhibition in conjunction with the School of Archaeology and Anthropology on display in Menzies foyer and Marie Reay archival material on display in Chifley library
- *Hiroshima, Nagasaki and the Atomic Bomb* exhibition from the Hiroshima Peace Memorial Museum, hosted by the Japan Institute and Menzies Library opened 5 September. The exhibition is supplemented by displays of peace and nuclear disarmament movement material from the Archives and a range of library publications on Hiroshima and nuclear warfare
- Official 75th anniversary celebration closed with event for a time capsule to be held in the Archives for 25 years.
- Exhibition associated with 75th on student life on display in Noel Butlin Archives Centre will be available online soon
- Australian Association for Pacific Studies conference 2023 will be held at ANU. Archives, Menzies Asia and Pacific collections, Pacific Manuscripts Bureau and PARADESIC have submitted joint proposals for participation



Data Governance and Records

Excellent progress implementing the ANAO audit recommendation and improving records management through:

- Policy
- Engagement
- Training
- Resources

- Revised policy for Records management
 - New Data Governance policies near approval stage
 - Engagement with Colleges (Law, CBE, CECS) and administrative areas (incl. Student Administration, Graduations, ASQO) to provide overview of responsibilities, current state ERMS use, support available and to answer questions (standard slide pack). Key staff and professional staff forums
 - *Scheduled in next month* – CASS, Division of Facilities and Services, Division of Shared Services
 - Follow up ERMS training provided for Power Users and general users
 - ‘Records Management at ANU’ Pulse training module launched <https://anu.interactiontraining.net/Central/Course/CourseLaunch/1003>
- 53 completed and 171 commenced the module since August with positive feedback
- “credit to you and the team on the records management training module on Pulse, it’s one of the most aesthetically pleasing and straightforward I’ve seen on the platform”*
- Revised webpages and new SharePoint site for staff Records Resources



Welcome to ANU Records Management SharePoint



Australian National University

University Records

Explore records management resources and ERMS support materials



records@anu.edu.au



+61 2 6125 4321 (option 2, option 7)



Records management resources



ERMS demonstration videos



ANU Policy: Records and archives management

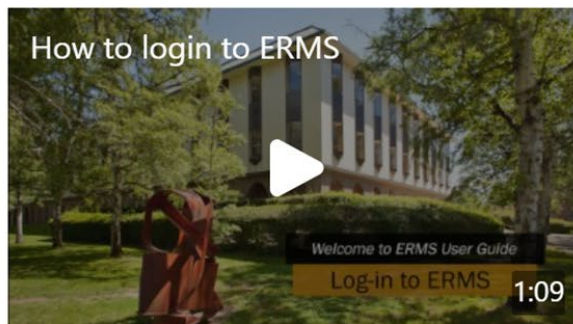


ANU recordkeeping webpage



Records Management PULSE module

How to login to ERMS



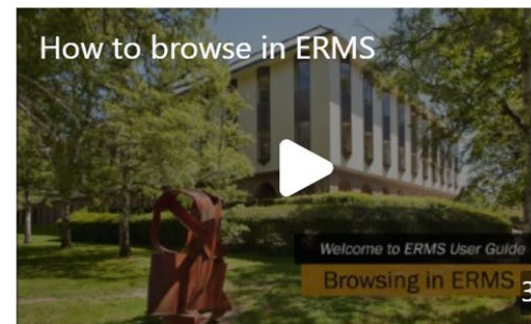
Discover different ways to access ERMS

How to search in ERMS



Discover different search functionalities to optimise searching results

How to browse in ERMS



Discover how to navigate ERMS folder structure

The University has a Record and archives management policy:

- [Records and archives management policy](#)

Other University related policies:

- [Privacy policy](#)
- [Freedom of information policy](#)
- [Digitisation policy](#)
- Master information and data governance policy
- [Project management policy](#)

University Records standards, guidelines and best practice:

- [Email management best practice](#)
- [MS Teams and records management best practice](#)
- [SharePoint vs Network Drives and records management](#)

National Archives of Australia (NAA)