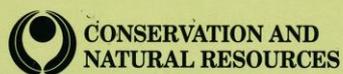


FOREST HISTORY IN VICTORIA

A GUIDE TO GOVERNMENT RECORDS
1836-1994



Heather McRae
1994



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1999
Historic Places Section
Department of Conservation and Natural Resources, Victoria

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Published by the Department of Conservation and Natural Resources, Victoria
240 Victoria Parade, East Melbourne 3002

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National Library of Australia Cataloguing-in-Publication entry

McRae, Heather.

Forest history in Victoria: a guide to government records, 1836-1994.

Bibliography.

ISBN 0 7306 4058 2.

1. Victoria. Dept. of Conservation, Forests and Lands - Public records. 2. Victoria. Dept. of Conservation and Environment - Public records. 3. Victoria. Dept. of Conservation and Natural Resources - Public records. 4. Forests Commission, Victoria - Archives. 5. Forests and forestry - Victoria - History - Sources. 6. Forest policy - Victoria - History - Sources. 7. Forest conservation - Victoria - History - Sources. I. Victoria. Historic Places Section. II. Title.

354.9450082338

Cover photograph: Rawdon Sthradher

Cover design: Harrison Design

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FOREWORD

Forest history is a rich field of research which attracts a range of disciplines. Forest managers and scientists require an understanding of past activities in Victorian forests in order to better manage this valuable natural resource. Geographers, environmental researchers and historians also, from time to time, require assistance in locating and using historic records.

This comprehensive guide directs researchers to holdings across the State. The author has tracked down sources on forest history in a range of formats and locations, from archival files and old maps and plans at the Public Record Office, through to historic film footage at the National Film and Sound Archive. A substantial section of the guide is devoted to describing and explaining the very valuable collection of records created by the former Forests Commission of Victoria, which are still maintained by the Department of Conservation and Natural Resources.

I commend this book to all who have an interest in Victoria's forests. Though we live in an age of information super-highways and electronic databases, we still rely on historic records for the irreplaceable data they contain. There need never again be an excuse for not finding that elusive piece of information.

Geoff Coleman
Minister for Natural Resources



Preparing to fell a giant mountain ash in the Narbethong district in the 1880s.
(Photograph by J. Duncan Peirce, in *The Giant Trees of Victoria*, Melbourne, 1890)

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ABBREVIATIONS

AIS	Archive Information System
AUSLIG	Australian Surveying and Land Information Group
CFL	Department of Conservation, Forests and Lands
CNR	Department of Conservation and Natural Resources
CPO	Central Plan Office
DCE	Department of Conservation and Environment
FACCTS	File And Correspondence Classification Tracking System
FCV	Forests Commission of Victoria
GIS	Geographic Information System(s)
LCC	Land Conservation Council
LIMS	Land Information Management System
NFSA	National Film & Sound Archive
NRS	Natural Resource Systems Branch
PRO/PROV	Public Record Office, Victoria
SLV	State Library of Victoria
SMV	Survey and Mapping Victoria
VPRS	Victorian Public Record Series
WUP	Wood Utilisation Plan

1 INTRODUCTION

1.1 Project Background and Purpose

Forest History in Victoria was written to meet the needs of researchers seeking historical records of forests in this State. The project was inspired by a growing interest in Australia's forests and the influences which have shaped them—an interest evident from the number of publications in this field and the range of papers presented at the first national conference on Australian forest history in 1988 which led to the formation of an Australian Forest History Society.

The need for a guide of this nature in Victoria was first identified as a priority by participants at a forest history seminar organised by the Historic Places Section of the Department of Conservation and Natural Resources (CNR) in August 1990. As a result, the Historic Places Section applied for and obtained a National Estate Grant which largely funded the project.

The guide is addressed to historians, geographers, environmental scientists, parks and public land managers, and other researchers both inside and outside CNR.

1.2 Scope of the Guide

The guide covers original unpublished records such as files, volumes, index cards, maps, plans, photographs, films and computer records, created by government agencies responsible for Victoria's forests since European settlement, with a particular focus on records of the former Forests Commission of Victoria (FCV), 1919–87. These records throw light on the history of Victoria's forests, the people who lived and worked in them, and the organisations which managed them.

The guide does not examine books, journals, theses or departmental reports; nor does it cover official printed sources such as *Parliamentary Papers, Votes and Proceedings, Parliamentary Debates, Government Gazettes*, etc. Non-government records such as business and personal collections are also beyond the scope of this project. However, the guide directs readers to relevant publications, libraries, archives and organisations for further information.

1.3 Using the Guide

The guide describes some of the kinds of records available and how to find them. It is not intended to be a bibliography or catalogue of documents, but an aid to their discovery and use. In keeping with this purpose, substantial sections of the guide are devoted to explaining past and present systems used by government offices to organise and keep track of their records. Researchers may need to acquaint themselves with these systems before beginning to search for historical documents.

1.4 Location of Records and Access

Most of the records described in the guide are held either by CNR or the Public Record Office, Victoria (PRO). The storage locations given in the guide were current at July 1994. However, CNR plans to transfer further records to the PRO in the future. Researchers are advised to ask in advance about the location and availability of the records they wish to consult. An appointment is usually required to view records held at CNR offices.

Future amendments to the information contained in this guide may be notified to Historic Places Section, CNR, 240 Victoria Parade, East Melbourne 3002.

Some records are closed to the general public to preserve privacy or for other reasons. Questions about access can be directed to the Records Management Section, CNR, telephone (03) 412 4615.

2 HISTORICAL BACKGROUND

2.1 Chronology

This section outlines some of the government agencies responsible for the management of Victoria's forests from the mid-nineteenth century to 1994, and key events and legislation affecting forests over this period. An understanding of the history of forest administration will help researchers to find and interpret the surviving records.

The chronology below is only an introduction. For further information, consult histories and guides such as those listed in 2.2, and/or official sources such as Acts, Regulations, *Parliamentary Debates*, *Parliamentary Papers*, *Votes and Proceedings*, *Government Gazettes*, Annual Reports and *Year Books*.

- 1836: The Port Phillip District (as Victoria was then called) was legally opened for settlement. Many pastoralists and other European settlers had already established themselves in the region. Captain William Lonsdale was sent to Port Phillip as Police Magistrate, acting under instructions from Sydney. Three surveyors also arrived from Sydney and began mapping the settlement on the Yarra and surrounding areas.
- 1851: Victoria became a separate colony from New South Wales. Fires devastated forests on 'Black Thursday', 6 February.
- 1855: Victoria became self-governing.
- 1855–1908: Responsibility for forests shifted between several government agencies, including the Department of Crown Lands and Survey, the Department of Agriculture and the Department of Mines. Victoria's first Conservator of Forests, George Perrin, was appointed in 1888. A variety of popular and official sources highlighted the need for more careful management of forests.
- 1908: The State Forests Department was constituted under the *Forests Act 1907*.
- 1910: School of Forestry at Creswick opened.
- 1918: The *Forests Act 1918*, passed in December, provided for the formation of a Forests Commission of three people to administer the Forests Acts and manage the State Forests Department. The Act also provided for the establishment of a Forestry Fund.

- 1919: First meeting of the Forests Commission of Victoria, 1 October. H.R. Mackay and W.J. Code were the first two Commissioners. Chairman Owen Jones took up his position in December.
- 1939: Fires during January gathered intensity and caused massive destruction on ‘Black Friday’, 13 January. Judge L.E.B. Stretton conducted a Royal Commission into the fires. The *Forests Act 1939* gave the Forests Commission wider fire protection responsibilities.

In June, under the *Public Service (Transfer of Officers) Act 1937*, Forests Commission staff were transferred to the Public Service as officers of the State Forests Department, and the Chairman of the Forests Commission also became the Permanent Head of the State Forests Department.

- 1958: *Forests Act 1958* (consolidating Act). This Act (as later amended) is still current.
- 1983: ‘Ash Wednesday’ fires, 16 February.

Creation of the Department of Conservation, Forests and Lands (CFL) by amalgamation of the State Forests Department and Forests Commission, the Ministry for Conservation and some of its agencies (the National Parks Service, Fisheries and Wildlife Division, and Soil Conservation Authority) and the Department of Crown Lands and Survey. The Forests Commission continued to exist for several years fulfilling its statutory responsibilities under the *Forests Act*.

The new organisational structure adopted for CFL in 1984 included regional management through 18 Regions.

The Division of Survey and Mapping of the Department of Crown Lands and Survey was moved to the Department of Property and Services in 1985. (Survey and Mapping Victoria is currently part of the Department of Finance.)

- 1987: In February, CFL’s regional structure was consolidated by reducing the number of Regions from 18 to 16.

The *Conservation, Forests and Lands Act 1987* transferred the functions of the Forests Commission and other statutory bodies (the Soil Conservation Authority and the Vermin and Noxious Weeds Destruction Board) to the Director-General of Conservation, Forests and Lands. From July, the Forests Commission ceased to exist.

- 1990: The Department of Conservation, Forests and Lands became the Department of Conservation and Environment.
- 1992: The Department of Conservation and Environment became the Department of Conservation and Natural Resources. Two Ministers were appointed, one responsible for Conservation and Environment and the other for Natural Resources.
- 1993: CNR divided Victoria into five geographic Areas which replaced the former 16 Regions.

The Victorian Plantations Corporation was established under the *State Owned Enterprises Act* 1992 to manage most of Victoria's publicly owned timber plantations. The *Victorian Plantations Corporation Act* 1993 made further provision for the management of plantations.

- 1994: The Forests Service of CNR continues to manage Victoria's State forests, and also encourages tree growing on private land through involvement in programmes such as farm forestry and agroforestry. The Minister for Conservation and Environment and the Minister for Natural Resources administer many major Acts, including the *Forests Act* 1958, the *Land Act* 1958 and the *National Parks Act* 1975, together with subsequent amendments.

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Conference papers (Australian Forest History Society)

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Frawley, Kevin J. and Semple, Noel M. (eds), *Australia's Ever Changing Forests: Proceedings of the First National Conference on Australian Forest History*, Department of Geography and Oceanography, Australian Defence Force Academy, Campbell, ACT, 1988

(These papers span major research themes and include discussions of forest history sources.)

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Public Record Office, Victoria, *List of Holdings 1985*, Public Record Office, Melbourne, 1985

Public Record Office, Victoria, *Digest of the Public Records of Victoria*, Public Record Office, Melbourne, 1990

Public Record Office, Victoria, *Summary Guide to the Public Records of Victoria*, Public Record Office, Melbourne, 1990 (periodically updated)

(The PRO publications listed above include histories of government functions and agencies. The *Digest* contains discussions of administrative history sources in part 4.)

Sagazio, Celestina (ed.), *The National Trust Research Manual: Investigating Buildings, Gardens and Cultural Landscapes*, Allen & Unwin, St Leonards, NSW, 1992

3 FILING SYSTEMS

3.1 General

Responsibility for forests in Victoria has shifted between various government agencies over the years and this is reflected in the surviving files. Successive administrations not only added their own papers and covers to files they inherited, but often introduced new filing systems.

Each department established systems to *number* its files. The first letter or report received on a particular topic was generally allocated a number. The letter and any related papers were attached together and became a file, usually under a cover bearing the number and a title or summary of the contents. Further correspondence received from the same person or concerning the same matter was usually attached on top of the existing file. The file number then either remained the same or was updated using the number allocated to the new correspondence. When a file became too bulky, another file or part was opened.

Summary details of file numbers and contents were *registered* in books or on cards. Sometimes separate name or subject *indexes* were compiled. Departments also used books or card systems to record file *movements*, noting to whom a file was sent, whether the file number changed, and when the file was ‘put away’ on the shelves or destroyed.

As time passed and the amount of incoming correspondence increased, departments tended not to number and register every individual letter, although a new file would still be commenced on the receipt of a letter or report dealing with new business. More reliable indexing and classification methods were devised to cope with the growing volume of paperwork.

Nowadays, computers and barcoding enable records officers to track files and correspondence more readily. However, books and cards are still used, particularly when working with older files.

A knowledge of the filing systems used by former departments is useful because the old indexes and registers, if they can be found, are important means of tracing files. Where files have been lost or destroyed, the summaries surviving in indexes and registers may be the only records left to us.

People using these old systems today should remember that registration and indexing practices changed over the years and that most records were created to meet immediate requirements rather than to cater for the needs of future generations. Nevertheless these systems, once understood, are invaluable to researchers. While later indexing projects have made early files more accessible, new indexes are usually meant to supplement, not to replace the old.

3.2 Pre-Forests Commission Files

3.2.1 General

From the nineteenth century up to the establishment of the Forests Commission in 1919, the succession of government departments responsible for Victoria's forests included the Department of Crown Lands and Survey, the Department of Agriculture, the Department of Mines and the State Forests Department. The State Forests Department continued to operate from 1919 under the control of the Forests Commission.

Each new department which assumed responsibility for forests also took charge of relevant files. The new department either continued to number these files under the system used by a former department or introduced a system of its own, in which case files inherited from former departments were 'top-numbered' under the new system when additional papers were attached to them. The frequent administrative changes during this period resulted in files bearing a bewildering variety of numbers. The Forests Commission in its turn took over many of these files and incorporated them into its own system. Therefore papers dating back to the nineteenth century can be found on FCV files.

When responsibilities were transferred from one department to another, files relating to finalised business or matters which did not concern the new department were not necessarily transferred. It is worth considering that historical information might survive among the records of the various departments responsible for forests prior to the formation of the Forests Commission. In particular, the archives of the former Department of Crown Lands and Survey are a rich source for forest historians.

3.2.2 Department of Crown Lands and Survey Filing Systems

General

The records of the Department of Crown Lands and Survey include reports from early surveyors which may contain descriptions of the natural environment. Crown Lands files can also provide information relating to sawmills and tramways, clearing and ringbarking by selectors, grazing in forests, timber reserves and other matters. Researchers should bear in mind that relevant information resides not only in early Crown Lands documents but also in records dating long after the formation of the State Forests Department and the Forests Commission.

Files

Under the *Forests Act 1907*, the State Forests Department became responsible for managing most activities in Victoria's 'reserved forests'. In 'protected forests', however, the State Forests Department controlled 'forest produce' while the Minister of Lands controlled land use in accordance with the Land Acts. For example, licences for tramways and sawmill sites in protected forests were issued by the Department of Crown Lands and Survey although the State Forests Department issued the licences to cut timber. The Department of Crown Lands and Survey also issued licences and leases to occupy land within protected forests for grazing and other purposes. Most kinds of licences and leases in reserved forests were issued by the State Forests Department.

This division of responsibilities continued under subsequent Forests Acts and Land Acts, with certain amendments, e.g. the *Forests Act 1918* gave the Forests Commission fire prevention responsibilities in protected forests, and the *Forests Act 1939* made the Forests Commission responsible for granting licences for tramways and sawmill sites in protected forests (after reference to and consultation with the Secretary for Lands). Therefore Crown Lands records are a potential source of information about certain sites in protected forests, depending on the Act in operation at the time.

Note: Certain mining activities in forests were administered by the Department of Mines and subsequent agencies (see also 3.6.2). For further details about the powers of different government departments in forests, consult relevant legislation.

Correspondence between the Department of Crown Lands and Survey and the State Forests Department or Forests Commission can be found on many Crown Lands files. In some cases the Department of Crown Lands and Survey received objections from the State Forests Department to the issuing of a licence, lease or grant of Crown land in or near a forested area. The two departments also negotiated exchanges of areas of Crown land for areas of reserved forest.

Thousands of historic Crown Lands files have been transferred to the Public Record Office. These files can be accessed using detailed microfiche catalogues and/or PRO item lists.

Other Crown Lands files are still held by CNR, at the Department's Head Office and in local offices around Victoria. Some of these files relate to current land use and have been incorporated into departmental filing systems such as the Land Information Management System (LIMS) (see 3.5.3). Some have been stored pending transfer to the PRO.

Indexes and registers of correspondence

The Department of Crown Lands and Survey originally used large volumes to index and register correspondence. Later, cards were used to index files and record their

movements. Crown Lands files in current use may be recorded on computer systems at CNR.

The Records Management Section, CNR holds some of the old indexes and registers of Crown Lands files which may assist researchers to trace file numbers. These include indexes of correspondence relating to reserves on Crown land (e.g. timber reserves, water reserves) dating from 1876 onwards. Related registers which record the file numbers allocated to these letters are also available at the Records Management Section. The indexes held at the Records Management Section are organised under subject, e.g. location and type of reserve. Alternatively, the PRO holds indexes of inward correspondence to the Department of Crown Lands and Survey organised under sender in the years 1856–96, and registers of correspondence for this period (see microfilm copies: VPRS 226, VPRS 227, VPRS 228).

Letterbooks

Outward letterbooks contain copies of outgoing correspondence. The PRO holds three major series of letterbooks compiled by the Department of Crown Lands and Survey: Outward Letterbooks to General Public, 1858–1909 (VPRS 7935); Outward Letterbooks to Other Departments and District Land Offices, 1862–1909 (VPRS 7934); Outward Letterbooks of the Secretary for Lands, 1863–1930 (VPRS 7936). These letterbooks contain copies of outward correspondence copied by the ‘letterpress’ method and bound into volumes. The letters may provide references to file numbers of related inward correspondence to the Department of Crown Lands and Survey.

Maps and plans

The Department of Crown Lands and Survey also noted file numbers on its parish, township and county plans. Copies of many current and historical plans can be viewed on microfiche at the Central Plan Office (CPO). (See also section 4 Maps, Plans and Aerial Photographs.)

Further information

For further details about Crown Lands records, refer to *The Lands Manual: A Finding Guide to Victorian Lands Records 1836–1983* by Peter Cabena, Heather McRae and Elizabeth Bladin (Royal Historical Society of Victoria, Melbourne, 1989). Many early documents relating to the survey and mapping of Victoria have been published in *Historical Records of Victoria*, Foundation Series, Volume 5 *Surveyors’ Problems and Achievements, 1836–1839*, edited by Michael Cannon and Ian MacFarlane (Victorian Government Printing Office, Melbourne, 1988). The PRO and the CPO provide information concerning the records in their custody. If you wish to inquire about Crown Lands records which remain with CNR, contact the Records Management Section and/or the appropriate Area Office.

3.2.3 State Forests Department Filing System

Files

The State Forests Department was formed in 1908. Under a new filing system which came into use a few years later, the Department numbered its incoming correspondence sequentially from 1 upwards. A registration number was given to the first letter received on a subject. Subsequent correspondence on the same matter was either filed under the original number or allocated a higher number which could then become the new top number of the file. By 1919 the Department was using file numbers up to five figures long.

Location

The Department kept details of correspondence and file numbers on cards until 1920. These cards do not appear to have survived, so they cannot be used to trace State Forests Department files. However, surviving State Forests Department correspondence from 1908 to 1919/20 can be found with FCV files (see 3.3).

3.3 Forests Commission Central Filing System 1919–1984

3.3.1 Files: General

Introduction of the Forests Commission filing system in 1920

The *Forests Act* passed in December 1918 provided for a Forests Commission of three people to administer the Act and manage the already existing State Forests Department. The Forests Commission also became responsible for many of the files which had accumulated during the preceding decades of forest administration. Note: In the following sections, the title 'Forests Commission' is used broadly to refer to the Forests Commission and/or the State Forests Department under the Commission's management.

The Forests Commission took charge in 1919, but the file numbering system used by the State Forests Department does not seem to have been altered until the middle of 1920. The new FCV file numbers consisted of a year prefix and a registration number. When a letter arrived at the Commission's Melbourne offices it was given a sequential number. Numbers began at 1 each year, e.g. 20/1, 20/2 ... (The numbering system commenced in the middle of 1920 but from 1921 the numbers started at 1 each January.) The number was marked on the file cover and recorded on a registration card along with a summary of the letter (see 3.3.4).

Subsequent correspondence was registered and attached on top of the file. Sometimes the file number remained the same when additional correspondence was attached, but files were often 'top-numbered' with the new registration number. When a file became too large and a new file was commenced, the new file number was noted on the cover of the old file. Often the numbers of previous and related files were also noted on file covers.

'Prior to 1920 files'

After the introduction of the new filing system, files created under former systems were top-numbered with FCV file numbers as additional papers were attached to them. However, the Commission was left with a number of old files which did not remain in current use long enough to be updated into the new filing system. Some of these files were closed before the new system was introduced or soon afterwards because the matters they dealt with were finalised; others dealt with current matters but had to be closed because they were too bulky, and a new file was often opened at the point where papers began to be registered under the new system. These closed files retained top numbers from State Forests, Crown Lands and/or other filing systems in existence prior to the formation of the FCV. The Commission called them the 'prior to 1920 files' (although some date well into 1920), presumably because the new filing system was introduced that year.

The FCV incorporated some of these old files into its system by re-registering them under 19/ numbers before storing them away again. Therefore the Commission probably devised its filing system in 1920 but applied it retrospectively to earlier files. In any case, researchers should bear in mind that many old files considered to be of no further use were eventually destroyed (see 3.3.8).

Changes to the Forests Commission filing system

Later, the FCV stopped registering every single item of incoming correspondence and simply attached papers to the relevant files. However, when a letter concerning a new matter arrived it was numbered and registered and a new file was opened. If a file continued over a number of years it might be top-numbered at some stage for convenience, so that it could be shelved with the current year's files. Sometimes files relating to the same subject were renumbered to form a special collection (see 3.3.2).

Following the formation of the Department of Conservation, Forests and Lands, most FCV files in current use were converted to one of the new CFL filing systems (see 3.5). CNR still occasionally finds it necessary to update the whole or part of an old FCV file.

3.3.2 Files: Special Collections

Files re-registered to form separate collections

In some years the Forests Commission began updating files on certain subjects. The old files were closed and part or all of their contents were transferred to new files if necessary. A specific range of file numbers was used to register the new files so that they would remain together. In this way separate collections of files were created.

Perhaps the earliest of these collections was the 52/ series of *personal files*. This series seems to have been introduced late in 1952, beginning with the file number 52/3001. Files concerning current employees who had commenced work with the FCV prior to 1952 were updated to 52/ numbers so that all 'active' personal files could be kept together. The Commission continued to use the 52/ numbers to create new personal files up to the formation of the Department of Conservation, Forests and Lands.

The FCV periodically updated files documenting grazing licences. The 53/2000 sequence of *grazing files* was commenced in 1953 and by the middle of 1957 file numbers above 53/3000 were being used. These files were superseded in the mid-1960s by the 53/4000 sequence. In the 1970s the Commission began another series of files concerning grazing and many other kinds of land occupation, with a range of formerly unused 67/ file numbers. Note that the prefix chosen for a special subject collection did not necessarily bear any connection to the year the files were updated.

Other separate sequences of files created in this way include the 55/ series of *sawmill registrations*, the 56/ *library files* (e.g. purchases for the library and subscriptions to periodicals), the 58/ series of *officers appointments* or *position files* and the 66/ series of *ski club sites*.

Some of these files can be found in their groups among the general 'put-away' files. Others, such as the personal files, have been stored elsewhere. Many of the superseded 53/ grazing files have been transferred to the PRO as a single series (VPRS 10567). Most of the files concerning ski club sites have been transferred to the custody of the Alpine Resorts Commission. (See also 3.3.5.)

Although this file numbering procedure enabled the FCV to keep most of the files on a specific subject together, some related files remained in the general system, particularly earlier files which had been closed years before a special sequence was considered.

Annual Report files

Files concerning Forests Commission annual reports, though originally part of the main FCV file sequence, were extracted during the 1970s to form a separate series for transfer to the PRO (VPRS 10568). This series covers annual reports 1921/22 to

1964/65, with gaps where files have been destroyed or could not be located. The files include reports from individual forest districts.

Microfiche

In 1977 the FCV began microfilming some of its records, including two collections of files: the *log allocation files* and the *fire report files*.

Log allocation files: These files contain information such as descriptions of the areas allocated to log licensees (i.e. sawmillers, logging companies etc.), species and volumes of timber to be cut, and royalty rates. The log allocation files were microfilmed up to 1977–79. The Commission intended to microfilm subsequent papers when the files grew large enough, but no further filming has been undertaken so far. The microfiche are organised under forest districts. Copies are held at CNR and at the PRO (VPRS 3225). Note: This series of microfiche is not open to the public at present. Please consult the Records Management Section, CNR about access.

It is worth searching for original files if the microfiche do not contain the information you require. Some of the log allocation files were destroyed after filming. However, others have survived, including files which were not located for filming. Although the files on the microfiche can include papers dating back several decades, old files relating to licences which were no longer current by 1977–79 do not appear to have been filmed. Later papers beyond 1977–79 may also be available—summary sheets filmed with the files refer to subsequent file numbers.

It is also important to remember that not every page of every log allocation file was microfilmed. FCV officers selected the pages they considered most relevant for their future reference. Remaining pages were sometimes attached at the beginning of the subsequent file.

Clear reproduction of maps on microfiche was not always possible. For this reason, some of the original maps from the log allocation files were retained. A number were collected onto files of ‘logging area maps’ organised by forest district, while others were attached to the subsequent log allocation files.

Current hardwood log allocation details are mainly held at CNR on departmental files. In 1993 the Victorian Plantations Corporation was established under the *State Owned Enterprises Act 1992* to manage certain timber plantations (predominantly softwood plantations). Some current files concerning the plantations vested in the Victorian Plantations Corporation have since been transferred to the Corporation from CNR: these records are not open to the public.

(Indexes to log allocation files are outlined in section 3.3.4. Files and other records relating to hardwood and softwood timber assessment and management planning are described in 4.4.)

Fire report files: It became the practice of the FCV to commence a new fire report file each financial year for every forest district in Victoria. Frequent reference was

made to these files. The FCV decided to microfilm fire report files because retrieval and distribution of information was proving time-consuming and difficult.

A set of microfiche of fire report files from 1960 to 1978 was completed by 1981 and copies were transferred to the PRO (VPRS 3223). This series of microfiche also includes some earlier files dating back to 1958/59. In addition to the district fire report files, the series contains other official reports, studies, and an extract from *The Chronicles of Early Melbourne* concerning the fires on 'Black Thursday', 6 February 1851. Note: This series of microfiche is not open to the public at present. Please consult the Records Management Section, CNR about access.

The Fire Management Branch of CNR has continued to microfilm the annual fire report files and now holds a set of microfiche from 1958/59 almost up to the present. These microfiche are arranged under financial year. Many original fire report files are stored at the Altona North centre of the Fire Management Branch. (Others may be located among general FCV files.)

Personnel files

Personal files and *position files* are stored separately from other FCV files. (See also section 6 Personnel Records.)

Personal files: As described earlier, the FCV used a series of 52/ numbers to register personal files from 1952 onwards.

Since the formation of an amalgamated department, records staff have inter-sorted FCV personal files with those of other agencies such as the Ministry for Conservation and the Department of Crown Lands and Survey, arranging them alphabetically by surname. Personal files are not generally available to the public because they contain confidential information. Most personal files are destroyed 75 years after the employee's date of birth but CNR retains the files of senior public servants and a representative sample of other personal files.

Position files: A series of officers appointments or position files regarding the duties attached to particular jobs and the advertising and filling of positions was commenced in 1958 or 1959. This series began with the file number 58/4000. Files relating to positions which had already been established in the FCV were updated to 58/ numbers.

During 1975 the Victorian Public Service Board introduced its own numerical code to identify positions throughout the Public Service. FCV position numbers began with the prefix 78/05 and positions were then numbered sequentially, e.g. 78/05/0001, 78/05/0002. Existing position files were renumbered from 0001 onwards to correspond with the numbers quoted in the *Victorian Public Service Notices* and each new position received the next available number.

After amalgamation in 1983, position files which remained in use were gradually top-numbered with new codes denoting the Department of Conservation, Forests and Lands and subsequent departments.

3.3.3 Finding a Forests Commission File

To find a Forests Commission file, you need to:

- identify a file number from indexes, plans, minutes or other sources
- trace the movements of the file: did its number change? was it destroyed? where was it last sent?
- find out the present location of the file at CNR or the PRO.

(See Figure 1.)

Identifying a file number

The FCV recorded details of correspondence and/or files in card indexes. By checking these indexes under likely headings in the years you think the Commission would have received a letter from someone or opened a file on a particular topic, you may find an early file number.

If you are researching particular sites, try checking current and/or superseded departmental plans for relevant file numbers.

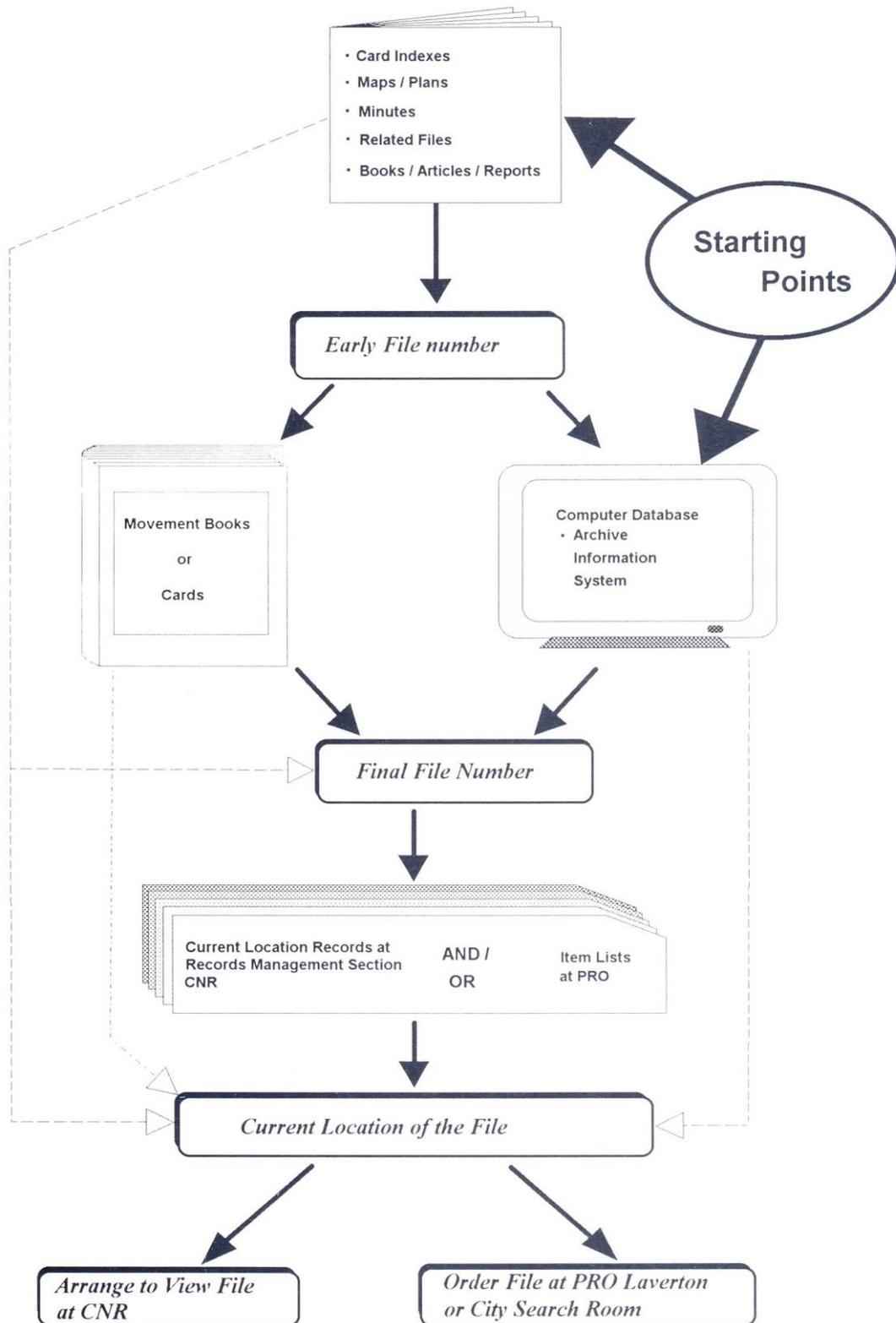
One file may lead you to others if it contains references to previous, subsequent or related files. File numbers can also be found marked beside items in FCV agendas and minutes or cited in books, articles, reports, theses and other sources.

However, the first number you obtain from any of these sources (except recent publications) might not be the final number of your file. The FCV used books and later cards to record file movements. You need to consult these records to find out what happened to your file.

Tracing file movements

A new movement book or set of cards was commenced each year and files were listed in numerical order. If a file was attached to another file and the top number changed, you will find this noted in the movement records with the symbol @. (A pencilled @ was sometimes used to indicate that files were to be temporarily attached.) You should then look up this number to see whether this file was attached to a further file and so on until you arrive at a final number. Movement books or cards may also record where or to whom a file was sent. A pencilled or black 'F' (for 'finalised') indicates that a file was put away for the time being. More recently, the abbreviation 'PA' has been used. A red 'F' or 'D' means that the file was destroyed on the date shown.

FIGURE 1 FINDING A FORESTS COMMISSION FILE



Computer database

Records officers in CNR are now compiling a computer database (Archive Information System) of early FCV files which will simplify the process of finding a file number and establishing the location of a file (see 3.3.7). However, old records are still used both to find files and to amend their numbers or locations.

Further information

For further details about maps and plans, see section 4. Forests Commission agendas and minutes are described in section 5. The following sections describe in more detail some of the indexes and movement records available for tracing FCV files.

3.3.4 Forests Commission File Indexes

Subject indexes

1919–1923: No original indexes survive from this period. However, around 1980, records staff began to re-index the surviving files from the Forests Commission's early years, using a standard subject classification system introduced in 1971. The resulting card index covers files up to 1927, and also includes some later files.

1924–1945: Over these years the FCV recorded incoming correspondence on *registration cards* under broad subject headings. The details registered about each letter included the sender's name and address, the date of writing and/or the date of registration, a summary of the letter, and the correspondence number and/or file number. In the early indexes, separate columns were used to record the number allocated to each letter and the number of the file to which it was first attached (often the same as the correspondence number)—from 1939 onwards, a single column was set aside for the relevant file number. A new set of cards was commenced each year and the subject headings under which letters were indexed were liable to change from one year to the next, so a search of these indexes requires imagination and patience. (See Figure 3.)

1946–1958: During this period a single continuous index was compiled and consequently the subject headings were more consistent. Sometimes a new registration card on a subject was started at the beginning of a new year, but in many cases files would simply be listed on the card used the year before and another card was not added until both sides of the first one were filled.

1959–1970: The FCV commenced a new index in 1959 and continued to use the same registration cards to record files created until 1970. Where the list of files under a particular subject heading extended beyond one card, the cards were clipped together.

1971–1984: (See Figure 2.) In 1971 the FCV introduced a major new indexing system. A list of numbered primary, secondary and tertiary subject headings was devised. These numbered headings were the foundation for a more structured and standard *subject index*. Each file was indexed (classified) under one or more three-tiered headings and the corresponding numbers were noted on the file cover along with the usual file number and title.

Some subjects were further divided geographically under the names of FCV districts and/or divisions, creating a fourth level of indexing. The boundaries and names of forest districts and divisions were subject to change. Maps showing the boundaries of forest districts and divisions at different times are available at the Records Management Section, CNR. These maps help users to interpret the 1971–84 subject index and earlier indexes which contain geographical subheadings. (Figure 8 shows forest district boundaries in 1983. See also 3.4 Forests Commission Divisional and District Filing Systems.)

Around 1980, the Forests Commission began entering the three-tiered subject classification numbers on its pre-1971 files to make them more accessible. CNR is continuing this work in preparation for transfer of FCV files to the Public Record Office. The FCV 1971–84 index headings provided a basis for the amalgamated departmental classification system which was introduced in the Department of Conservation, Forests and Lands in 1984–85 (see 3.5.2).

Name indexes

The Forests Commission's *name indexes* (or *proper name indexes*) include a wide variety of names of people, places, organisations and file topics. Sometimes these indexes are a more useful starting point than the registration cards or subject indexes which force you to search for files under a limited range of headings. (However, name indexes do not provide the details about individual items of correspondence that you can find on the early registration cards.) It is important to be aware of all the relevant indexes available. Some files were indexed as they were created but other indexing was done years afterwards, and recent files have been added to some of the old indexes over the years.

Around 1980, records staff began preparing a name index to surviving files from the Commission's early years. This index principally covers files up to 1927, but also includes some later files. It complements the subject index of early files which was compiled about the same time.

An old '1940–60' name index includes files from as early as the 1920s up to about 1970.

The FCV kept a detailed name index from 1971–84 which is a useful supplement to the standard subject classification headings for these years.

FIGURE 2 1971-84 SUBJECT INDEX CARD

index heading

index number

forest district

PRIMARY	MANAGEMENT	7	SECONDARY	ASSESSMENT	1	TERTIARY	HARDWOOD SURVEY + O3 INVENTORY	
No.	Date	Subject					BARMAH F/D	
80/568	2.4.80	RED Gum RESOURCES - BARMAH F/D						
8276/77-F61								

file number

file title

Personal and miscellaneous indexes

Before the widespread use of computers for file searches, many staff kept their own index books in which they recorded file numbers for ready reference. The contents of these indexes varied because people listed the files they used most frequently, under subject headings they considered relevant.

The Records Management Section holds a small black book (possibly a personal index) which lists files from the late 1930s to the 1960s, and a card index labelled 'Supplementary to Black Book' which uses similar headings to those in the book and dates from the late 1930s into the 1940s.

These indexes may provide alternative starting points for your search if you have been unable to locate relevant files in the central subject and name indexes maintained by records staff.

Indexes to log allocation files

Log allocation files (see 3.3.2) were recorded in the Forests Commission's general indexes under subject (and forest district). In addition, the Commission created indexes to the names of log licensees. The oldest of these indexes refers to file numbers from the 1940s to the 1960s. It consists of cards arranged on two small 'wheels' (licensees A-J and K-Y). This index was superseded by another card index maintained by the FCV and later by the Commerce Branch of CFL up to the late 1980s. More recently, this kind of information has been recorded on computer databases.

3.3.5 Forests Commission Movement Records

General

After obtaining a file number from indexes or other sources, you can trace the file using *movement books* or *file register/movement cards*. The Forests Commission originally used books to record file movements. Movement cards were introduced in 1971.

1919–1938: Details from the movement books up to 1938 were transcribed onto *file register/movement cards* by the FCV in the 1980s because the worn condition of the old books made them difficult to use. The cards were also considered an improvement because they allowed space for writing file titles whereas the books contained only columns of file numbers and notes of movements.

1939–1970: File movements can be traced through the original *movement books* surviving from this period (see Figure 4).

1971–1984: *File register/movement cards* show the movements of files during these years. These cards fulfil two functions. On one side is a file register showing file numbers and titles. The other side shows file numbers and movements.

Special subjects

If you find that certain sequences of file numbers appear to be missing from the movement books, this may be because the details have been recorded on cards. At various times the FCV updated a group of files on a particular subject by renumbering them using a range of available file numbers either from the current year or a previous one. The earliest of these files were registered in movement books at first and transferred to cards from 1971. (See also 3.3.2 Files: Special Collections.)

Sequences of file numbers registered on separate sets of cards include:

- *personal files* 52/3001–7578
- *grazing files* 53/2000–4841 (see Figure 5)
- *sawmill registrations* 55/1700–2374
- *library files* 56/1601–2000 and 56/2601–2645
- *position files* 58/4000–4887
- *ski club sites* 66/4001–4344.
- *grazing/occupation files* 67/2501–5048.

The 67/ series of grazing/occupation files was actually commenced in the early 1970s, so these files were included in the Commission's new 1971–84 subject index. Library files and ski club sites can also be found in the 1971–84 subject index.

3.3.6 Using Indexes and Movement Records: An Example

FIGURE 3 REGISTRATION CARD

Form 100				
REGISTRATION CARD				
From Whom	Address	File No.	Date	Particulars
Walker, A.	Boundary Road	40/134	13-1-40	Applying for grazing rights over area formerly held by him in the parish of Jungferal
Ferguson, Mrs. E.A.	Boighead	40/369	12-2-40	Applying for grazing rights over area of approx 13 acres, parish of Wortongie
Hanson B.	Chinkapook	40/482	16-1-40	Cancel grazing area held by him in the parish of Curra
Graban, J. W.	Longton via Swan Hill	40/696	14-3-40	Receives grazing area, parish of Jungferal
Robinson, A. E.	Annuello	40/1193	16-4-40	Dwds. rent owing on grazing area, pls. Wemen & Annuello
Crown Solicitor	C-1	40/1420	27-5-40	Re rent owing by Mrs. D. Buchanan on grazing area, pls. Kerandie & Jungferal
Derham, Mrs. C.	Parake Bay, Mangell	40/1514	4-6-40	Re grazing areas parish of Curra previously occupied by the late K. Hayes

On 12 February 1940, Edith Ferguson wrote to the Forests Commission applying to rent 3 acres of land in the parish of Wortongie. The letter was allocated file number 40/369...

FIGURE 4 MOVEMENT BOOK

		40/			
357	F	17/12/76	360	F	17/12/76
358	@ 46/1615		361	F	1-3-40
359	F	17/12/76	362	F	17/12/76
360	@ 53/1028		363	F	17/12/76
361	Bower	12-5-40	364	F	
362	Bower	15-2-40	365	@ 41/257	
363	@ 49/454		366	@ 53/2478	
364	@ 44/2030		367	F	17/12/76
365	Lawrence	16-3-40	368	F	17/12/76
366	F	17/12/76	369	F	20-3-40
367	F	17/12/76	370	F	
368	F	17/12/76	371	@ 41/600	
369	@ 41/843		372	@ 43/541	
370	F		373	@ 43/58	
371	F		374	F	
372	@ 45/2178		375	@ 43/863	
373	@ 42/1909		376	F	17/12/76
374	@ 43/1220		377	@ 40/1743	
375	@ 53/2566 ←		378	F	17/12/76
376	FD	26-4-40	379	@ 40/2993	
377	@ 56/80		380	F	17/12/76
378	F	1958	381	@ 42/146	
379	F		382	F	17/12/76
380	@ 45/1062		383	F	17/12/76
381	F		384	@ 53/1021	

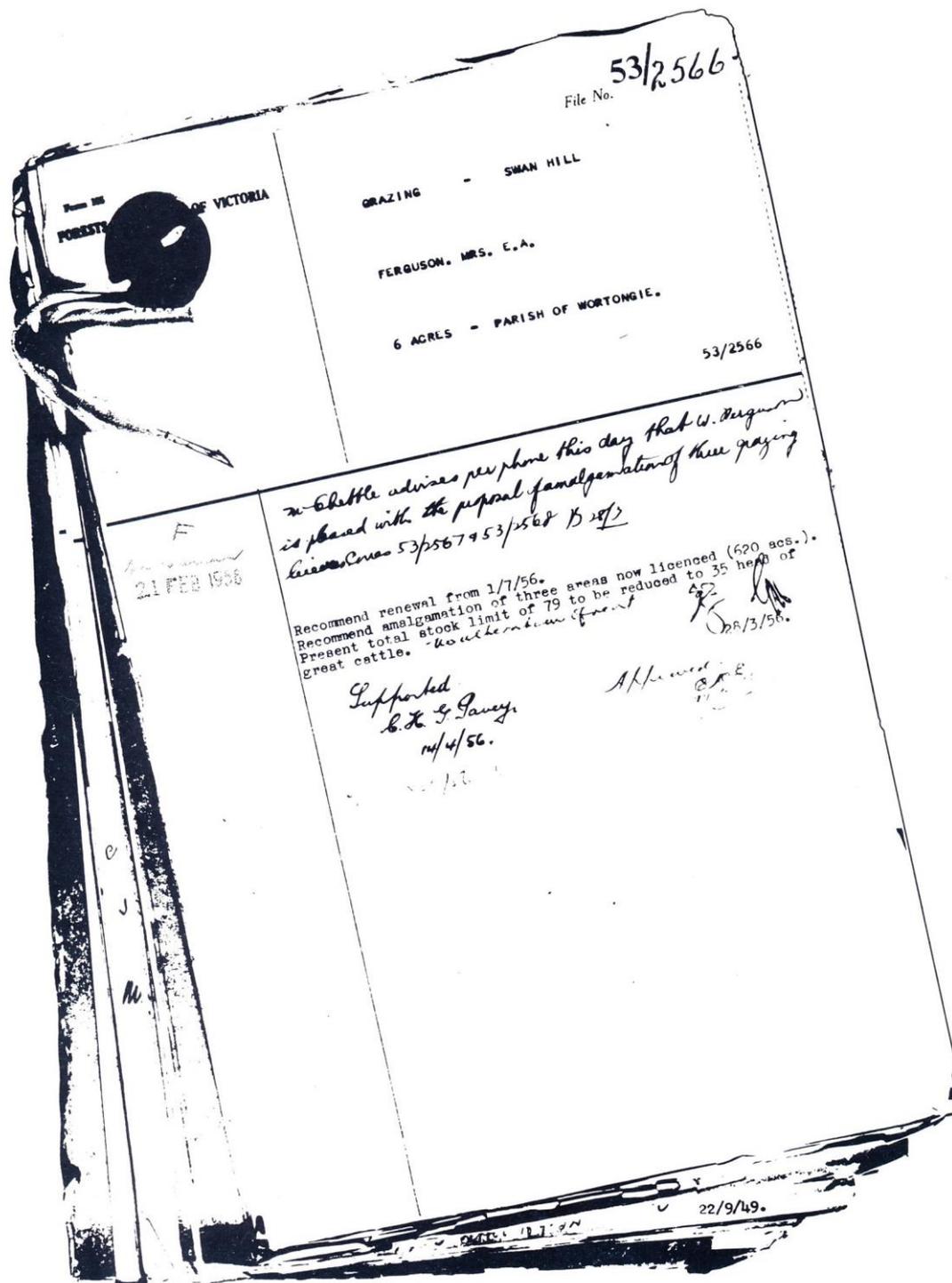
File number 40/369 was updated to 53/2566. This file is in the grazing series...

FIGURE 5 FILE REGISTER/MOVEMENT CARD

1953 FORESTS COMMISSION - FILE REGISTER / MOVEMENT CARD		
FILE NO	TITLE	LOCATION
2560	GRAZING, 939 acres p. Piambie	PRO 10567-12
1		@ 53/4427
2		@ 53/4428
3		@ 53/4429
4		@ 53/4420
5	GRAZING 6 acres p. Narrung	PRO 10567-12
6		PRO 10567-12
7	GRAZING 409 acres p. Wortongie	PRO 10567-12
8		@ 53/4431
9		@ 53/4432

File number 53/2566 is located at the PRO in VPRS 10567, box 12. Notes on the file cover (Figure 6) indicate that the file was closed in 1956 and that further information may be found in related files 53/2567 and 53/2568.

FIGURE 6 FORESTS COMMISSION FILE



PROV, VPRS 10567, Unit 12, File number 53/2566

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3.3.7 CNR Computer Database of Archival Files (Archive Information System)

Records officers at CNR have begun listing and boxing FCV files for transfer to archival storage at the Public Record Office. Details about each file are being recorded in a database. The resulting computer-generated list will display the box number, the top number of each file and up to six attachments, the subsequent file number (if known), the date range of the file, the subject and the appropriate 1971–84 classification number, the file title and, where relevant, the parish and the old forest district. Where a file spans a number of years and the description on the top cover does not adequately reflect the older correspondence attached, records officers may compose a more comprehensive title for the file.

The system will enable users to search for files by box, file number or classification number, subject, parish, forest district or keywords. The database will be a faster and more flexible alternative to existing card indexes. If you have already identified an early file number from a card index or another source, you will be able to consult the database for the final top number and current location of the file without tracing a succession of numbers through the old movement records. However, users should bear in mind that the database will only record details of surviving files.

This is a long-term project. So far, files from the first ten years of the Forests Commission's administration have been listed. Some of the early FCV files already transferred to the PRO may eventually be included in the database.

The computer system is known as the Archive Information System (AIS), and aims to provide information not only about FCV files but also about archival files of other agencies which became part of the Department of Conservation, Forests and Lands (see also 3.5.1).

3.3.8 Disposal of Forests Commission Files

Researchers tracing early file movements will be disappointed to find that in many cases the trail ends with a red 'F'. The Forests Commission introduced the 'Red F System' in 1929 to deal with the number of files accumulating in its storage areas. Under this system, senior officers decided which files were no longer required. These were filed separately for a time and then destroyed. In the movement books a red 'F' was marked beside the file numbers. This system was applied to files closed from 1929 onwards and to those put away prior to 1929, including the Forests Commission's own files and those it had inherited. The Commission destroyed large quantities of files under the 'Red F System' in order to reduce 'useless lumber'. (See FCV files 29/5365 and 34/530, both attached to 74/372.)

Since the passing of the *Public Records Act 1973*, the Public Record Office has worked with government agencies to produce 'disposal schedules' which contain instructions concerning the retention and destruction of records. The preparation of a disposal schedule involves consideration of the department's requirements, legal obligations, and the potential interest of the records to the wider community. The

Records Management Section, CNR welcomes your comments on the disposal schedules which apply to forest records and how these schedules are implemented.

3.3.9 Location of Forests Commission Files, Indexes and Movement Records

Some of the FCV files are available at the PRO, but most are currently held by CNR in secondary storage rooms at Treasury Place, or at the Department's Head Office in Victoria Parade, East Melbourne.

Both the PRO and CNR hold microfiche copies of log allocation and fire report files. Please note that use of these files may be restricted and the copies held by the PRO are completely closed to the public at present. Researchers wishing to refer to these records should first consult the Records Management Section, CNR about access. Many of the original fire report files are stored at the Altona North centre of the Fire Management Branch, CNR.

The file indexes and movement records are held by CNR. The registration cards from 1924–45 and 1946–58 have been copied onto microfiche for consultation at the Records Management Section in Victoria Parade but the original cards are also available at Treasury Place. The other indexes and movement records are held at Victoria Parade.

3.4 Forests Commission Divisional and District Filing Systems

3.4.1 Files

The FCV managed local areas through several forest divisions (which may have evolved from early forest inspectorates) and numerous forest districts within the divisions. The boundaries and names of forest divisions and districts changed over the years. At the time of amalgamation into CFL in 1983 there were 7 divisions and 43 districts. (See also 3.3.4. Refer to Figure 8 for a map of forest districts in 1983.)

The forest divisional and district offices kept their own collections of files. Because many matters came under the jurisdiction of Head Office, many of the local files recorded communication between Head Office and the division or district, e.g. letters from Head Office and copies of reports from local foresters to Head Office. The corresponding files kept by Head Office would contain duplicates of the letters from Head Office and original reports from the divisional or district foresters. Therefore some of the information on divisional and district files was duplicated on Head Office files. Other details, including any papers not forwarded to Head Office and comments jotted on letters received from Head Office would only be found on the local files.

The divisions and districts dealt with smaller quantities of files than Head Office and developed filing systems to meet their particular needs. When the new classification system was introduced in 1971 as a means of indexing files at Head Office (see 3.3.4), the divisions and districts were asked to use the three-tiered index numbers as their file numbers. Most of the divisions and districts proceeded to organise their files

along these lines, though there were local variations and some people still preferred the more familiar file numbers comprising a year prefix and a sequential number.

3.4.2 Location

Due to office moves and limited storage facilities in local areas, some of the old FCV divisional and district files have not survived. Some of the surviving files have been incorporated into current departmental filing systems such as the Land Information Management System (LIMS) (see 3.5.3). Others have been stored in CNR offices around the State. A small collection of files from the Heywood District Office can be found in Melbourne stored with FCV Head Office files at Treasury Place.

Researchers are warned that divisional and district files may be difficult to access. Some local offices do not have indexes to their archival files. Staff time is limited and opening hours may be restricted, particularly at smaller work centres. As a first step, anyone interested in divisional and district records should telephone or write to the relevant Area Office or work centre or the Records Management Section of CNR.

3.5 Department of Conservation, Forests and Lands, DCE and CNR Filing Systems 1984–1994

3.5.1 General

The Department of Conservation, Forests and Lands (CFL) was formed in 1983 by amalgamating the State Forests Department and FCV, the Ministry for Conservation and some of its agencies, and the Department of Crown Lands and Survey.

Before CFL implemented new filing systems, a number of separate systems continued to operate within the Department. Although many files created by the agencies which became part of CFL were eventually converted to one of the new systems described in the following sections, others were stored under their old numbers: CNR still holds a number of files belonging to filing systems of the FCV, the Department of Crown Lands and Survey, the Vermin and Noxious Weeds Destruction Board, the Ministry for Conservation, the National Parks Service, the Fisheries and Wildlife Division and the Soil Conservation Authority.

The Records Management Section, CNR is developing an Archive Information System (AIS) to provide information about the Department's archival files, including those transferred to the PRO and those stored by CNR Head Office (see also 3.3.7). The AIS will cover historic files created by the various agencies which were amalgamated to form CFL.

Sections 3.5.2 and 3.5.3 describe filing systems introduced by CFL and still used in CNR.

3.5.2 General Correspondence Filing System

Files

The transition to a departmental general correspondence filing system began around the middle of 1984. The new system was implemented at Head Office and in the 18 Regional Offices of CFL.

Like the old Forests Commission system, the new departmental filing system adopted year prefixes and sequential file numbers, e.g. 85/1, 85/2 ... When a file became too bulky, a new part was commenced but usually the main file number was not changed. A classification system was introduced covering subjects throughout the Department. The classification headings applying to forest-related subjects were very similar to the headings formerly used to index FCV files from 1971–84 (see 3.3.4).

Head Office and each of the Regional Offices numbered their files sequentially from 1 each year. Therefore the same file number could appear on a Head Office file and 18 separate regional files. To avoid confusion, regional files were labelled ‘Regional Office’ and the spines of the files were colour-coded to help differentiate the offices. At Head Office, a new colour was used for each year’s files in a 10-year cycle commenced by the FCV in the 1970s.

Computer systems

CFL computerised its records management systems. In the Registry at Head Office, a system called FACCTS (File And Correspondence Classification Tracking System) was introduced. This system is still in use in CNR today.

To register a file in the FACCTS database, staff enter the file number and part number, the category (classification number), the title and any extra keywords. In addition, a numerical code is entered to show which registry created the file. All the files registered so far are identified on the system by the code 19 for Head Office because FACCTS is currently used only by the Head Office Registry. The numbers 1 to 18 were allocated to the former Regional Offices of the Department for use in future integrated records management systems.

File movements are recorded on computer. Details about individual items of correspondence and the files to which they are attached can also be registered if required. Staff with access to the FACCTS system can conduct searches to obtain details of files or correspondence items and find out their current locations.

In CNR’s 5 Area Offices and 11 former Regional Offices, small computerised systems are currently used for the registration and tracking of files.

3.5.3 Land Information Management System (LIMS)

A separate computerised system was devised during 1985 to manage files relating to the occupation and use of public land by private individuals under licence, lease or other arrangements with CFL. These files were distributed to the relevant Regional Offices and given new account numbers consisting of a regional code and a sequential number. A tenure code was added to indicate the type of land use. The account numbers were allocated sequentially within each Region irrespective of the type of tenure. In addition, each parcel of Crown land was identified by a six-figure parcel number. Some of the Forests Commission's *occupation files* dealing with the use of forests for purposes such as grazing and bee-keeping were incorporated into this system.

The system is still used in CNR. There are now hundreds of tenure codes denoting different uses of Crown (or public) land and different kinds of reserves. The system is known as the Land Information Management System or LIMS (see also 4.2.6).

3.5.4 Administrative Boundary Changes

The original 18 Regions of the Department of Conservation, Forests and Lands were subsequently reduced to 16. A number of smaller work centres operated under the jurisdiction of the Regional Offices. In May 1993 CNR divided Victoria into five Areas for administrative purposes. Five of the 16 Regional Offices became Area Offices, while the remaining 11 joined the many major and minor work centres reporting to the Area Offices. These changes may affect filing systems, mapping and computer databases.

3.6 Files of Other Government Agencies

3.6.1 General

The Forests Commission and its predecessors administered many of Victoria's forested areas and the Department of Conservation, Forests and Lands inherited the Commission's responsibilities. However, over the years various other government departments and organisations have been involved in forest research, planning or management.

You might need to undertake background research to identify agencies which may have kept records relating to a particular forest or forestry issue. Surviving records may be available at repositories such as the PRO or Australian Archives, or you may have to contact the agency concerned. The information you seek will not always be available on files. Agencies might make maps available for consultation, provide details from computer databases, or refer researchers to published information about their work.

3.6.2 Victorian Government Agencies

From 1860, the Department of Mines and its successors took over the administration of certain mining activities from the Chief Secretary's Department. Other agencies such as the Department of Crown Lands and Survey have also had responsibilities relating to mining. Researchers interested in historic mining sites in Victoria's forests may need to refer to records of these agencies.

Victorian agencies which have managed catchments, reservoirs and associated sites in forested areas include the Melbourne and Metropolitan Board of Works (now Melbourne Water) and the State Rivers and Water Supply Commission (whose major responsibilities were transferred to the Rural Water Commission in 1984 and later to the Rural Water Corporation).

The Land Conservation Council (LCC), established under the *Land Conservation Act* 1970, conducts investigations and makes recommendations on the use of public land in Victoria. The LCC also makes recommendations concerning the constitution and definition of water supply catchments and advises on land use policy in catchment areas.

Information relating to the history of State government functions and agencies is available in PRO Search Rooms (relevant PRO publications are listed in section 2.2). Current contact details of government offices may be obtained from the *Victorian Government Directory*.

3.6.3 Commonwealth Government Agencies

A number of relevant Commonwealth bodies are associated with the Department of Primary Industries and Energy, the Department of the Environment, Sport and Territories or the Department of Industry, Technology and Regional Development.

Specific organisations and projects include the CSIRO, the Australian Heritage Commission and the National Forest Inventory. The National Forest Inventory (NFI) is a joint programme between the Commonwealth and States. (See Appendix 2 for further details.)

Information about Commonwealth agencies can be obtained from sources such as *Commonwealth Government Directories* and Australian Archives databases.

3.6.4 Local Government

Records of municipalities (cities, shires etc.) are also possible sources of information about land use, vegetation and tree growing. *Victorian Municipal Directories* may help you to identify relevant municipalities. Records may be retained by local councils or held at the PRO or local records centres.

4 MAPS, PLANS AND AERIAL PHOTOGRAPHS

4.1 General

4.1.1 Survey and Mapping of Public Land in Victoria

Historical and current maps and plans are important sources of information about geographical features, settlement and land use. Agencies responsible for the survey, sale and management of Crown land in Victoria have always required detailed plans showing areas of land which have passed into private ownership and remaining public land such as parks, reserves and State forest.

Many of the early maps of Victoria drawn by explorers and surveyors include observations about soils and vegetation. Some historic plans are reproduced in *Surveyors' Problems and Achievements, 1836–1839*, Volume 5 of the Foundation Series of *Historical Records of Victoria*.

Squatters began occupying large tracts of grazing land in 1834, and plans were later drawn to accompany official papers concerning pastoral runs. As settlement spread, the alienation (sale and selection) and reservation of Crown land was recorded on parish, township and county plans. Separate sets of plans were used to keep track of temporary use of Crown land under the various Land Acts. Plans were frequently attached to files in order to define the boundaries of the land in question (see 3.2.2).

The Department of Crown Lands and Survey carried out these functions from the mid-1850s, continuing the work of earlier agencies and inheriting records dating back to the early nineteenth century. Other government agencies such as the Forests Commission prepared maps and plans to assist them in their particular management roles. FCV surveyors carried out many surveys in forested areas.

The Department of Crown Lands and Survey became part of CFL in 1983. Two years later the Division of Survey and Mapping was transferred from CFL to the Department of Property and Services. CFL remained responsible for managing Victoria's Crown land, while the provision of the map base required for informed management was largely the responsibility of the Division of Survey and Mapping.

Today Survey and Mapping Victoria (SMV) is part of the Department of Finance, and continues to prepare both cadastral (property boundary) and topographic maps. SMV provides digital (computerised) map data which is used by CNR for a wide range of management purposes. Digital cadastral map data produced by SMV and topographic data from both SMV and AUSLIG are used for natural resource management purposes via CNR's Geographic Information System (see 4.3.3) and for recording details regarding the status and current use of every parcel of Crown land in Victoria (see 4.2.6 LIMS Cadastral Mapping Programme).

4.1.2 Forests Commission Maps, Plans and Aerial Photographs

The FCV used parish, township and county plans, topographic maps and other plans, to record information such as:

- surveys
- forest boundaries
- logging areas, sawmills and tramways
- timber assessment
- plantations
- silviculture
- roads/tracks and road works
- fires and fire protection
- recreation opportunities in forests
- tenures in reserved forests, e.g. grazing, bee farms and ranges

Collections of plans were kept at Head Office and in many forest districts and divisions. Plans were also attached to files concerning particular areas, e.g. occupation files and log allocation files (see 3.3.2). In addition, some FCV offices built up collections of aerial photographs. Most of these maps, plans and aerial photographs were inherited by CFL on amalgamation in 1983. The Central Plan Office (CPO) holds microfiche copies of forest survey plans and fieldnotes inherited from the Forests Commission's Survey Section, but these are difficult to access unless specific reference numbers have been identified from other sources such as parish plans used by the FCV (see 4.2.4).

4.1.3 Locating Maps, Plans and Aerial Photographs

There are numerous kinds of maps, plans and aerial photographs, prepared by state and national government and private agencies for a variety of uses, and now held at locations ranging from the offices which produced or collected them to repositories such as the PRO and State Library of Victoria. Below is a list of just some of the starting points for researchers seeking maps, plans or aerial photographs which may contain information about Victoria's forests. For contact details, see Appendix 2.

Purchase of maps and aerial photographs

Mapshop, Information Victoria: VICMAP standard topographic map series, outdoor leisure maps, AUSLIG maps, geological maps, other maps produced by various government agencies, directories such as ESMAP Outer Melbourne Directory and VIC ROADS Country Directory, CFA Rural Directories, and a range of other government and commercial products.

CNR Outdoors Information Centre: CNR and related publications including a selection of maps. Some Area Offices and work centres may sell maps relating to their localities.

Australian Surveying and Land Information Group (AUSLIG): maps, digital data and satellite data products, sold by distributors and retailers throughout Australia. Aerial photographs are also available through AUSMAP Photo Sales.

VicIMAGE, Survey and Mapping Victoria: aerial photographs of Victoria taken on a regular basis, dating back to 1945 for some areas, available for viewing and purchase.

Collections for public reference

Central Plan Office, Survey and Mapping Victoria: parish, township and county plans (current and superseded record plans); microfiche copy of historical plan collection (including pastoral run plans) and registers of historical plans; microfiche copy of pastoral run papers and index; microfiche copy of pastoral run registers; surveys; plans described in legislation as lodged at the CPO, etc. Most of the plans can be viewed on microfiche, and paper copies can be made for a fee. The CPO has a self-service system. Visitors requiring research assistance from CPO staff may be asked to pay.

Map Collection, State Library of Victoria: LCC reports; VICMAP, AUSLIG and Royal Australian Survey Corps topographic maps; plans of most parishes, townships and counties; various maps of Victoria produced by the FCV and earlier agencies, including 'Distribution of Forest Trees' map, 1869 (with notes by Ferdinand von Mueller); CFA Rural Directories; atlases; many other maps and plans of historical interest, mostly organised on a regional basis. Some photocopying restrictions apply.

Public Record Office, Laverton: various series, including microfiche copy of pastoral run files and index (VPRS 5920), microfiche copy of pastoral run plans (VPRS 244), microfiche copy of pastoral run registers (VPRS 5826), microfiche register of the historical plan collection (VPRS 8164), and some FCV collections. Plans may also be found attached to Crown Lands and FCV files at the PRO.

Public Record Office City Search Room: Microfiche copies of—recent parish plans (VPRS 8287) and township plans (VPRS 8289), pastoral run files and index (VPRS 5920), pastoral run plans (VPRS 244), pastoral run registers (VPRS 5826), and register of the historical plan collection (VPRS 8164).

Note: The 'historical plan collection' is available for use on microfiche at the CPO only. Most of the original plans, formerly held at the CPO, have been transferred to the PRO (VPRS 8168) and are closed in order to preserve them from further deterioration. Authorisation to view original plans must be obtained from the Surveyor-General and will only be granted in special circumstances. Both the PRO and the CPO hold microfiche copies of the register(s) of historical plans which can be used to identify relevant plan numbers. Microfiche copies of the pastoral run plans are available at PRO Search Rooms in addition to the CPO (these are included among the historical plan collection microfiche at the CPO, but comprise a separate series at the PRO). Microfiche copies of pastoral run files or pastoral run papers, together with the index and registers of pastoral runs, are also available at both the PRO and the CPO: references to related plans can be found among the pastoral run papers.

CNR internal collections

Various parish, township and county plans, current digital mapping, and other maps, plans, aerial photographs and satellite images are held by many central and local offices of CNR. With the exception of specific sales and information centres, CNR offices do not open their map collections for general browsing, copying or purchase. Researchers may view certain collections and/or obtain copies for a fee, but prior arrangements must be made with the office concerned.

Further information

The following sections describe certain types of maps, plans and aerial photographs which may be useful for forest history research, and some of the collections held at CNR, the CPO and the PRO (see also Appendix 1 for FCV maps and plans at the PRO).

For further information, researchers are encouraged to refer to: *The National Trust Research Manual: Investigating Buildings, Gardens and Cultural Landscapes*, edited by Celestina Sagazio (Allen & Unwin, St Leonards, NSW, 1992); *The Lands Manual: A Finding Guide to Victorian Lands Records 1836–1983*, by Peter Cabena, Heather McRae and Elizabeth Bladin (Royal Historical Society of Victoria, Melbourne, 1989); CPO pamphlets.

4.2 Parish, Township and County Plans

4.2.1 General

For survey and land administration purposes, Victoria was divided into 37 counties. The counties were divided into 2004 parishes, and 909 townships were located within parishes. Crown land in parishes and townships was subdivided for sale or rental, and some areas were reserved for particular purposes. Details such as the boundaries and uses of allotments and reserves were recorded on parish, township or county plans. This system is still used today as the basis for management of Victoria's Crown land. Parish, township and county plans do not normally record the history of land after it has passed into private ownership.

4.2.2 Record Plans

General

Record plans maintained by SMV show the boundaries of allotments and reserves, including reserved forest. They also refer to files relevant to the history of selection, reservation and management of pieces of Crown land. Where a block of land has been sold, the plan will name the grantee (purchaser of the land from the Crown) and

the date of purchase. Record plans do not contain full details of temporary uses of Crown land.

Record plans have been compiled for most Victorian parishes and townships. Some remote parts of the State are not covered by parish or township plans. In these cases the relevant county plan is regarded as the record plan for the parish.

A new record plan might be compiled if the old plan becomes difficult to read, or if substantial new information has to be added. Superseded record plans are known as 'put-away' plans. Current record plans contain details of sale and reservation of Crown land up to the present, including relevant historical information transferred from the put-away plans. In some cases, however, researchers may need to refer to the put-away plans (e.g. where an area has been repurchased by the Crown and old selection details are not shown on the new plan).

Imperial measurements were originally used for record plans, but some have been superseded by metric plans.

Location

Microfiche copies of put-away and current record plans are available for use at the CPO. The current record plans are frequently updated and refilmed by Survey and Mapping Victoria. The collection at the CPO contains the most recent available information. Record plans held elsewhere are correct up to the time they were obtained from SMV. The PRO City Search Room holds a recent set of parish and township plans on microfiche.

4.2.3 Crown Lands and Survey Working Plans or 'OB' Plans

General

The Occupation Branch of the Department of Crown Lands and Survey maintained a separate collection of parish, township and county plans on which they marked notes and file numbers relating to letters of inquiry, preliminary land applications, and temporary uses of Crown land.

These plans may be useful to researchers tracing tenures such as grazing licences in certain forest areas. Under the Forests Acts, the State Forests Department controlled most uses of land in reserved forests and forest produce in both reserved and protected forests, while the Department of Crown Lands and Survey remained responsible for many tenures in protected forests. The division of responsibilities between the two departments varied according to the Act in operation. Old OB plans therefore may be expected to contain some historical information concerning temporary occupation of land in protected forests, including the numbers of relevant Crown Lands files (see also 3.2.2).

Location

After the formation of CFL, sets of OB plans were retained for use in Regional Offices and the Estates Section at Head Office. Sets of imperial and some metric OB plans are still held by CNR Head Office. Researchers may find that in recent decades the Department of Crown Lands and Survey and CFL did not record tenures in the same detail on the Head Office plans as on the equivalent sets in local offices. Most of the OB plans at Head Office have not been kept up-to-date at all since the late 1980s due to lack of staff. Local offices still use their sets of plans and update them as necessary. Inquiries about parish, township and county working plans or OB plans may be directed to the Records Management Section at Head Office or the relevant Area Office. Many of the functions of these plans are now being taken over by the LIMS Cadastral Mapping Programme (see 4.2.6).

4.2.4 Forests Commission use of Parish, Township and County Plans

General

The FCV Estates Section used plans produced by the Department of Crown Lands and Survey as base maps on which to chart information concerning forest boundaries and land use in areas overseen by the Commission. Like the Crown Lands and Survey Department's OB plans, the FCV parish, township and county plans were inherited by CFL but now tend to be used as historical references rather than working plans. The plans are unlikely to cover parishes and townships outside forested areas.

These plans direct researchers to FCV and Crown Lands files, *Government Gazette* notices of reservations, related plans and other records. They are particularly useful for anyone seeking historical information about tenures in reserved forests and logging in reserved or protected forests during the existence of the State Forests Department and FCV.

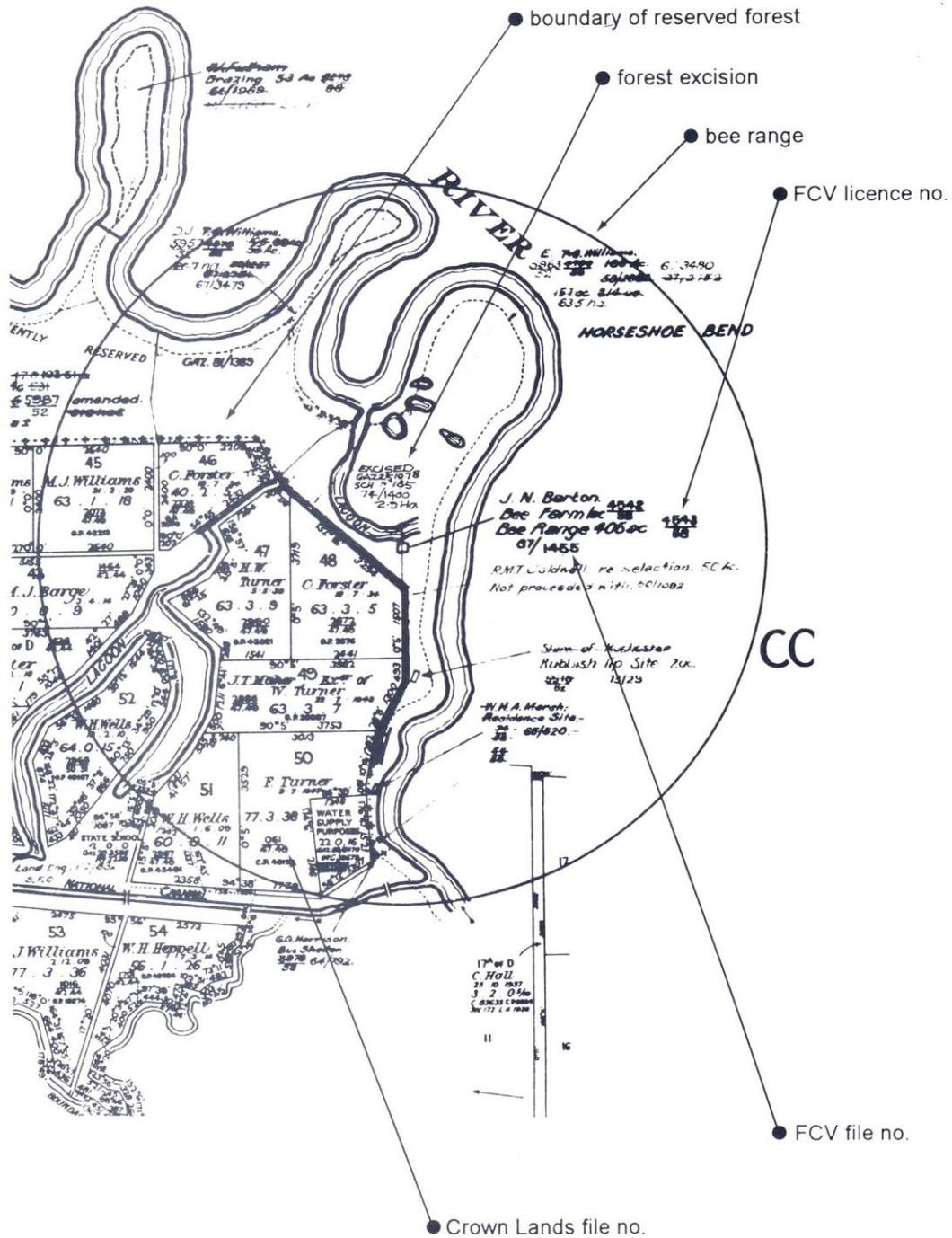
In addition to file numbers, the plans may show licence numbers, e.g. sawmill site licences, grazing licences, bee farm and range licences. (While the Forests Acts provided for the granting of licences, leases, permits or authorities, licences appear to have been most commonly issued.) Licence numbers were depicted as fractions incorporating the licence number and the section of the Forests Act under which it was issued, e.g. section 25 of the *Forests Act* 1907, section 58 of the *Forests Act* 1928, section 52 of the *Forests Act* 1958 (see Figure 7). Licence papers were attached to the relevant files.

Location

Some of the parish, township and county plans used by the FCV are now available at the PRO (VPRS 7036, VPRS 7037). Others are held by CNR Head Office, pending

FIGURE 7 PARISH PLAN USED BY THE FORESTS COMMISSION

This plan shows part of the Parish of Patho, annotated by the FCV with details of tenures, forest boundaries and other matters.



Parish plan reproduced by permission of the Surveyor-General, Victoria.

possible transfer to the PRO. For further information, contact the PRO or the Records Management Section, CNR.

An index to the parish and township plans is available, listing the reference numbers of imperial plans and indicating where metric plans exist (a separate collection at CNR).

A few of the plans relate to specific areas rather than parishes or townships, e.g. Big River Area. There is no index to the county plans but they are arranged alphabetically.

The PRO also holds a series of 'composite plans' and a 'composite plan register'. The composite plans cover forest areas which may spread over more than one parish. The register is a printed *Township and Parish Guide* (compiled by the Department of Crown Lands and Survey), with handwritten references to the numbers of the FCV composite plans on which various parishes appear. Note: This series of plans is not open to the public at present. Please direct inquiries to the Records Management Section, CNR.

CNR Area Offices and work centres may hold FCV parish, township and county plans containing historical details of land use in forests, but the extent of local collections is not currently known. Researchers may wish to contact the relevant Area Office.

4.2.5 Forest Dedication and Excision Plans

General

Since 1908, dedication and excision schedules have recorded the addition of land to reserved forest and the excision of areas from reserved forests. These schedules include descriptions and plans of the areas to be added or excised, and file numbers of correspondence relating to the decisions. The schedules are printed in the *Government Gazette*, but the accompanying plans are not always included.

The FCV kept a set of certified dedication and excision plans signed by the Surveyor-General. Sometimes dedication and excision plans appear together on a page, e.g. if an area was acquired by exchange of reserved forest for Crown land.

The FCV also compiled volumes of forest additions, excisions and exchanges, containing extracts from the *Government Gazette* and copies of plans not printed in the *Gazette*. Most of these volumes are indexed, so they may be useful for tracing changes in the area of reserved forest in particular parishes. Some of the volumes include summaries of changes in the total area of Victoria's reserved forest over certain periods, and other reports. A set of these records is kept up-to-date by the Public Land Policy Section of CNR.

Note: These schedules are primarily concerned with the documentation of Victoria's 'reserved forest'. Under the Forests Acts up to 1962, reserved forest comprised both 'permanent forests' and 'timber reserves'. The *Forests (Further Amendment) Act 1962* combined these categories under the one heading 'reserved forests'. 'State forest' included 'reserved forests' and 'protected forests'. The FCV had different responsibilities in reserved and protected forests (see also 3.2.2). The distinction between reserved and protected forest continues under current legislation.

Location

Many of the certified dedication and excision plans up to 1985 have been transferred to the PRO (VPRS 7038 and VPRS 7039) but are closed to the public. Another copy of the plans, including certain recent dedications and excisions up to the 1990s, is held by CNR. The volumes of additions, exchanges and excisions are held at CNR. Contact the Records Management Section regarding access.

Copies of these plans may survive in the relevant FCV and/or Crown Lands files. Recent correspondence and plans concerning dedications and excisions may be attached to CNR files.

Researchers are reminded that much of this information can be found in the *Government Gazette*, which is available at major libraries such as the State Library of Victoria.

4.2.6 LIMS Cadastral Mapping Programme

Background

The Land Information Management System (LIMS) was established by CFL during the late 1980s to improve access to information about Crown land in Victoria using computer databases and digital mapping. LIMS aims to maintain current records of every parcel of Crown land in Victoria, including tenures (licences, leases etc.) and gazetted reserves.

Text base

The LIMS databases contain details such as the physical location of a parcel of land, cadastral boundaries, natural resource attributes, any LCC Recommendations, public or private users, and relevant file numbers. Site photographs can also be incorporated into the databases.

File tracking

Most files relating to current tenures and reserves are numbered according to the LIMS filing system introduced by CFL from 1985. File movements are recorded on computer. These files often contain historical information (see also 3.5.3).

Digital mapping

The LIMS Cadastral Mapping Programme (LCMP) uses digital map data supplied by SMV and overlays information from the LIMS text base. Typical details on LIMS maps include parish and township names, section and allotment numbers, parcel numbers and LIMS account numbers. Coloured shading indicates different kinds of reserves and tenures. CNR Area Offices or work centres may also add notes such as place names, significant sites, and old file numbers relevant to particular areas.

Maps can be accessed by CNR offices in the computer network, and additions and amendments are instantly available via computer. Copies of plans can be printed out as required. So far, LIMS has mapped only parts of Victoria, but full coverage will eventually be available of all areas apart from metropolitan Melbourne and Greater Geelong. Meanwhile, local offices continue to use their old sets of parish, township and county plans, noting current LIMS parcel and account numbers alongside old Crown Lands, FCV or other file numbers.

LIMS also makes use of aerial photography and remotely sensed data from satellites.

Location

LIMS maps may be made available for viewing depending on staff time and office resources. Some LIMS products are available for sale. For further information contact LIMS Cadastral Mapping Programme, CNR, telephone (03) 412 4882, or the relevant CNR local office.

4.3 Natural Resource Systems Branch

4.3.1 General

The Natural Resource Systems Branch (NRS) was established in 1991 and embraces the DCE Drafting Services, Geographic Information Systems and Remote Sensing Sections. A recent restructure within NRS has seen the disappearance of these Sections although their functions are still undertaken by the Branch. NRS manages historical and current data on Victoria's natural resources, to meet the needs of CNR resource managers and planners. The Branch produces maps of Victoria's natural and cultural features, including published maps sold in CNR shops, computer-based maps, and maps derived from satellite images.

4.3.2 Maps

NRS holds topographical maps of forest areas produced by the Draughting Section of the FCV, which show features such as roads and tracks; firebreaks; rivers and creeks; ridges and hills; camps, huts and dugouts; and boundaries of parishes, surveys, reserved forest, national parks and private property. CNR continues to print and sell maps prepared by NRS.

Other historical and current maps kept at NRS may provide information concerning sites in forests, and changes in forest cover, vegetation types and boundaries of public land in Victoria. These maps are uncatalogued and not readily available to the public. NRS may allow access to maps if researchers have been unable to obtain information elsewhere. Copies may be provided but charges will apply.

NRS also holds around 1000 negatives of forest-related maps and plans, including topographic maps, species maps, surveys and diagrams, believed to have been filmed during the 1940s. The originals, if they exist, would be difficult to trace, so this collection is of historical interest. An index to place names and plan titles is available. The negatives can be viewed with a microfiche reader. Prior arrangements must be made with NRS. Telephone (03) 628 9307.

4.3.3 Geographic Information Systems

NRS is also responsible for coordinating the developments of CNR's Geographic Information System (GIS). The System takes the form of computerised databases containing information from sources such as paper maps, written reports, aerial photographs and satellite images. The databases include details of forest structure and floristics, forest disturbances, historic sites (e.g. tramways), and patterns of past and present land use.

The Geographic Information System is able to generate maps showing different layers of data. GIS maps are created by combining the required data sets in a computer on an as-needs basis. In addition to creating maps, the System can analyse data sets and produce outputs ranging from simple area statements to complex models of terrain or climate surfaces. The GIS will increasingly replace other ways of storing map-related information.

GIS offices are not generally open to the public, but in certain circumstances maps may be generated or copies produced for a fee. Telephone (03) 628 9330.

4.3.4 Remotely Sensed Data and Aerial Photographs

NRS processes and interprets satellite images and aerial photographs and translates remotely sensed data onto maps. NRS holds reports and other information concerning remote sensing, and maintains a comprehensive library of aerial photographs dating from 1939 for internal reference. NRS also holds copies of small format aerial photography (35mm, 70mm) undertaken by the FCV, CFL, DCE and CNR.

Some of the satellite images and related maps prepared by NRS can be viewed or purchased, by prior arrangement. The aerial photograph library is not normally open

to the public because the collection largely comprises photographs available elsewhere. NRS is hoping to compile a catalogue of aerial photographs held in CNR local offices. Telephone (03) 628 9360.

4.4 Forest Assessment and Management Planning

4.4.1 Assessment

General

From as early as the 1920s, the FCV sent ‘forest assessors’ into the field to carry out assessments and mapping of timbered areas. The assessors recorded types, quantities and sample measurements of trees at specific points, commented on soils, access routes and landscape features, and often undertook topographical surveys. Later, assessment reports and maps were compiled from the data they had gathered. With more extensive use of aerial photography the need for detailed on-ground timber assessment has decreased, but data is still collected in the field where required.

From about 1986 to 1994, timber assessment was largely coordinated by Regional Offices of CFL, DCE and CNR. While these offices remain responsible for local assessment, the responsibility for statewide forest inventory is now being resumed by Head Office.

Assessment records

Plot sheets: raw data collected by forest assessors. The sheets are accessible via a plot sheet index. These records date from the late 1950s—little data of this kind appears to survive from earlier years. This is an ongoing record-keeping system.

Assessment reports: contain valuable descriptions of forest areas and may include maps. The earliest known typescript reports were produced in the 1920s. During the 1970s, the FCV began printing a series of ‘forest inventory reports’, which CFL renamed ‘resource assessment reports’ from 1985 onwards.

Stock and type maps: show types and volumes of timber in assessment areas, survey fieldnotes and other observations. The main historical collection dates from the late 1920s to about the 1960s. An index is available, and a book of locality plans provides an overview of assessment areas.

Sample plot records: books containing measurements of trees in sample plots, at intervals of a year or more from about 1947 onwards. This is a continuing task.

4.4.2 Management Planning

Forests Commission working plans

The data collected by assessors contributed to the preparation of formal written documents known as working plans or management plans which governed cutting, planting, silviculture, fire and grazing control and other operations in particular forests. These documents were prepared by the former Working Plans Branch of the Forests Commission. Relevant maps were often enclosed or attached. Management plans were mostly supplemented by detailed short-term plans or schedules specifying the volumes of timber which could be harvested over particular periods. The names and contents of these documents and the procedures for compiling them varied over the years.

Forest management in CFL, DCE and CNR

Following amalgamation, the preparation of management plans continued with some significant variations.

Flora and fauna surveys of ‘new areas’: In August 1982, procedures were instituted to be applied to forest blocks where harvesting had removed less than half the estimated sawlog volume and to blocks designated for harvesting but where harvesting had not yet commenced. These procedures included the completion of flora and fauna surveys, followed by the preparation of sawlog harvesting proposals (which were made available for public comment) and approved sawlog harvesting plans. In some cases a flora and fauna survey alone was undertaken. The Forests Commission and later the new Department conducted flora and fauna surveys and produced ecological survey reports and sawlog harvesting proposals/plans from 1983 into the early 1990s.

Flora and fauna surveys were also completed for State forest on the Register of the National Estate and other areas as required. Recently, broad-scale flora and fauna surveys have been undertaken as part of joint CNR/Australian Heritage Commission regional assessment studies.

Forest Management Area plans: A new forest management planning process was initiated by the State Government’s *Timber Industry Strategy* in 1986. Forest Management Plans are currently being developed for various ‘Forest Management Areas’ in Victoria. These documents comprise two parts: a *Statement of Resources, Uses and Values* and a comprehensive *Forest Management Plan*. So far, only the Otway Forest Management Plan has been finalised. Statements of Resources, Uses and Values have been published for five other Forest Management Areas: Central, Central Gippsland, Dandenong (Yarra Forests), East Gippsland and Mid Murray. (Proposed Management Plans are expected to be released during 1994–95 for Central, Dandenong, East Gippsland, Midlands and Mid Murray.)

Wood Utilisation Plans: Since 1988, the Department has also prepared Wood Utilisation Plans (WUPs) each year for native forests, specifying the types and quantities of wood to be produced over three years with detailed specifications for the first year and indications for the following two years. WUPs were produced on a regional basis until 1993, then by Forest Management Area. WUPs evolved from three year Cutting or Harvesting Schedules which were prepared in accordance with five year Hardwood Harvesting and Regeneration Plans (or Softwood Harvesting and Replanting Plans for plantations) for forest districts between 1982 and 1988. WUPs were prepared for softwood plantations until 1993 (see 4.4.3). WUPs are sometimes referred to as Hardwood or Softwood Utilisation Plans respectively.

4.4.3 Plantation Management

The FCV and subsequent agencies undertook timber assessments and wrote plans covering harvesting and planting in publicly owned plantations. CNR holds twentieth century plantation maps which refer to earlier plantings dating back to the nineteenth century. The FCV Draughting Section transferred a microfilm copy of certain plantation maps to the PRO in 1978 (VPRS 2328). Most of Victoria's publicly owned softwood plantations (together with hardwood plantations in the Strzelecki Ranges) have been managed by the Victorian Plantations Corporation since its establishment in 1993 (see also 3.3.2). The land vested in the Victorian Plantations Corporation is shown on 'LEGL' plans which are listed by plantation name and plan number in Schedule 1 of the *Victorian Plantations Corporation Act 1993* and are available for viewing (on microfiche) at the Central Plan Office.

4.4.4 Location of Assessment and Planning Records

Forest Planning and Assessment Section collections

The Forest Planning and Assessment Section of CNR currently holds plot sheets, stock and type maps, sample plot records and a collection of plantation maps. The Section also holds copies of certain assessment reports and working plans dating from 1928–42, forest inventory reports/resource assessment reports from the 1970s to the early 1990s, and a collection of various maps for day-to-day reference, e.g. maps of forest blocks and compartments (a block is a major forest management unit and a compartment is a subdivision of a block). Copies of forest management documents such as the Harvesting and Regeneration Plans produced during the 1980s may also be viewed by arrangement with the Forest Planning and Assessment Section. Telephone: (03) 651 4955.

Forest Commission files

Many assessment reports and working plans, together with associated correspondence, maps and sometimes photographs, can be found on FCV files. The early FCV card indexes listed relevant files under subject headings such as 'Surveys' and 'Working Plans'. The additional heading 'Forest Mapping and Assessment' came into use about

1937. In the 1959–70 index, check under headings such as ‘Resources’, ‘Working Plans’ and ‘Management’. To search the 1971–84 subject index, begin with the primary heading ‘Management’. (See also 3.3.4 Forests Commission File Indexes.)

Other CFL, DCE and CNR records

Recent information relating to forest assessment and management planning can be found on departmental files, or with the officers concerned in CNR. Current assessment map data is stored on computer and digital mapping is undertaken in association with NRS (see 4.3.3). Current Wood Utilisation Plans (and associated maps) may be inspected at CNR’s Forest Commerce Branch, by prior arrangement.

Local offices

Local CNR offices may hold historical and/or current assessment reports, maps, working plans, forest management plans and WUPs relevant to their areas. Contact the relevant Forest Management Area or Area Office.

CNR Central Library

Copies of certain printed resource assessment reports, forest management plans, ecological survey reports/flora and fauna surveys and related published and unpublished reports produced by the FCV, CFL, DCE and CNR are held at the CNR Central Library.

4.5 Other CNR Collections of Maps and Plans

Some additional collections which may interest forest history researchers are listed below. Most of these maps and plans are not catalogued, and staff have limited time to assist visitors. You are advised to start with publicly available collections at centres such as the CPO. If you require further information from CNR, contact the relevant office or the Records Management Section, telephone (03) 412 4615.

Fire Management Branch: various fire history maps.

Historic Places Section: maps and plans from a range of sources, some containing historical information, e.g. harvesting areas, sawmills, grazing blocks.

National Parks Service: maps containing details of parks, e.g. boundaries, vegetation, grazing; fire maps.

Records Management Section: maps of Victoria showing forest districts and divisions at various times up to 1983 (see example, Figure 8).

5 MINUTES

5.1 Forests Commission

5.1.1 General

Forests Commission agendas, minutes and schedules of decisions are valuable historical records. Because these records contain references to the registration numbers or file numbers of associated correspondence and papers, they also provide a useful starting point for further research in FCV files.

5.1.2 Minutes and Schedules of Commission Decisions 1919–1987

The Forests Commission consisted of a Chairman and two other Commissioners appointed under the *Forests Act 1918* and subsequent Forests Acts. The Commission met regularly, often holding several meetings per month. After the formation of the amalgamated Department of Conservation, Forests and Lands in 1983, the FCV continued to exist for several years fulfilling its statutory obligations under the *Forests Act 1958*. The Commission was abolished when the relevant provisions of the *Conservation, Forests and Lands Act* came into operation in July 1987.

The minutes date from the first meeting of the FCV on 1 October 1919. They were bound in volumes from 1919/20 up to 1983. From 1984 they were filed in folders. Between July 1984 and June 1987 the Commission does not seem to have held formal meetings but ‘Schedules of Commission Decisions’ were compiled for each month. The Commission kept one folder of drafts and another of typed schedules of the decisions made over that period.

Some of the volumes contain indexes to names of people, organisations and places mentioned in the minutes.

5.1.3 Agendas and Chairman's Minutes 1920–1984

Typed agendas were prepared for meetings of the FCV from 17 February 1920 until June 1984. The agendas were filed separately from the minutes for each year. Notes regarding Commission decisions on each item were written on the page facing the agenda. These handwritten minutes became known as ‘Chairman’s Minutes’. The final minutes were typed up from these original notes and for the most part the typed minutes duplicated the handwritten ones. Sometimes the Chairman’s Minutes included a separate column for notes of action taken on decisions.

The agendas for meetings between 1920 and 1983 were bound in annual volumes. Three folders of agendas survive from the period January–June 1984. After that time agendas do not appear to have been used, probably because the Commission no longer held formal meetings.

5.1.4 Location

CNR holds the original agendas, minutes and schedules of FCV decisions. Microfilm/microfiche copies of the minutes up to 1977 and both minutes and agendas 1978–82 are also held at CNR.

Microform copies of the minutes up to 1978 have been transferred to the PRO (VPRS 3222). Note: This series of records is not open to the public at present. Please consult the Records Management Section, CNR about access to FCV minutes, agendas and schedules of decisions.

5.2 Central Council

5.2.1 Agendas and Minutes 1957–1984

Central Council provided an avenue for communication between the Forests Commission and the head office and field personnel of the State Forests Department. Meetings were attended by the Forests Commissioners together with the chiefs of the head office and field divisions. District foresters and others were sometimes invited. At Central Council meetings, the FCV informed Council about Commission decisions and requested Council's views on various matters, and reports were presented by the chiefs of the divisions.

The first meeting of Central Council was held on 10 July 1957. The Council started meeting monthly but later met less frequently. They met for the last time on 28 June 1984 following the formation of the Department of Conservation, Forests and Lands.

The Central Council minutes contain details of reports, speeches and discussions. This makes them an interesting record of the workings of the State Forests Department. Central Council minutes do not cite correspondence numbers so, unlike the FCV minutes, they cannot be used as a starting point for tracking files.

5.2.2 Location

CNR holds a full set of confirmed (signed) Central Council minutes dating from 1957 to 1984, and a second set of minutes of meetings from 14 October 1970 onwards. The papers are filed in loose-leaf folders. Agendas are filed with the associated minutes. Contact the Records Management Section regarding access.

6 PERSONNEL RECORDS

6.1 Forests Commission Personnel Records

Researchers are reminded that most personnel records are not available to the public.

6.1.1 Files

The FCV created files on individual employees, and files on positions in the State Forests Department. These files are described in section 3.3.2. The related movement cards are described in section 3.3.5.

6.1.2 Summary Records of Service

The FCV also kept summary records of staff. These records provide useful summaries of service, and may also contain references to other sources such as personnel files and FCV minutes.

Records of employees who commenced work with the Commission or its predecessors from the late nineteenth century up to 1952 can be found on large ‘staff record’ sheets filed alphabetically in two volumes. The first volume covers staff who commenced work up to 1947 and the second volume covers 1948–52. If an employee served in both these periods, both volumes may need to be consulted to obtain a full summary. Although the volumes contain details dating back to the nineteenth century, evidence suggests that the Commission did not start compiling this information until about 1928. Therefore staff who left prior to 1928 might not be included.

From 1952, summary details of FCV staff were recorded on ‘personal history cards’. These cards are filed in alphabetical order in two sets, 1952–1967/68 and 1967/68–1987. Information about current employees of CNR is held on the personnel computer system.

6.1.3 Location

Personnel files are held by CNR. The old summary volumes and cards are held by the Records Management Section, CNR. The Records Management Section also holds a book listing the years served by foresters in charge of each of the forest divisions and districts. Records of current employees are held by the Human Resource Management Branch of CNR. Personnel records are also held in CNR Areas.

Volume A of Carver’s ‘Forestry in Victoria’, available in the CNR Central Library, contains information about appointments of staff 1869–1917 (and Ministers of Forests 1904–20).

FCV Salary Registers 1939–69 are available for consultation at the PRO (VPRS 10569).

6.2 Lists of Victorian Public Servants

Publicly available annual returns of staff employed in the Public Service can be found in the Victorian 'Blue Books' between 1851 and 1916 (these are available at the PRO in VPRS 943—the first five volumes are also available on microfilm in VPRS 2141). The returns were also printed in the *Government Gazette* and Parliamentary Papers for some years, and from about 1884 until recently they were published separately. It became customary to compile the returns in December and publish them in January of the next year. (For further information, see the PRO's *Digest of the Public Records of Victoria*, 1990, p.30.)

Note: From the formation of the Forests Commission in 1919 until the *Public Service (Transfer of Officers) Act* 1937 came into operation in June 1939, FCV staff were not classified as public servants—therefore they were not listed in returns published between January 1920 and January 1939.

7 MISCELLANEOUS VOLUMES

7.1 General

Volumes used by FCV offices to record information included file indexes, registers, licence books, logging diaries or journals, cash books, etc. The FCV designed a vast array of forms for data about subjects ranging from salaries to logging statistics, and many forms were filed in folders or volumes.

Some Head Office volumes are covered elsewhere in the guide, e.g. file movement books (3.3.5), records of additions, excisions and exchanges of forest land (4.2.5), minute books and agendas (section 5), personnel records (6.1) and newspaper cuttings (10.2). The CNR Central Library and the Records Management Section hold various printed and manuscript volumes, including official reports (some of these are described in 7.2). The Records Management Section and many local CNR offices hold folders of procedural documents (see 7.3). Appendix 1 lists series of FCV volumes which have been transferred to the PRO.

While other kinds of volumes survive in Head Office, Area Offices and work centres of CNR, the holdings at different offices vary greatly in quantity and scope. Some volumes have been lost, or destroyed in accordance with disposal schedules (see 3.3.8). Researchers seeking further information should contact the Records Management Section at Head Office.

7.2 Reports

The CNR Central Library holds some early printed reports concerning forests, and annual reports of the State Forests Department, FCV, CFL, DCE and CNR. Note: Following amalgamation, Forests Commission annual reports from 1984/85 to 1986/87 were incorporated in the annual reports of the Department of Conservation, Forests and Lands.

Also of historical interest are two bound volumes containing handwritten copies of various reports by inspector(s) of forests to officials in Melbourne (e.g. the Conservator of Forests). The volumes date from 1885 to 1891 and 1904 to 1912, and contain references to relevant correspondence numbers. Contact the Records Management Section regarding the location of these two volumes.

7.3 Procedural Documents

Procedural documents provide details about administrative arrangements and work practices and refer to relevant file numbers.

The Records Management Section, CNR holds the following FCV procedural documents, together with lists and indexes:

- *Circulars*, c.1929–1959. From February 1959, the FCV divided circulars into ‘Standing Instructions’ (official instructions issued by the Commission) and ‘Current Affairs and Information’ (short term instructions and information).
- *Standing Instructions*, 1959–1984. From March 1975, Standing Instructions were filed under new numbers, each prefixed by an alphabetical code denoting the relevant Head Office Division (Administration, Forest Management, Forest Operations, etc.). Each Divisional block was subdivided into blocks of numbers according to subject. Old Standing Instructions which had not been superseded were renumbered and incorporated into the new system.
- *Current Affairs and Information Bulletins*, c.1971–1984.
- *Operational Information Bulletins*, 1969–1982.

CFL, DCE and CNR procedural documents from 1987 onwards are also held by the Records Management Section.

Many local CNR offices hold sets of FCV and/or recent departmental procedural documents.

Consult the Records Management Section regarding access to procedural documents.

8 PHOTOGRAPHS AND PICTURE COLLECTIONS

8.1 General

CNR holds significant collections of photographs, and some libraries and records centres maintain picture collections which may include drawings, paintings etc. in addition to photographs.

Please note that there are charges for reproduction and sometimes for use of picture collections. It is important to check access conditions and opening hours. You will usually need to make an appointment to view photographs at CNR, most of which are not part of library collections.

For aerial photographs, see section 4.

8.2 CNR Photographs

8.2.1 General

Photographs may be found attached to files. Some local offices keep photographs, and some CNR officers have their own collections. The following collections are held by CNR Head Office.

8.2.2 Forests Commission Photographs

19th century–1960s: ‘historical collection’—over 2000 negatives together with black and white contact sheets (proof sheets), including some copies of nineteenth and early twentieth century photographs and illustrations, and photographs of forests, alpine recreation, sawmilling and FCV activities up to the 1950s or 1960s. The contact sheets are numbered consecutively, each number being prefixed with the letter H, e.g. H1, H2 ... Each number refers to one or more sheets which may contain a range of images. The number is also used to locate the relevant negatives. A card index to subjects, places etc. is available. Contact Project Services Group, telephone (03) 412 4614.

1960s–c.1987: continuation of the historical collection—approximately six filing cabinets containing black and white and colour contact sheets and negatives, and colour transparencies, currently held at the Forest Environment Section. The black and white contact sheets are numbered from 1 upwards and the colour contact sheets from C1 upwards. The number on each sheet also refers to the relevant negatives. The transparencies are numbered from T1. Card indexes to the contact sheets and transparencies are available. The Section also holds a small, miscellaneous slide collection. Contact Forest Environment Section, telephone (03) 651 3531.

8.2.3 Departmental Photographs

1987/88–1990s: mainly colour transparencies by photographers of CFL, DCE and CNR. The transparencies were originally filed under the former Regions of the Department. They are currently being reorganised by subject. Contact Project Services Group, telephone (03) 412 4614.

8.2.4 National Parks Photographs

This collection comprises predominantly 35mm slides and some other photographs taken in Victorian National Parks from the 1970s onwards. The majority are filed by park then broken up according to subject, e.g. management, landscape, recreation, plants, animals. Some are filed simply under general subject headings. A separate collection, the McCann collection, includes a large number of slides of Victoria's plants and animals. Contact Interpretation and Community Education Unit, telephone (03) 412 4148.

8.2.5 Historic Places Photographs

The Historic Places Section maintains a collection of historical photographs, and recent photographs and slides of historic sites, buildings and structures on public land in Victoria, filed alphabetically by location. The Section also holds a large collection of photographs compiled by the former Soil Conservation Authority and dating from about 1939 to the 1950s, with a subject index (the Project Services Group holds relevant negatives, together with Soil Conservation Authority contact sheets and negatives c.1967–87). Contact Historic Places Section, telephone (03) 412 4422.

8.2.6 CNR Central Library Photographs

This is a small historical collection of forestry photographs and albums. There is currently no index. Contact the CNR Central Library regarding the location of this collection, telephone (03) 412 4318.

8.3 Other Picture Collections

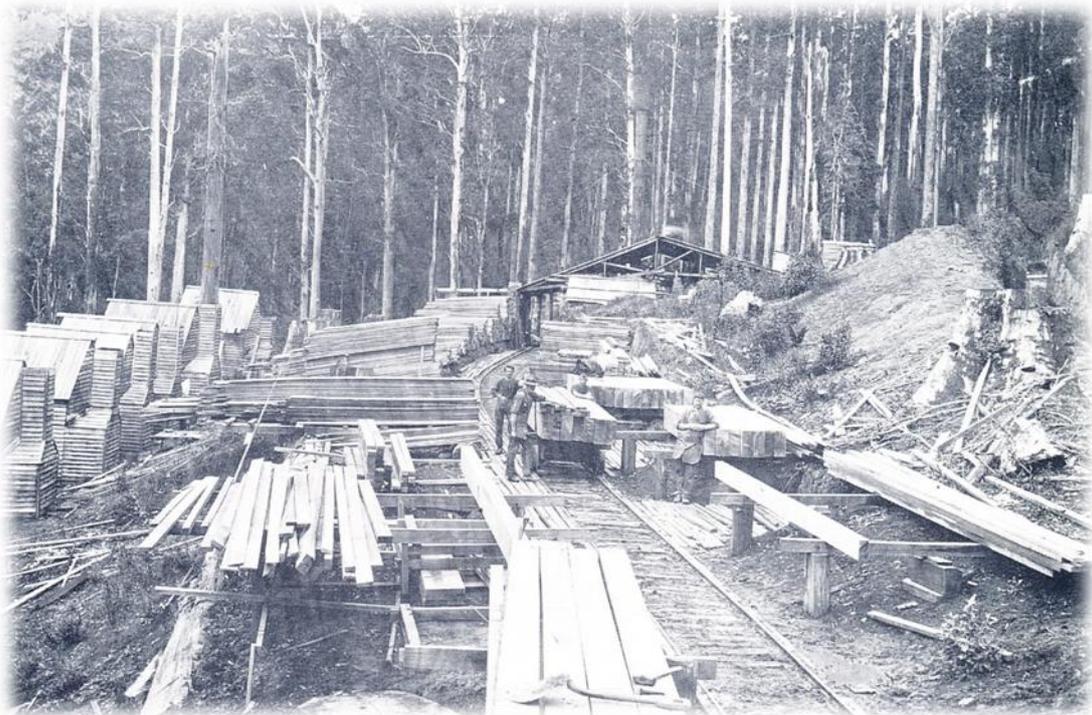
Libraries and other organisations which may hold relevant pictures include:

- Centre for Gippsland Studies
- Museum of Victoria
- Royal Historical Society of Victoria, and many local historical societies
- State Library of Victoria.

For further information, see Appendix 2.



Partially cleared selector's block in the South Gippsland forests, late last century.
(Historic Places Section collection, CNR)



Sawmill near Mount Sabine, Otway forest, c.1912. Note mill workers' huts in left of picture
and scantling and beams stacked in mill yard.
(Historic Places Section collection, CNR)

9 FILM AND SOUND RECORDINGS

9.1 CNR Film Collection

CNR holds around 180 films (mainly 16mm) dating back to the 1940s, and a number of videotapes. The films and some of the videotapes have been numbered and catalogued on a computer database. The collection includes many titles relating to forestry and bushfires.

This collection was formerly maintained by the Project Services Group at Head Office, but many of the films are now held at the Toolangi office of CNR. Depending on their contents and their condition of preservation, films or videotapes may be made available for research purposes. Contact Project Services Group, telephone (03) 412 4614 or CNR, Toolangi, telephone (059) 629 314.

9.2 National Film & Sound Archive

The National Film & Sound Archive (NFSA) holds a substantial collection of films, videotapes and sound recordings. This collection is known to include films on subjects such as timber, forestry and bushfires, dating back to the 1920s. The NFSA has a Head Office in Canberra, other offices in Melbourne and Sydney, and access centres in other capital cities (except Darwin). The Archive can usually provide access to copies which are made to protect original material. The Melbourne office can obtain copies of material held interstate. Please note that there are costs associated with research and viewing. Where access copies are not already available, there may be additional time and/or cost involved. To contact the Melbourne office, telephone (03) 690 1400. (See also Appendix 2.)

10 NEWSPAPER CUTTINGS

10.1 General

Newspapers are held at the State Library of Victoria and at some local libraries and records centres. The scope of these collections and access conditions vary, so it is always advisable to telephone before visiting. (See also Appendix 2.)

CNR holds useful collections of newspaper cuttings compiled by the Forests Commission over many years. Collections available at Head Office are described below. Some local CNR offices also hold newspaper cuttings.

10.2 CNR Central Library Collections

The CNR Central Library holds volumes, folders and boxes of newspaper cuttings dating from March 1926 to January 1927, June 1931 to July 1934, and November 1936 to June 1985. The articles cover a range of issues, e.g. forest management, timber production, bushfires. A few of the earlier volumes were compiled by the Department of Crown Lands and Survey. However, the bulk of the collection was maintained by the FCV and then by CFL.

The cuttings came from major Victorian newspapers such as the *Age*, *Argus*, *Herald* and *Sun*, suburban and country newspapers, and sometimes interstate and overseas papers. The articles were kept in chronological order, but sometimes separate collections were compiled on certain subjects, e.g. producer gas units for motor vehicles, 1941–42 (this matter involved the FCV because the gas units used charcoal), and the Fifth World Forestry Congress in Seattle, USA, 1960.

The library also holds a book of newspaper cuttings collected by James Blackburne, a former inspector of forests. The articles range from the 1880s into the second decade of the twentieth century.

Contact the CNR Central Library regarding the current location of these collections, telephone (03) 412 4318.

10.3 Forests Commission Files of Newspaper Cuttings

The FCV maintained annual files of newspaper cuttings relevant to forest districts and divisions from 1957 to 1985. From the mid-1960s, the cuttings were filed mainly under divisions. Occasionally, the FCV created additional files for cuttings on particular subjects or from certain newspapers.

The newspaper cuttings files are currently held by the Records Management Section, CNR. File numbers can be traced through FCV indexes (check under 'Publicity').

11 COMPUTER DATABASES

11.1 General

A great deal of information collected by CNR and other agencies is now stored in the form of computer records. Head Office and some local offices of CNR use computer databases to record and organise data relating to vegetation, land use, logging, fires, etc. The Geographic Information System (GIS) has the capacity to represent various layers of current and historical data on computer-generated maps (see 4.3.3). Most CNR computer databases are not available for searches by the general public, but some can be accessed on request.

11.2 Directory of Victorian Biophysical Data Sets

A Directory of Victorian Biophysical Data Sets was produced by the Department of Conservation and Natural Resources and the Office of the Environment in 1992. The *Directory* includes not only computer records but also data sets such as maps, reports, site records and aerial photographs. For the purposes of the *Directory*, biophysical data is defined as 'data about flora and fauna, and the physical attributes of land, water and sea, both natural and modified by human use'. Historians will be particularly interested in the inventory of historic sites (a database of historic sites on public land in Victoria compiled by the Historic Places Section) and other data sets containing historical information. A copy of the *Directory* is available in the CNR Central Library.

11.3 Records Management Databases

CNR also uses databases to record information about archival and current files. Databases described in earlier sections of this guide include the Archive Information System (3.3.7), the File And Correspondence Classification Tracking System (3.5.2) and the Land Information Management System or LIMS (3.5.3). LIMS uses map data and other records in addition to files (see 4.2.6).

APPENDIX 1

FOREST RECORDS AT THE PUBLIC RECORD OFFICE, VICTORIA

This list includes known series of records relating to forests or to FCV administrative matters. Details are as accurate as possible at July 1994, but you should check with the PRO or CNR for any changes. There are many series not listed here which may contain historical information about forests: researchers are encouraged to consider records of other agencies such as the Department of Crown Lands and Survey.

Note: Some of these series are not open to the public. Inquiries may be directed to the Records Management Section, CNR.

Department of State Forests (Forests Commission):

VPRS	DESCRIPTION	LOCATION	ACCESS
1472	Correspondence Files pre-1900 - 1920 17 boxes	LAV	Open
2328	'4 DCH One Mile Series Plantation Series' dates not known 1 microfilm	LAV	Open
3222	Forests Commission Minutes of Meetings 1919 - 1978 6 films 1 envelope	LAV	Consult CNR
3223	Fire Report Files (microfiche) 1958/59 - 1978 1 box	LAV	Consult CNR
3224	Mount Buller Alpine Reserve Committee of Management Minutes of Meetings (microfiche) 1948 - 1978 1 box	LAV	Consult CNR
3225	Log Allocation Files (microfiche) c.1911 - 1979 2 boxes	LAV	Consult CNR
6466	Charcoal Kiln Plans (diagrams of kilns) 1938 - 1947 1 bag	LAV	Open
7036	Cancelled Forest Parish Plans 1908 - 1985 28 plan drawers	LAV	Open
7037	Cancelled Forest County Plans 1908 - 1985 3 plan drawers	LAV	Open
7038	Certified Forest Dedication Plans 1929 - 1984 3 plan drawers	LAV	Closed
7039	Certified Forest Excision Plans 1938 - 1985 3 plan drawers	LAV	Closed
VPRS	DESCRIPTION	LOCATION	ACCESS

10567	Correspondence re Occupation pre-1900 - c.1974 81 boxes	LAV	Open
10568	Correspondence - Annual Reports 1921/22 - 1964/65 13 boxes (gaps: 1922/23 - 1929/30, 1931/32)	LAV	Open
10569	Salary Registers 1939 - 1969 62 volumes	LAV	Open
10570	Funds Ledgers 1950 - 1966 6 volumes	LAV	Open
10571	Plant Ledgers (re equipment/machinery) 1944 - 1953 2 volumes	LAV	Open
10572	Advance Cash Books 1928 - 1966 71 volumes	LAV	Open
?	Composite Plans (and composite plan register) dates not known 5 plan drawers	LAV	Consult CNR

Forests Commission, Creswick:

VPRS	DESCRIPTION	LOCATION	ACCESS
5794	Forest Thinning Record Books 1890 - 1909 3 volumes	BAL	Open
5795	Cattle Branding Record Book 1885 - 1891 1 volume	BAL	Open

Fisheries and Wildlife Division:

VPRS	DESCRIPTION	LOCATION	ACCESS
2746	Forests (files: 'Forest Damage Project' re damage by fauna to plantations; 'Impact of Fire on the Forest Environment - Formation of Committees') 1952 - 1969 1 box	LAV	Open

BAL: Ballarat Repository (PRO)
LAV: Laverton Repository (PRO)
VPRS: Victorian Public Record Series

APPENDIX 2

USEFUL ADDRESSES

The following list includes offices, records repositories and libraries mentioned in previous sections of the guide, and other collections and organisations which researchers may wish to contact for further information.

This list was correct at July 1994. As addresses, opening hours and access conditions are liable to change, make sure you confirm these details when arranging a visit. Please remember that many offices, archives and libraries are closed on public holidays. Most of the library and archival collections listed below are for reference use only, i.e. material can be read on-site, or copied for a fee (subject to certain restrictions) but is not available for loan.

CNR Offices:

HEAD OFFICE

Main Address:

240 Victoria Parade
East Melbourne 3002
PO Box 41, East Melbourne 3002
Telephone: (03) 412 4011

Records Management Section:

2nd Floor, 240 Victoria Parade
Telephone: (03) 412 4615
By appointment only.

Central Library:

2nd Floor, 240 Victoria Parade
Telephone: (03) 412 4318
Monday to Friday 8.30am - 5.00pm.
Appointment preferred.

Outdoors Information Centre:

Ground Floor, 240 Victoria Parade
Telephone: (03) 412 4795
Monday to Friday 9.00am - 5.00pm.

TOOLANGI FOREST DISCOVERY CENTRE

(See Other Addresses.)

AREA OFFICES

(Contact Head Office or the relevant Area Office for details of CNR work centres. Opening hours, staff numbers and records available at local offices vary, so please telephone or write to make inquiries.)

South West:

Cnr Mair and Doveton Streets
Ballarat 3350
Telephone: (053) 33 6782

North West:

Cnr Hargreaves and Mundy Streets
(PO Box 401) Bendigo 3550
Telephone: (054) 44 6666

North East:

57 Bridge Street West
(PO Box 124) Benalla 3672
Telephone: (057) 61 1611

Gippsland:

71 Hotham Street
Traralgon 3844
Telephone: (051) 72 2111

Port Phillip:

205 Thomas Street
(Locked Bag 44) Dandenong 3175
Telephone: (03) 706 7000

Other Addresses:

ALEXANDRA TIMBER TRAMWAY AND MUSEUM

(artefacts relating to logging technology, models of sawmilling dwellings, and a limited archival collection including photographs)
Old Railway Station, Station Street
Alexandra 3714. Inquiries to the Secretary, PO Box 288, Alexandra 3714
Open second Sunday of each month, 10am - 4pm.

AUSTRALIAN ARCHIVES

(Commonwealth government records)

Victorian Regional Office:

Level 2, Casselden Place, 2 Lonsdale Street (corner of Spring Street), Melbourne 3000
GPO Box 4325PP, Melbourne 3001
Telephone: (03) 285 7999
Monday to Friday 9.00am - 4.30pm.
Also open until 9.00pm on the first Monday and third Thursday of each month, but prior arrangements must be made.
Most records are stored off-site and must be ordered for consultation at Lonsdale Street.

AUSTRALIAN CENTRE FOR REMOTE SENSING (ACRES)

(satellite data products)

Canberra Office:

PO Box 28, Belconnen, ACT 2616
Telephone: (06) 252 4411

AUSTRALIAN HERITAGE COMMISSION

(maintains the Register of the National Estate and can provide information about places entered in the Register. The National Estate consists of natural, Aboriginal and historic places with 'aesthetic, historic, scientific or social significance or other special value for future generations as well as for the present community'.)
GPO Box 1567, Canberra, ACT 2601
Telephone: (06) 271 2111

AUSTRALIAN SCIENCE ARCHIVES PROJECT

(maintains a national register of archives of science and technology, and can provide information about the location of relevant collections around Australia. The *History of Australian Science Newsletter* is distributed free of charge to those on the mailing list.)
Department of History and Philosophy of Science, University of Melbourne
Parkville 3052
Telephone: (03) 344 6557

AUSTRALIAN SURVEYING AND LAND INFORMATION GROUP (AUSLIG)

(Commonwealth mapping organisation, producing map products available through distributors and retailers or AUSLIG offices. For information on aerial photographs, contact AUSMAP Photo Sales on the toll free number. For satellite data products, see Australian Centre for Remote Sensing.)

Central Office Canberra:

PO Box 2, Belconnen, ACT 2616
Toll free switchboard: (008) 800 173

Victorian Office:

5th Floor, Ellery House
280 Thomas Street, Dandenong 3175
PO Box 608, Dandenong 3175
Telephone: (03) 794 4500

CENTRAL PLAN OFFICE

Ground Floor, 2A Treasury Place
Melbourne 3002
Telephone: (03) 651 2873
Monday to Friday 1.00pm - 4.00pm.
By early 1995, the CPO will be relocated to: 436 Lonsdale Street, Melbourne 3000.

CENTRE FOR GIPPSLAND STUDIES

(holds books, journals, maps, brochures, essays, theses etc. which are indexed in a published bibliography called GIPPSDOC, and a picture collection which is catalogued on a separate database)
Monash University, Gippsland Campus
Switchback Road, Churchill 3842
Telephone: (051) 226 356
Monday to Wednesday 9.00am - 5.00pm.

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO)

(The CSIRO and its predecessors have been involved in research relating to forests and forest products since c.1916.)

Archives:

PO Box 225, Dickson, ACT 2602
Telephone: (06) 276 6677

Division of Forest Products:

(technical information on the properties of wood in relation to prospective uses)
Communication Officer
Bayview Avenue, Clayton 3168
Private Bag 10, Rosebank MDC
Clayton 3169
Telephone: (03) 542 2244
Library open Monday to Friday 8.30am - 5.30pm.

Division of Forestry:

(undertakes research projects relating to forest management, productivity, and genetic resources)
Communication Manager
PO Box 4008, Queen Victoria Terrace
Canberra, ACT 2600
Telephone: (06) 281 8211
Access to library by arrangement.

Division of Wildlife and Ecology:

(information relating to forest ecology)
Communication Officer
PO Box 84, Lyneham, ACT 2602
Telephone: (06) 242 1600

COUNTRY FIRE AUTHORITY (CFA)**Library:**

8 Lakeside Drive, Burwood East 3151
Telephone: (03) 262 8444
By appointment only.

COUNTRY FIRE AUTHORITY MAPPING ASSOCIATION

(produces CFA Rural Directories, also available through relevant CFA regional headquarters and various map retailers)
RMB 1600, Eaglehawk 3556
Telephone: (054) 46 7543

DEPARTMENT OF ENERGY AND MINERALS, VICTORIA**Library:**

(holds maps, photographs, unpublished reports and other historical and current material relating to mining and geology)
5th Floor, 115 Victoria Parade
Fitzroy 3065
Telephone: (03) 412 7007
Monday to Friday 9.00am - 4.00pm.

FORESTS COMMISSION RETIRED PERSONNEL ASSOCIATION

(The Association can be contacted through the Records Management Section, CNR.)

GEELONG HISTORICAL RECORDS CENTRE

(extensive regional collection, including records relating to the Otway forests)
51 Little Malop Street, Geelong 3220
PO Box 104, Geelong 3220
Telephone: (052) 217 007
Tuesday 12 noon - 5.00pm, 6.00pm - 8.00pm. Wednesday to Friday 12 noon - 5.30pm.

HERITAGE SERVICES BRANCH, ABORIGINAL AFFAIRS, VICTORIA

(holds information relating to Aboriginal sites in forests. Contact the Site Registrar regarding access to information.)
29-31 Victoria Avenue, Albert Park 3206
Telephone: (03) 690 5322
By appointment only.

**HERITAGE VICTORIA,
DEPARTMENT OF PLANNING AND
DEVELOPMENT, VICTORIA**

(holds material such as files, maps and plans relating to places listed in the Heritage Register, including many sites in forests. Telephone for further details and access conditions.)

5th Floor, 477 Collins Street
Melbourne 3000

PO Box 2240T, Melbourne 3001

Telephone: (03) 628 5436

By appointment only.

INFORMATION VICTORIA

(includes Bookshop on Ground Floor, Mapshop and State Government Information on Lower Ground Floor. For PRO City Search Room, see Public Record Office.)

Main Address and Telephone:

318 Little Bourke Street, Melbourne 3000

Telephone: (03) 651 4100

or toll free (008) 13 6762

Monday to Friday 8.30am - 5.30pm.

Mapshop:

Lower Ground Floor

318 Little Bourke Street, Melbourne 3000

Telephone: (03) 651 4130

**LIGHT RAILWAY RESEARCH
SOCIETY OF AUSTRALIA**

(active in recording the history of sawmilling and logging practices and technologies, with particular emphasis on transport systems, e.g. tramways. The Society publishes newsletters and numerous books and has an archival collection.)

PO Box 21, Surrey Hills 3127

**FERDINAND VON MUELLER
PROJECT**

(research and forthcoming publications concerning the life and letters of Ferdinand von Mueller, Victorian Government Botanist from 1853 and Director of the Melbourne Botanic Gardens 1857-1873)

Department of History and Philosophy of Science, University of Melbourne,

Parkville 3052

Telephone: (03) 344 6556

By appointment only.

MUSEUM OF VICTORIA

(holdings include timber samples, timber products, timber felling equipment, and photographic collections. Most items are not on public display. Access may be arranged by appointment with the relevant curator, on weekdays only.)

Scienceworks:

2 Booker Street, Spotswood 3015

Telephone: (03) 392 4800

Daily 10.00am - 4.30pm.

Multimedia Collection: (03) 392 4813,
392 4821. Curator of Primary Production:
(03) 392 4815

**NATIONAL FILM & SOUND
ARCHIVE**

Head Office Canberra:

GPO Box 2002, Canberra, ACT 2601

Telephone: (06) 267 1711

Melbourne Office:

223 Park Street, South Melbourne 3205

Telephone: (03) 690 1400

Monday to Friday 9.30am - 5.30pm.

Appointment preferred.

NATIONAL FOREST INVENTORY

(national collection and reporting of forest-related information)

PO Box E11, Queen Victoria Terrace
ACT 2600

Telephone: (06) 272 3428

**NATIONAL TRUST OF AUSTRALIA
(VICTORIA)**

(may hold relevant information on buildings, structures, industrial sites, forest landscapes and significant trees classified by the National Trust)

Tasma Terrace, 4 Parliament Place
East Melbourne 3002

Telephone: (03) 654 4711

Office: Monday to Friday 9.00am -

5.00pm. Access to files Tuesday,

Thursday and Friday 9.30am - 12 noon,

2.00pm - 4.00pm, by appointment only.

**PUBLIC RECORD OFFICE,
VICTORIA**

(records of State government departments, statutory authorities, local government bodies, educational institutions, public hospitals, police stations, courts, prisons and other public offices)

Postal Address:

PO Box 1156, City Road Post Office
South Melbourne 3205

Laverton Repository and Search Room:

57 Cherry Lane, Laverton North 3026
Telephone: (03) 360 9665
Monday to Friday 8.30am - 4.00pm.

Ballarat Repository and Search Room:

Level 1, State Public Offices
Cnr Mair and Doveton Streets
Ballarat 3350
Telephone: (053) 33 6611
Monday, Tuesday 9.30am - 4.30pm.

City Search Room:

4th Floor, Information Victoria
318 Little Bourke Street, Melbourne 3000
Telephone: (03) 651 4131
Monday, Tuesday, Friday 9.30am - 5.00pm. Wednesday, Thursday 9.30am - 6.00pm.

Original records are stored at Laverton and Ballarat and may be consulted there. Some original records can be ordered from Laverton for consultation in the City Search Room, but others such as volumes will not be sent.

Certain records are available for use on microfiche or microfilm only. Most (not all) microform records are held at all three PRO Search Rooms.

The City Search Room holds microform copies of many frequently used genealogical sources. This Search Room also holds microfiche copies of recent parish and township plans.

ROYAL BOTANIC GARDENS

Library:

Birdwood Avenue, South Yarra 3141

Telephone: (03) 655 2320

By appointment only.

**ROYAL HISTORICAL SOCIETY OF
VICTORIA**

(holdings include published material, manuscripts, maps, photographs, postcards and paintings. A catalogue of manuscripts *Sources of Victoria's Heritage* is available for purchase through the Society, and other catalogues and indexes can be consulted at the library. Fees apply for non-members. Many local societies also hold collections, e.g. Upper Yarra Historical Society. A directory of member societies is available. Be sure to check opening times of local societies as hours may be limited.)

Royal Mint, 280 William Street
Melbourne 3000

Telephone: (03) 670 1219

Library: Monday to Friday 10.00am - 4.00pm. Picture collection: By appointment only.

**THE SCHOOL OF FORESTRY,
CRESWICK, LTD.**

Library:

(holds books, journals, theses and a large old pamphlet collection. Under present arrangements, a large proportion of Creswick holdings are catalogued on the computer database used by CNR libraries, so preliminary searches may be undertaken at Victoria Parade, East Melbourne.)

Water Street, Creswick 3363

Telephone: (053) 214 100 (reception)

(053) 214 115 (library)

Appointment preferred.

Contact the library or reception for new opening hours and access conditions from July 1994.

STATE LIBRARY OF VICTORIA

Main Library:

328 Swanston Street
Melbourne 3000
Telephone: (03) 669 9825, 669 9824

Standard opening hours:

Monday	1.00pm - 9.00pm
Tuesday	10.00am - 6.00pm
Wednesday	10.00am - 9.00pm
Thursday to Sunday	10.00am - 6.00pm

The State Library of Victoria holds various special collections. Several of interest to forest history researchers are listed below. For further information, see SLV leaflets. Opening hours are the same as main library unless otherwise indicated.

La Trobe Reference Centre (Australiana):

Domed Reading Room
via Swanston Street entrance
Telephone: (03) 669 9923, 669 9949

Newspaper Section:

Level 3, Ground Floor, North East Wing
via Latrobe Street entrance
Telephone: (03) 669 9859

Holds Melbourne city and suburban newspapers, Victorian country papers, and a selected range of interstate and overseas papers.

Many newspapers can be viewed on microfilm. Where a newspaper is available on microfilm, the microfilm copy must be used rather than the original (hardcopy). Specific requests must be made for newspapers not available on film. Retrieval of original newspapers can take one to two working days, and certain access restrictions apply.

Australian Manuscripts Collection:

Level 4, North East Wing
via Latrobe Street entrance
Telephone: (03) 669 9014

Researchers can use the card catalogue and descriptive lists and consult staff:

Monday 1.00pm - 5.00pm, Tuesday to Friday 10.00am - 5.00pm.

Manuscripts are retrieved by staff for delivery at 1.00pm and 4.00pm Monday to Friday. Manuscripts may be read on weekends but must be ordered on a week day.

Manuscripts are read in the Secure Reading Room, Level 3A, North East Wing, which is open: Monday, Wednesday 1.00pm - 8.45pm; Tuesday, Thursday, Friday 1.00pm - 5.45pm; Saturday, Sunday 10.00am - 12.00 noon, 1.30pm - 5.45pm.

Access to manuscripts is restricted because the collection cannot withstand heavy use. Before seeking to use materials held in the collection, researchers are expected to have exhausted all other major sources of information.

Access is provided to: postgraduate students; undergraduate students at second year or above who are doing research projects or theses; other researchers and members of the public who may expect to find information which is unavailable elsewhere; and donors of material, their families or close associates.

Please note that school students, including VCE students, may not use the Manuscripts Collection.

Researchers are advised to start manuscripts searches at the La Trobe Reference Desk (Domed Reading Room).

Map Section:

Level 3A, North East Wing
via Latrobe Street entrance
Telephone: (03) 669 9954
Monday 1.00pm - 5.00pm. Tuesday to Friday 10.00am - 5.00pm.

Picture Collection:

Level 4A, North East Wing
via Latrobe Street entrance
Telephone: (03) 669 9928
Monday to Friday 1.00pm - 5.00pm.

Some pictures indexes can be searched through the main library computer catalogue system. A card index to illustrations in newspapers, journals and other published works is available in the La Trobe Reference Centre (Domed Reading Room). For further information and access to the Picture Collection, ask at the La Trobe Reference Desk.

TOOLANGI FOREST DISCOVERY CENTRE

(provides information about forest ecology and management. Visitors can obtain maps for walks and view an audiovisual containing archival footage and interviews with former forest workers.)

Manager, Toolangi Forest Discovery Centre, Department of Conservation and Natural Resources

Main Road, Toolangi 3777

Telephone: (059) 629 314

Open daily 10am - 5pm.

UNIVERSITY OF MELBOURNE ARCHIVES

(holdings include records of the University of Melbourne, other educational bodies, companies, trade unions, clubs and associations, families and individuals. See *University of Melbourne Archives Guide to Collections*, 1983.)

119 Barry Street

Carlton 3053

Telephone: (03) 344 6848

Monday to Friday 9.00am - 1.00pm,
2.00pm - 5.00pm. Prior notice preferred.

UNIVERSITY OF MELBOURNE FACULTY OF AGRICULTURE AND FORESTRY

Library:

(a branch library of the University of Melbourne libraries: holds books, journals and theses. See also School of Forestry, Creswick.)

University of Melbourne, Parkville 3052

Telephone: (03) 344 5017

During semesters: Monday to Thursday
8.45am - 5.30pm; Friday 8.45am -
5.00pm. Mid-year and Summer breaks:

Monday to Friday 9.00am - 1.00pm,
2.00pm - 5.00pm.

VICIMAGE

(aerial photography and other services)

Ground Floor, 3 Treasury Place

East Melbourne 3002

Telephone: (03) 651 2971

Monday to Friday 8.30am - 4.30pm.

Address and telephone number are current until December 1994.

VICTORIAN ASSOCIATION OF FOREST INDUSTRIES

(The Association does not run a library. Information relating to forest industries may be available to researchers on request.)

932 Swanston Street, Carlton 3053

Telephone: (03) 347 3199

ACKNOWLEDGEMENTS

The 'Forest History Finding Guide' project was carried out with the assistance of funds made available by the Commonwealth of Australia under the National Estate Grants Program. The project was undertaken during 1993–94, based in the Historic Places Section in cooperation with the Records Management Section, CNR.

Special acknowledgement is given to:

- Anita Brady (Historic Places Section) for initiating and supervising the project
- Paul Barker (Records Management Section) and Colin Harvey (Forest Commerce Branch) for advice, interest and support throughout
- Jane Lennon and Robin Crocker (former and present Managers, Historic Places Section) and Bob Farquhar (Manager, Records Management Section) for their cooperation
- Russell Anderson (Records Management Section) for creating the diagram 'Finding a Forests Commission File' (Figure 1) and assistance with design
- CNR staff around Victoria who took the time to complete the questionnaire on forest records distributed to local offices in 1993.

Many people inside and outside CNR have provided information about particular collections of records or records systems, and commented on drafts. CNR staff who have assisted with the project include:

- Steven Panter and Kim Neumann (Records Management Section)
- Jennifer Pett, Jen McArthur and all staff of the CNR Central Library
- Eva Albers (Librarian, Creswick)
- Wendy Moore, Phil Ingamells and other staff of the Community Education, Interpretation and Landscape Services Section
- Rod Incoll and Ted Stuckey (Fire Management Branch)
- Kevin Wareing and Keith Maplestone (Forest Commerce Branch)
- Richard Sharp (Forest Environment Section)
- Fred Cumming and Karl Rumba (Forest Planning and Assessment Section)
- Tom Griffiths, Chris Smith and Ray Supple (Historic Places Section)
- Neville Byrne (National Parks Service)
- Bruce Dymond, Malcolm Beattie, Steve Farrell and Brett Russell (Natural Resource Systems Branch)
- Rawdon Sthradher (Project Services Group)
- Alan Northey, Roy Southward, Pat Corr, Julie Gale, Jeremy Alcorn, Peter Cabena, David Thomason and other staff of the Public Land Policy and Operations Branch
- John Cunningham (Toolangi Forest Discovery Centre)
- John Seebeck (Wildlife Section)

The help of the following people is also acknowledged:

- Peter Evans
- Stephen Legg
- Clive Lynch
- Peter Russell
- David Olney, Leonie Gledhill and Tony Morabito (Central Plan Office)
- Meredith Fletcher (Centre for Gippsland Studies)
- Lewis Chambers and Norman Endacott (Forests Commission Retired Personnel Association)
- Norman Houghton (Geelong Historical Records Centre)
- Margaret Burns, Bronwen Merrett and other staff of the Public Record Office, Victoria
- Judith Scurfield (Map Section, State Library of Victoria)
- Lucille Andel and other members of the Royal Historical Society of Victoria.

Many other organisations have assisted with the project, including the Alpine Resorts Commission, Australian Archives, Australian Heritage Commission, Australian Science Archives Project, AUSLIG, Country Fire Authority, CSIRO, Department of Energy and Minerals, Heritage Services Branch, Heritage Victoria, Information Victoria, Ferdinand von Mueller Project, Museum of Victoria, National Film and Sound Archive, National Forest Inventory, National Trust, Royal Botanic Gardens Library, State Library of Victoria, University of Melbourne Archives, University of Melbourne Faculty of Agriculture and Forestry Library, VicIMAGE, the Victorian Association of Forest Industries and the Victorian Plantations Corporation.