

Reference Number: **2013.0116**  
Collection/Series Title: **OUTWARD CORRESPONDENCE  
LETTER BOOKS**

<b>Creator</b>	Citizens Welfare Service Of Victoria
<b>Creator's Activity/Occupation</b>	Welfare organisations
<b>Creator's Historical Note</b>  A change of name from Charity Organisation Society of Melbourne to the Citizens' Welfare Service (CWS) in 1946 signalled a shift in emphasis as it moved towards employing only professionally trained social workers who used psychological insights in their interviewing and casework. Expanding its range, the CWS sought new client groups and followed Melbourne's poor out into the northern and western suburbs. Well into the 1960s, however, the organisation retained its emphasis on deserving and undeserving 'types' and on changing individual behaviour. While the social work profession moved into community development, empowerment, 'welfare rights' and an examination of the structural causes of poverty, CWS remained focused on individual psychotherapy, developing its expertise in such areas as marriage guidance and family therapy. Known since 1996 as the Drummond Street Relationship Centre, the agency provides counselling services and training in psychotherapy from its Carlton offices. Successor: Drummond Street Relationship Centre 1996-2010; pre-decessor: Charity Organisation Society of Melbourne.	
<b>Creator</b>	RMIT University Social Policy Archive
<b>Creator's Activity/Occupation</b>	Research organisations
<b>Creator's Historical Note</b>  Driven by Dr David Maunders, a Social Policy Archive at RMIT University to support research was first suggested to the Salvation Army in 1989. A letter from Dr Maunders in 1993 states that he raised the issue of records transfers with the Salvation Army in 1989 but the Archive was founded in 1992 and only in 1993 had the archivist and space to begin acquisitions. Transfers into the Archive seem to have occurred between 1993-1997 with much of it coming from lecturers at RMIT and their social welfare sector connections. Dr Maunders was an associate professor in Youth Studies at RMIT and by 2010 was retired. The Social Policy Archive was primarily a research collection focussing on the broad area of social policy, youth and child care services based at Bundoora RMIT (formerly Phillip Institute of Technology).	
<b>Date Range of Collection/Series</b>	1957-1979
<b>Size/Extent</b>	10 Units, (2m)
<b>Access Conditions</b>	Access: Restricted
<b>Scope and Content of Collection/Series</b>	

**BOOKS**

This series comprises carbon copies of outwards correspondence bound in volumes in date order; items in Unit 10 were not bound and are found in date order in files. The authors are primarily CWS executive management and social workers and the letters document all aspects of the organisation's administration. Most volumes contain an alphabetical index to addressees at the front and correspondence is individually numbered to facilitate access; numbering is from least to most recent. This series was originally created upon transfer from CWS to the RMIT Social Policy Archive, previous control numbers 57 and 62. Items in Unit 10 were originally from RMIT boxes 287-8 and were assigned to RSPA series 62, except for item 2013.0116.0029. Item 2013.0116.0033 was originally assigned to series 98 (item 2171, box 330) in the RSPA, however it was better placed in this series and is the last item in Unit 10. Upon processing, these last items were reassigned to this collection.

**Collection Category**

Community and Political, organisations

**This document dated**

27/07/2015

**To request access to records on the list below via the University of Melbourne Archives  
Reading Room, quote the Unit/Box reference in full.**

<b>Unit/Box</b>	<b>Item Number</b>	<b>Title</b>	<b>Date Range</b>	<b>Description</b>
2013.0116 Unit 1	2013.0116.0001	Outward correspondence letter book	26 March 1957-11 September 1957	Former RMIT SPA control number 57/1230. Contains index at front.
2013.0116 Unit 1	2013.0116.0002	Outward correspondence letter book	10 September 1957-21 March 1958	Former RMIT SPA control number 57/1231. Contains index at front.
2013.0116 Unit 1	2013.0116.0003	Outward correspondence letter book	31 March 1958-4 August 1958	Former RMIT SPA control number 57/1232. Contains index at front.
2013.0116 Unit 2	2013.0116.0004	Outward correspondence letter book	4 August 1958-3 December 1958	Former RMIT SPA control number 57/1233. Contains index at front.
2013.0116 Unit 2	2013.0116.0005	Outward correspondence letter book	5 December 1958-27 April 1959	Former RMIT SPA control number 57/1234. Contains index at front.
2013.0116 Unit 2	2013.0116.0006	Outward correspondence letter book	27 April 1959-3 September 1959	Former RMIT SPA control number 57/1235. Contains index at front.
2013.0116 Unit 3	2013.0116.0007	Outward correspondence letter book	4 September 1959-12 January 1960	Former RMIT SPA control number 57/1236. Contains index at front.
2013.0116 Unit 3	2013.0116.0008	Outward correspondence letter book	13 January 1960-5 May 1960	Former RMIT SPA control number 57/1237. Contains index at front.
2013.0116 Unit 3	2013.0116.0009	Outward correspondence letter book	5 May 1960-23 September 1960	Former RMIT SPA control number 57/1238. Contains index at front.
2013.0116 Unit 4	2013.0116.0010	Outward correspondence letter book	23 September 1960-13 February 1961	Former RMIT SPA control number 57/1239. Contains index at front.
2013.0116 Unit 4	2013.0116.0011	Outward correspondence letter book	13 February 1961-20 July 1961	Former RMIT SPA control number 57/1240. Contains index at front.
2013.0116 Unit 4	2013.0116.0012	Outward correspondence letter book	18 May 1961-13 April 1962	Former RMIT SPA control number 57/1241. Contains index at front.
2013.0116 Unit 5	2013.0116.0013	Outward correspondence letter book	13 April 1962-14 February 1963	Former RMIT SPA control number 57/1242. Contains index at front.
2013.0116 Unit 5	2013.0116.0014	Outward correspondence letter book	14 February 1963-24 February 1964	Former RMIT SPA control number 57/1243. Contains index at front.

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Unit/Box	Item Number	Title	Date Range	Description
2013.0116 Unit 5	2013.0116.0015	Outward correspondence letter book	February 1964-February 1965	Former RMIT SPA control number 57/1244. Contains index at front.
2013.0116 Unit 6	2013.0116.0016	Outward correspondence letter book	March 1965-March 1966	Former RMIT SPA control number 57/1245. Contains index at front.
2013.0116 Unit 6	2013.0116.0017	Outward correspondence letter book	March 1966-January 1967	Former RMIT SPA control number 57/1246. Contains index at front.
2013.0116 Unit 6	2013.0116.0018	Outward correspondence letter book	January 1967-Septemb er 1967	Former RMIT SPA control number 57/1247. Contains index at front.
2013.0116 Unit 7	2013.0116.0019	Outward correspondence letter book	September 1967-March 1968	Former RMIT SPA control number 57/1248. Contains index at front.
2013.0116 Unit 7	2013.0116.0020	Outward correspondence letter book	1 April 1968-3 October 1968	Former RMIT SPA control number 57/1249. Contains index at front.
2013.0116 Unit 7	2013.0116.0021	Outward correspondence letter book	4 October 1968-18 July 1969	Former RMIT SPA control number 57/1250. Contains index at front.
2013.0116 Unit 8	2013.0116.0022	Outward correspondence letter book	July 1969-April 1970	Former RMIT SPA control number 57/1251. Contains index at front.
2013.0116 Unit 8	2013.0116.0023	Outward correspondence letter book	April 1970-Decemb er 1970	Former RMIT SPA control number 57/1252. No index.
2013.0116 Unit 8	2013.0116.0024	Outward correspondence letter book	January 1971-Decemb er 1971	Former RMIT SPA control number 57/1253. No index.
2013.0116 Unit 9	2013.0116.0025	Outward correspondence letter book	January 1972-Decemb er 1972	Former RMIT SPA control number 57/1254. No index.
2013.0116 Unit 9	2013.0116.0026	Outward correspondence letter book	January 1973-Decemb er 1973	Former RMIT SPA control number 57/1255. No index.
2013.0116 Unit 9	2013.0116.0027	Outward correspondence letter book	January 1974-Decemb er 1974	Former RMIT SPA control number 57/1256. Contains index at front.
2013.0116 Unit 9	2013.0116.0028	Outward correspondence letter book - Executive Director's	August 1971-February 1974	Former RMIT SPA control number 57/1257. Binder uses alphabetical tabs to arrange the correspondence; contains some inwards letters at the front.
2013.0116 Unit 10	2013.0116.0029	Outward correspondence letter book - Social Workers'	1975-1977	Former RMIT SPA control number 57/1586, box 287. Contains index at front.

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BOOKS****The University of Melbourne Archives**

<b>Unit/Box</b>	<b>Item Number</b>	<b>Title</b>	<b>Date Range</b>	<b>Description</b>
2013.0116 Unit 10	2013.0116.0030	Outward correspondence - Executive Director's Part 1	1974-1977	Former RMIT SPA control number 62/1587, box 287. No index.
2013.0116 Unit 10	2013.0116.0031	Outward correspondence - Executive Director's Part 2	1974-1977	Former RMIT SPA control number 62/1588, box 288. No index.
2013.0116 Unit 10	2013.0116.0032	Outward correspondence - Executive Director's	1977-1979 - Social Workers'	Former RMIT SPA control number 62/1589, box 288. No index.
2013.0116 Unit 10	2013.0116.0033	Outward correspondence - Executive Director's	1971-1980	Former RMIT SPA control number 98/2171, box 330. No index.
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