

# RECORDS

## TERRITORY

### Northern Territory Archives Service Newsletter

February 2001 No.23

A Branch of the Department of Corporate and Information Services

#### FROM OUR DIRECTOR

2001 is upon us and the Northern Territory Archives Service (NTAS) is ready to promote and complete various projects this year.

We have started our year (together with the Chinese New Year!) with a spotlight focussing on archival material relating to the Chinese Community in the Territory. Other promotions will unfold as the year progresses. The way is also clear for us to advance various archives and oral history collecting projects, to process and document a range of archives collections and to develop further community guides to these collections.

On the Government record keeping front, we face the challenges of completing the transition to outsourcing all secondary records storage and finalising various records retention and disposal schedules. In the first half of the year we will be completing a version upgrade of the corporate record keeping system across Government, and as the year progresses we shall be developing a records management training program for Government.

We look forward to providing optimum services to our customers, both community and government, throughout the year.



Greg Coleman  
Director NTAS

#### CONTENTS

• NT History Awards	1
• Thesaurus as a Disposal Tool	2
• Records Management Policies	2
• Closure of Government Records Storage	3
• Research in Progress	3
• Staff Notes	3
• Oral History	4
• Thesaurus Development	4
• New Accessions	5
• Spotlight On ... Chinese in the NT	6
• Who's Who	8
• Trim System Management - version upgrade	8

#### NT History Awards

All prospective applicants for the NT History Awards for 2001, please note that applications for the awards will be invited by advertisement in Northern Territory and national newspapers in mid-March 2001 with a view to presenting award allocations in July.

The annual allocation is \$30 000, and the History Awards Committee may recommend to the Minister the dispersal of this funding as it deems appropriate. Single Awards may range from \$500 to \$5000.

Further information about the awards, including terms of the awards, are available from the NTAS and may be also found on our website.

We congratulate the following History Award recipients for completion of their research projects for which they received part or total assistance from the History Awards Program:

- John Morris - *The Tiwi: From isolation to cultural change - a history of encounters between an island people and outside forces* (Thesis) 1999
- Peter Evans - *Fairmile Ships of the Royal Australian Navy tender to the HMAS Melville 1943 - 1953* 2000
- Michele Langfield - *A white elephant in Australia? The Northern Territory, 1901-1920* (Article) 2000
- Michele Langfield - *The white elephant laid to rest? The peopling of the Northern Territory in the inter-war years* (Article) 2000
- Julia Martinez, - *Plural Australia: Aboriginal and Asian labour in tropical white Australia, 1911 - 1940* (Thesis) 1999

The photo below is from the Gilruth family collection and is one of several referred to in Julia's thesis.



NTRS 234 CP 881-886, (Photographic copyprints of Government House, Darwin views and identities ,1912-1919, Gilruth family) *Japanese arrive at Darwin with pearl shell from the N. of Australia.*

## Records Thesaurus as a Disposal Tool

The Northern Territory Archives Service former RecordsConnect project had two key objectives: implementing best practice recordkeeping within the Northern Territory government and the installation of a whole-of-government recordkeeping system.

For these dual objectives to be achieved, it was essential for thesaurus titling of all NTG records to be implemented. The NSW government's Keyword AAA Thesaurus was purchased and adapted for use as the NT government's corporate thesaurus. Individual agencies were then assisted in the development of thesauruses for terms covering their unique functions. The result is a controlled, standardised and manageable method of classifying NTG records across the whole of government. But that's not all...

According to the Australian Standard for Records Management, AS 4390, Part 5: Appraisal and Disposal (6.2.2, p.5), an analysis of the business functions of an organisation is fundamental to the appraisal process- determining how long records need to be retained. Given that the business functions of NT government agencies were analysed and documented as a prelude to thesaurus implementation means that part of the work required as a prerequisite for appraisal has been done.

Furthermore, the descriptive terms in an organisation's disposal schedule should be aligned with those in its thesaurus (at the top two levels). Activities such as sentencing of records upon creation and triggers for destruction or permanent retention of records are then able to be automatically linked to the records themselves as they are captured into the organisation's recordkeeping system.

By enabling automation of a large proportion of the records management process -disposal- the thesaurus is proving to be a tool for disposal, not merely classification. The NT government is thereby introducing best practice in the management of its records and is streamlining processes that hitherto had been time and resource consuming.

For further information on the disposal process, please contact the Records Retention and Standards Coordinator, Mr Barry Garside.



## Promoting the *Records Management Policies and Guidelines for the Northern Territory Government*

Since the release of the *Records Management Policies and Guidelines for the Northern Territory Government* in June 2000, the Northern Territory Archives Service Policy Section (comprised of 2 people) has presented more than 30 information sessions to a cross-section of management, operational and records management employees across the Northern Territory public sector, including sessions in Darwin, Alice Springs and Tennant Creek. Visits to Katherine and Gove are planned for early 2001.

The policy promotion presentations highlight a range of issues, particularly in relation to preparation for electronic records management in the light of current e-government initiatives. A

number of Northern Territory government agencies are making significant progress towards the development of agency specific records management policies, and have made inroads in improving recordkeeping practices. To keep moving forward, electronic records management must become a priority, and must feature in agency business planning.

To arrange a presentation for your agency or work group, or for further information about the *Policies and Guidelines for the Northern Territory Government*, contact Beth Moloney, Records Policy & Training Coordinator, Northern Territory Archives Service, on (08)8924 7677, or by email: [beth.moloney@nt.gov.au](mailto:beth.moloney@nt.gov.au).

## Closure of NT Government Secondary Records Repository

As foreshadowed in the previous edition of *Records Territory* (No 22, October 2000), the Northern Territory government is closing the secondary records repository at Winnellie. This will happen on 31 March 2001.

This facility, managed by the Northern Territory Archives Service (NTAS), has been used to store inactive records of NT government agencies for more than 15 years at no cost to individual agencies. Rental on the property has been paid by the government centrally and the ongoing maintenance costs have been borne by the NTAS.

Now that the NT government has executed contracts with local firms for the storage of secondary records, the Winnellie facility has become obsolete. Individual agencies are to make arrangements with the contractors (Pickfords Records and Information Management in Darwin and Centralian Records Management in Alice Springs) for the storage and servicing of all secondary records (records which, although temporary, cannot be destroyed until some time in the future because of business/financial/legal reasons). Records deemed to be for permanent retention (archives) are still to be transferred to the NTAS repository in Cavenagh Street, Darwin.

Agencies still storing records at Winnellie have been notified of the impending closure and are making arrangements to remove their records. Not all of these records will be transferred to the contractor: some will now be covered by recently approved records disposal schedules, for example, the *Disposal Schedule*



Secondary records repository at Winnellie

for *Administrative Records of the Northern Territory Government*. By utilising these schedules agencies will be able to reduce their holdings and consequently reduce the storage charges that will accrue when the records are transferred to commercial storage.

The government will no longer be responsible for the costs of a building for records storage. This is one example of sound records management practices (partnerships with commercial records storage providers, implementation of records disposal schedules) making good cents ..!

For further information please contact the Records Retention and Standards Coordinator, Barry Garside.

## RESEARCH IN PROGRESS:

Researchers have recently utilised the resources available in the NTAS Search Room for the following research projects:

- PhD topic - 'Artists in the Tropics: A History of the Northern Territory Artists' Camps, 1980-19' / *Anita Angel, (Northern Territory University)*
- Research for Oxford University Press publication - 'Companion to Australian Garden History' / *Anita Angel*
- Northern Territory people, places & events / *Bryan Clark*
- 2000 Eric Johnston Lecture 12 December 2000 Northern Territory Library, Darwin. History a Contribution of the Greek people to the Northern Territory (delivered by His Honour Mr John Anictomatis OAM Administrator of the Northern Territory) / *Steve Bennett*
- The life story of Darby Jampijinpa Rossli Liam Campbel, Warlukurlangu Artists .Nurses' Memorial for the Darwin Cenotaph / *Janie Mason (Northern Territory University)*
- Kaparlgoo Anglican Mission, South Alligator River, 1899-1906/ Dr Philip Freier (Northern Terr University) .A history of European music in the NT from 1869 to the present. / *Phillip Harris (Northern Territory University)*
- Darwin during the South Australian Administration of the Northern Territory, 1869- 1911. / K De La Rue .History of the Melville Island military settlement, Fort Dundas, 1824 -1829. / *Colin De La Rue*
- Honours thesis 'The impact of Vietnamese boat people into Northern Territory society since 1976' . / *John Bender (Northern Territory University)*
- History of the original Katherine Airport and terminal building. / *Barbara James*
- Centenary of Federation / *Barbara James*
- PhD thesis: Searching for the substrate in Kriol, including the sociohistorical nature of langua contact in the Roper River region/ *Jennifer Munro (University of New England)*
- Centenary of Federation / *Sheila & Peter Forrest*

## STAFF NOTES

We bid farewell to Linda Pugh, our oral history transcription officer for the past 3 years, who has relocated to Sydney. We thank her for her services to the section and wish her every success in the big smoke.

We welcome Jenna Lew Fatt to the team. Jenna has been filling in as the Records Lending Officer since the former incumbent, Craig Lush, was promoted to another position.

## ORAL HISTORY - THE NTAS ORAL HISTORY UNIT ASSISTING THE COMMUNITY

For many years now, the NTAS has been assisting researchers who use oral history interviewing as part of their work, by loaning equipment to record interviews, and later providing transcripts of the recordings to the interviewers and their subjects. Both recordings and transcripts are subsequently lodged in the NT Archives' oral history collections.

These interviews provide groups of related interviews all focussed on the same subject, and have been valued additions to the NTAS collections, where most interviews have been directly recorded by or for the Archives Service, rather than for defined research projects by non-Archives interviewers.

Early this year the NT Writers' Centre is to launch an anthology of stories from 12 elderly Darwin people whose multicultural backgrounds typify the lives of so many in Darwin's early days: *Under the Mango Tree; Stories from Old Darwin*. The book was made possible, in the first instance, by funding through the Major Grants Program of the Office of Senior Territorians. This enabled the centre to commission Peg Havnen to record oral history interviews in which interviewees told their stories. These were then compiled into book form by the editor,

Leonie Norrington, with assistance from copy editor, Marian Devitt.

The interviews were recorded by Peg on equipment loaned by the NTAS Oral History Unit, and full verbatim transcripts of the sound recordings were compiled and audio-proofed by the unit, and checked by interviewees. At the end of this processing, the transcripts, together with the original recordings, are being lodged in the NTAS oral history collections, where they will be permanently preserved and made available for research use. Compilation of full transcripts was the starting point for the skilled task of presenting the stories in a form suitable for publication.

In Peg's words: "In the book, people talk about their lives from the bombing of Darwin in 1942 to the present day. The Darwin they remember is a multicultural town. Its culture evolved from many races: Aboriginal, Torres Strait Islander, Chinese, Japanese, Filipino and European. Many of the interviewees were either part of the Stolen Generations or were impacted on by this process. All of them were controlled or affected by some Aboriginal legislation".

As well as kinship and family, the stories also tell of hunting and gathering, music and parties, preparation of food, of widely



Peg Havnen, January 2001  
(Photo: Francis Good)

recognised sporting prowess, and the interviewees' working lives. To order the book, contact the publisher, NT Writers' Centre, on tel/fax 08-8941 2651, or e-mail [ntwriter@octa4.net.au](mailto:ntwriter@octa4.net.au).

The historic record of Territory life preserved in the NT Archives collections has been enriched by our participation in, and assistance to, the project, and we congratulate the NT Writers' Centre and all participants on the project's successful completion.

## Thesaurus Developments

The development of Version 2 of the *Northern Territory Corporate Thesaurus* is continuing. Particularly since a number of agencies have been focusing on disposal work, the need to review the initial work that was done in creating thesauruses across the Northern Territory government is becoming increasingly apparent. This has inspired closer scrutiny of the core thesaurus, and proposed amendments for the *Northern Territory Government Corporate Thesaurus* have been trickling in from a number of agencies.

Testing suggests that it may not be feasible to upgrade agency thesauruses with Version 2 of the *Northern Territory Government Corporate Thesaurus* automatically, since each agency functional thesaurus is unique and will be affected differently by the upgrade. It is critical that any changes to an agency thesaurus are carefully executed to ensure

that resultant changes in record titling are managed.

At this stage, the plan is to roll Version 2 of the *Northern Territory Corporate Thesaurus* out to agencies after the conversion to TRIM Captura. Manager of the *Northern Territory Corporate Thesaurus*, Beth Moloney, will be visiting each agency to assist the agency Thesaurus Manager with the task. All changes will be made manually, with careful attention to the affect on each agency's functional thesaurus and the records in each unique database. This will also provide a fully supported learning opportunity, and will include hands-on training in the production of thesaurus documentation, and procedures for making the agency thesaurus available on an intranet.

For further information please contact Beth Moloney, Records Policy & Training Coordinator, Northern Territory Archives Service.

## ORAL HISTORY – CONFERENCE

The International Oral History Association (IOHA) is calling for papers to be presented at next year's annual conference at Pietmaritzburg, KwaZulu-Natal, South Africa, 24-27 June 2002. The theme is: The Power of Oral History: Memory, Healing and Development.

Deadline for proposals is 1 July 2001, and further details can be obtained from Philippe Denis at the University of Natal, E-mail: [denis@nu.ac.za](mailto:denis@nu.ac.za). The Australian contact for IOHA is Janis Wilton at the University of New England, E-Mail: [jwilton@metz.une.edu.au](mailto:jwilton@metz.une.edu.au).

## NEW ACCESSIONS - NON - GOVERNMENT TRANSFERS TED MOREY PHOTOGRAPHIC COLLECTION

Copies of a photographic collection of Ted Morey (a police officer in the Northern Territory) were added recently to the NTAS's collections. The collection, (NTRS 1957), covers the date range of 1927-1929.

Ted Morey served as a police officer in the early part of last century. His collection includes photographs of Borroloola (including the police station), Groote Eylandt, Katherine and Darwin. Photos of ships, the *Malabar* and *HMAS Geranium*, are also included in the collection. There are several photographs of Aboriginal people in ceremonial dress and in relation to high profile police investigations. On a lighter note there is also a photo taken of a mule race at Borroloola.

An experienced and renowned horseman, Ted spent twenty years of service in the Northern Territory - from 1927 to 1948. His first appointment was with the Northern Territory Mounted Police in 1927 and initially he spent time at Emungalan, Borroloola and Timber Creek. He also led the party that investigated the murders of Japanese trepangers at Caledon Bay. Other locations where he served as a police officer include the Barkly Tableland, Lake Nash, Newcastle Waters and Pine Creek.

After resigning from the service he led an interesting and varied life. His activities included Buffalo shooting at Wildman River and Nourlangie creek, tourist safaris and periods as manager of Beswick and Coolibah Stations.

Ted is also mentioned in several of our oral history transcripts and previously has donated the following archives:

- NTRS 234 Photographic copyprints of the Jardine Expedition, 1929
- NTRS 329 Typescript of story about the Jardine Expedition and photographs, c.1929

*These photos are from the Jack Mahony collection of photographic copyprints featuring police work in the Northern Territory*



*NTRS 234, CP 845-848, Sheet D, no 11, Ted Morey with Taxation, Fitzmaurice / Port Keats country*



*NTRS 234, CP 845-848, Sheet C, no 8, Ted Morey and dog Kaze near store ration, Arnhem Patrol, 1932*

## New Accessions - GOVERNMENT TRANSFERS

*Please note that most of the records listed below are not yet listed for public inspection in accordance with the thirty year rule*

### DEPARTMENT OF MINES AND ENERGY

General correspondence, 1960-1983 (NTRS 1949/P1-P2)

### LANDS TITLES OFFICE

Certificates of title, 1982-1995 (NTRS 1950/P1)  
Discharged mortgages, 1986-1993 (NTRS 1952/P1)

### NORTHERN TERRITORY LIQUOR COMMISSION

Liquor licence records, 1978-1989 (NTRS 1767/P4)

### OFFICE OF BUSINESS AFFAIRS

Business name files, 1972-1998 (NTRS 245/P16-P17)  
Local companies files, 1946-1988 (NTRS 578/P6)  
Foreign companies files, 1956-1997 (NTRS 590/P3)  
Association files, 1956-1998 (NTRS 417/P3-P4)  
Trust files, 1982-1993 (NTRS 1951/P1)  
Credit Union files, 1994-1995 (NTRS 1888/P3)  
Business Name Registers, 1912-1985 (NTRS 1956/P1)

### POWER AND WATER AUTHORITY

Original contracts and associated records, 1976-1986 (NTRS 1953/P1)  
Contract files associated with original contracts, 1979-1989 (NTRS 1954/P1-P6)  
NTEC Cabinet Submissions and briefing notes, 1978-1986 (NTRS 1955/P1)

# SPOTLIGHT ON... THE CHINESE IN THE NORTHERN TERRITORY

The contribution of the Chinese to the Northern Territory has been varied and significant. In fact, in the Territory the Chinese formed the major part of the population in the late 1880s (for example in 1888 the Chinese population was 7000 and the European population was between 1000 to 2000). As Aboriginal people were not included in the census it is not possible to include them in this comparison. The White Australia policy and the depression of the 1890s, however, meant that by 1910 the population figures had changed dramatically and were more evenly balanced between the Chinese and the Europeans.

The first Chinese arrived in the Northern Territory in 1874 through recruitment by the government to work on the goldfields and later the building of the railway line from Palmerston to Pine Creek. Subsequently they worked their own

claims, established market gardens and engaged in industry and commerce.

The strength of the holdings at the Northern Territory Archives Service relating to the Chinese is predominantly in the oral history area. In our "*List of records holdings relating to Chinese people in the Northern Territory*", we have chosen to list, not only the oral histories, but also some examples of personal, government and non government records that have amongst their contents some records relating to the Chinese. This indicates the range of areas that the Chinese were involved with in the Northern Territory.

This list of holdings is available on our web site and in our search room.

Examples of some of these records are given below.

## Oral History: NTRS 226, TS 401

### MR ERNEST FONG

This is a conversational recording by Agnes Hannan of recollections by Ernest Fong. It includes discussions of pre-war attitudes to Chinese by whites, and vice versa, contrasts after the war, and separate groups within the Chinese population. The conversation was recorded on 22 January 1985 in Darwin by Agnes Hannan.

*The extract below gives some of Mr Fong's family history.*

Yes. Well, I was born in Pine Creek you see, during the gold rush days, and during the construction of the railway line from Darwin to Pine Creek, Pine Creek to Katherine and Katherine to Larrimah - the railhead.

**And did your father come here to work on the railway?**

Yes, in the first instant. But he left the place

and went gold fossicking. [Laughter] (The best way to go.) He found a bit of gold but after that he went into a market garden in Pine Creek. (Oh yes.) Had about five acres there, growing things, sending them up to Darwin by train. I was about eight years old then.

**Did your father bring your mother out from China to Australia, or -**  
Yeah.

**And had no trouble doing that?**

Oh, not in those days, no. That was before the restrictions came in.

**And is that market garden anywhere near Tommy Fong's?**

No, no. Right in the old Chinatown.

**And was that in the middle of Pine Creek or -?**

No, its about two miles over the hill from the township - more towards south. I think the Stuart Highway runs right through it now.

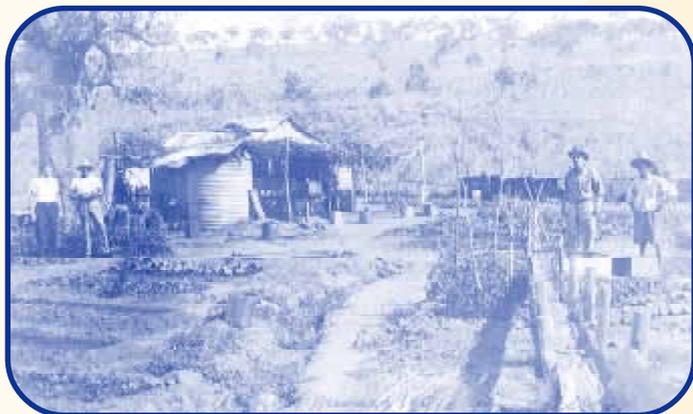
**Oh, good heavens. All the changes brought about by the war.**

Yes. Well, my eldest brother, George - Alec's father - he went down to Emungalan. That was this side of the [Katherine] bridge, started a store there - a tailoring shop - and after a couple of years, I think, the township shifted over to Katherine, the other side of the bridge. They opened a store there - general store - tailoring and that.

And my mother and I shifted down to Katherine. My father died and after we shifted down to Katherine. From there I went to Mataranka for a few years. My other brother, Charlie On, he started a store there. We lived there for a few years, until 1932. Come up to Darwin for our education - only had about four years education - at Darwin Primary School. [Laughs] Did me ever since.

**Did you find that people discriminated against you or had prejudices against Chinese in Melbourne?**

No, I found that they were very good, at that time. Even in Darwin before the war,



NTRS 1079/P1, Item 4, Rev Shui Kwong Lo Collection, Chinese diggers at Pine Creek (Mr Fong Chen and his mates)



NTRS 234, CP 812, Ah Toy family collection, two chinese miners / labourers at Pine Creek or Burrundie, 1910

## SPOTLIGHT ON... THE CHINESE IN THE NORTHERN TERRITORY

the early days, there was some discrimination. But living down the track - Katherine and Mataranka - we found the people very good. Yes, couldn't ....

The police were very good to us, to me especially. A couple of them taught me how to shoot, you know, revolvers and guns and rifles. It was allowed then. I was about ten, eleven. 'Course it was very sparsely populated. They used to have shooting practice at the back of the house. [Laughter] Very good to us.

Its the poor Aboriginals had a bad time. (Did they?) I can remember that. Chained up, you know; the prisoners chained up. (True?) Yes. But the union discriminated against us in those days. Oh, very strict. [Laughs] Couldn't get a job, you know, where the unions concerned, even down the wharf there, the early part - couldn't get a job there. ....

**What time do you think the union started to change? Around what year?**

After the war. (After the war?) Yeah, just before the war they start easing their restrictions a bit. But after the war, well, things had changed everywhere even with the public service then. I think even with the Commonwealth government in Darwin before the war, all the Chinese could get - the lads could get - was messenger boys, you know. And cooks and waiters and that sort of job - menial jobs. You couldn't get into office job.

**Charlie See-Kee was the first?**

Yes, yes. My brother was a messenger boy with the Lands Department just before the war, after he left school. [Laughs]

**Which brother was that?**

William. He lives next door. The youngest one. [Laughs]

**Yes. Well, Charlie was telling me a couple of weeks ago - he reckoned he was the first Chinese in a clerical position, because he was the secretary to the Administrator. Did things change? I mean once the war was over the discrimination and prejudice became less.**

That's right.

**What sort of forms did it take, other than - were you insulted in the streets or anything like that before the war?**

Oh, the feelings, you know. Well, in the hospitals and that, you know. Like the toilets and that; Europeans only and no-one Asiatic.

**So it was as blunt as that?**

Yeah, oh yes, yes.

**I noticed on the passenger lists for the evacuation ships they had separate lists - Chinese lists and European lists.**

That's right. There were things like that. You used to feel it. You can't get a job - oh no: 'There's no work.' But I was lucky in

getting a job with that firm - Thomas Brown and Sons - 'cause my schoolteacher was friendly with the manager. I think I was a good student and all that. And I said: 'I'm leaving school,' - his name was Mr Round. So he said: 'Do you need a job?' I said: 'Oh, that's why I'm leaving school,' because we were very - not well off in those days. He got me that job, so that's how it -

**That was pretty good.**

Yes. He was very good.

**There was no discrimination there obviously.**

No, no. Mr Tambling - Grant Tambling's father - he taught me for a while. He was very good too. So, no discrimination with the teachers. (Oh.) No.



*NTRS 690, Warren collection, Item 2, no 33, Chinese children at Darwin 1913*

### Oral History: NTRS 226, TS 604

#### MRS BETTY HUMBLE

Betty HUMBLE (nee Hayles) was born in Townsville in 1923, and came to Darwin in 1930 with her family. Her father, Jack Hayles, had the government boat run to the Daly and Victoria Rivers, Cape Don Lighthouse, Bathurst Island, and Port Essington. Later he was at the Koolpinyah Kool Stores. Betty describes her childhood in Darwin, where she lived at Myilly Point and Vestey's; her school days; her friends; leisure activities and holidays..

*In this extract from the transcription of Betty Humble's interview, she shares her memories of Chinatown.*

**Can you tell us about your experiences of Chinatown?**

Yes. Chinatown was a - well, I thought it was a very exciting place; the stores were just wonderful. All the Chinese plums, and all the different Chinese food, and Fang Cheong Loong was the store that I loved most. He used to have these beautiful Chinese dolls, and Chinese clothing, and camphor wood boxes. And you'd go into Fang Cheong Loong and there was - well, he was wasn't really an old man, he was old to me because I was a child at the time - but his name was Ming. And Ming was a - we were very fond of Ming - he was a lovely man.

And he was a friend of my father's too. Dad used to often bring him home to have a beer with him. And not only Ming - there were one or two other Chinese chaps too, that Dad used to bring in to have a beer with him sometimes. And I can remember at Christmas time - everyone rode bikes in Darwin, all the kids, and all the young boys that worked at the grocer's shops, and some of the Chinese boys - they would come for orders, and they would come on a bike. And at Christmas time, I can remember Ming always sent one of the young boys on the bike around, with a parcel for my mother.

And we got these Christmas presents every year, and they were the most beautiful boxes of chocolates. Boxes that you - you don't see them like it now. I can remember one box in particular, it was about eight inches high and about twelve inches long, by about six inches, and you lifted the lid up - it had a little tassel on it - and here were all these beautiful chocolates. And then it had - I think there were two drawers underneath, with a little tassel on, and you'd pull this drawer out, and here were all these beautifully arranged chocolates on it. And that happened every year; they always sent a box of chocolates.

But then later it stopped; when the population grew, the chocolates didn't come.

## WHO'S WHO

<b>Greg Coleman</b> Director <i>greg.coleman@nt.gov.au</i>	8924 7677
<b>Cheryl Phillips</b> Administration Officer <i>cheryl.phillips@nt.gov.au</i>	8924 7677
<b>Linda Bell</b> Archivist (Records Services) <i>linda.bell@nt.gov.au</i>	8924 7649
<b>Craig Lush</b> Archives Officer (Records Services) <i>craig.lush@nt.gov.au</i>	8924 7653
<b>Jenna Lew Fatt</b> Records Lending Officer <i>jenna.lewfatt@nt.gov.au</i>	8924 7654
<b>Cathy Flint</b> Archivist (Information Services) <i>cathy.flint@nt.gov.au</i>	8924 7347
<b>Andrew Pitt</b> Archivist (Information Access) <i>andrew.pitt@nt.gov.au</i>	8924 7652
<b>Francis Good</b> Archivist (Oral Records) <i>francis.good@nt.gov.au</i>	8924 7651
<b>Sue Polden</b> Oral Records Officer <i>susan.polden@nt.gov.au</i>	8924 7676
<b>Barry Garside</b> Records & Retention Standards Coordinator <i>barry.garside@nt.gov.au</i>	8924 7494
<b>Beth Moloney</b> Records Policy & Training Coordinator <i>beth.moloney@nt.gov.au</i>	8924 7485
<b>Jeanette Collins</b> System Manager <i>jeanette.collins@nt.gov.au</i>	8924 7641
<b>Celina Hodge</b> System Support Officer <i>celina.hodge@nt.gov.au</i>	8924 7149

## TRIM SYSTEM MANAGEMENT

### TRIM Version Upgrade

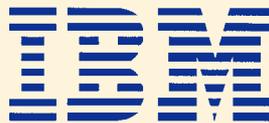
The upgrade of TRIM to Captura will commence in February 2001 for the 29 Northern Territory government Agencies currently using the government's recordkeeping solution. The upgrade will also include the implementations of the solution in two more agencies who have been planning the move to TRIM. The underlying database (DB2 Universal Database) will also be upgraded to Version 7.

The project team for the upgrade has been finalised and all stakeholders have been made aware of the pending change and their roles and responsibilities in ensuring the smooth transition to the new software. Agency TRIM System Administrators have confirmed the time for the upgrade for their agency. The project formally commences on 1 February, with the lead agency upgrades being completed by early March. This will ensure all processes and procedures required to implement the change have been thoroughly tested and refined for the rest of the agency upgrades. The rollout plan to other agencies spans from March 2001 to mid-May 2001.

The highest risk for the project team is in the desktop rollout to 1200 users spread across all NTG agencies in Darwin, Alice Springs, Katherine, Tennant Creek and Nhulunbuy. The change to the underlying database must happen at the same time that the desktop changes are implemented, that is, no upwards or downwards compatibility. This has added an extra challenge for the technical specialists on the project team.

The upgrade will ensure NTG agencies are moving forward in the technology platform selected for government recordkeeping. Along with any software upgrade, the impact to users is being assessed, and information sessions are being developed to cover the changes. These information sessions will be held in Darwin and all regions in February to ensure all TRIM users have access to information relating to the change and how it will affect them.

For further information, please contact the System Manager, Jeanette Collins or the System Support Officer, Celina Hodge.



#### NT Archives Service:

Street Address: 2<sup>nd</sup> Floor, 25 Cavenagh St Darwin NT 0800

Postal Address: GPO Box 874, Darwin NT 0801

Website: <http://www.nt.gov.au/nta>

Telephone: (08) 8924 7677

Fax: (08) 8924 7660

Email: [nt.archives@nt.gov.au](mailto:nt.archives@nt.gov.au)