



**KEMPSEY**  
Shire Council

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT**

11<sup>th</sup> September 2007

<b>DCCS15</b>	<b>ARCHIVES PROGRAM AND SCANNING OF OLD RECORDS</b>
	<b>FILE: 1037 PJH {Folio No. *}</b>

### **SUMMARY:**

Reporting on scanning of old Council Records.

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### **DESCRIPTION:**

Council may recall that in October 2004, Mrs Billie Crawford from the Macleay River Historical Society addressed the Council on the historical importance of preservation of Council's old records such as minute books and rate books.

Subsequently in December 2004 Council resolved to list for consideration funding of \$10,000 per annum for Council's archives program. This funding to be used for Council's overall Archives program costs and also to fund ways for preserving the old records which were in poor condition.

#### **Scanning of old records**

Following inclusion of the funding in Council's budget, options were investigated for the scanning of Council's old records beginning with the old Macleay Shire Council minute books. Gosford Micrographics were selected following a suitable proposal by them to scan the minute books onto disks and microfilm.

The first scanning results have been received with Macleay Shire Council minutes from 1906 to 1975 being scanned onto disk and microfilm.

A display of the results will be shown at the Council meeting. It is also proposed to invite Mrs Billie Crawford to join the Council meeting just prior to the morning tea adjournment and be presented with a copy of the first disk for use by the Macleay Historical Society for their research purposes.

Part of the funding provided by Council will be used to progressively scan all Council's State Records i.e. council minutes and agendas, rate books and heritage or significant development applications. \$8,000 per annum has been provided in the long term financial plan for Council's Archives program.

**REPORT IMPLICATIONS:**

- *Environmental*

*Nil*

- *Social*

*The historical value of old records provides important information on the local area and has a social value to the residents.*

- *Economic (Financial)*

*Council initially resolved that \$10,000 be considered for Council's Archives program. This was reduced to \$8,000 per annum with the adoption of the long term financial plan. The continued funding of the annual archives program will be important.*

- *Policy or Statutory*

Council is required to comply with the State Records Act in the keeping of its records.

- *Director's Review*

*Council records are important for the preservation of local history.*

**RECOMMENDATION:**

That the information be noted.

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**G B Snape**  
**DIRECTOR CORPORATE & COMMUNITY SERVICES**