Northern Territory Archives Service

Finding Records with Archives Navigator

Archives Navigator

Archives Navigator is the online search system for the Northern Territory Archives Service (NTAS). You can use Archives Navigator to find records (archives) that can help with your research.

You can access Archives Navigator from this link: https://navigator.nt.gov.au/.

What information is in Archives Navigator?

Archives Navigator has information about records. This includes what records were created (Items), who created them (Agencies), how they are grouped together (Record Series and Consignments), how they were used and how they relate to other records.

Archives Navigator doesn't include digitised copies of the records. To view records, phone or email us to organise a time to visit our Reading Room. If you can't visit us, you can order copies from us.

Searching in Archives Navigator

There are four search options in Archives Navigator.

1. Keyword Search

This is the most powerful search option and the best one to start with. Use a keyword search to search across record names, record descriptions and date ranges.

To search for two or more words, use "AND" or "OR" between the words. For example: droving AND cattle; wharf OR jetty.

Search for a phrase or a name with two or more words using quotation marks around the words, for example "Alice Springs".

To search for a word that might have different endings, use * for wildcard searches. For example, farm* will search for farm, farmer and farming.

You can limit the search by date range or repository location (Darwin or Alice Springs).

2. Browse

You can browse through an alphabetical list of Agencies or Record Series. This can give you an overview of the different types of records at NTAS.

3. Search in a Series

You can search for words or phrases within a particular record series. This search method is useful to locate a single record when you know what record series it is in.

4. Direct Search

When you know the record series number (for example NTRS 3346), you can view the details and a list of contents for that record series.

This is useful for experienced users who have identified the record series that they are interested in perusing.

Limitations of Archives Navigator

Not all NTAS records series are listed in Archives Navigator. Among the record series that are in Navigator, not all of them have their records listed individually.

For a complete list of all NTAS record series, look at the *List of Holdings* on the NTAS website https://dtsc.nt.gov.au/arts-and-museums/northern-territory-archives-service/about-ntas. Contact NTAS if you want more information about any record series.

Search results

For Keyword Searches, the search results screen displays the results by category:

> Series (record series: a group of records created by the same agency)
>
> Agencies (donors/government agencies/organisations that created the records)
>
> Items (individual records)

Select "Items" to view a list of records found. Selecting an item shows the record details including location (Darwin or Alice Springs NTAS office) and Public Access status (see: *Access conditions*). It also shows the Series, Consignment, Unit (box) and Description 1 (record number or name). Give these details to NTAS if you want to view the record or get a copy of the record.

Access conditions

Some records have access restrictions from the *Information Act*, the donation agreement or because they are fragile. You might need to apply for permission to view or get copies of some records.

For more information about access to archives, read the information leaflet *Access to Archival Records* on our website https://dtsc.nt.gov.au/arts-and-museums/northern-territory-archives-service/archives-information-leaflets.

Other search tools

For a complete list of all NTAS record series, look at the *List of Holdings* on the NTAS website https://dtsc.nt.gov.au/arts-and-museums/northern-territory-archives-service/about-ntas. Contact NTAS if you want more information about any record series.

To search for oral history interviews use the online index https://oralhistory.nt.gov.au/.

NTAS also has subject guides and information leaflets to help you with your research. These are on our website https://dtsc.nt.gov.au/arts-and-museums/northern-territory-archives-service/archives-subject-guides.

Contacts

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