

## THE UNIVERSITY OF MELBOURNE ARCHIVES

**NAME OF COLLECTION:** BUSINESS ARCHIVES COUNCIL OF AUSTRALIA (Victorian Branch)

**ACCESSION NO:** 89/146

**CATEGORY:** Other, organisations  
**ACTIVITY:** Professional organisations

**DATE RANGE:** 1958 - 1983

**SIZE OF COLLECTION:** 1.19 m

**DATE OF TRANSFER:** 1989

**ACCESS CONDITIONS:** Open

**HISTORICAL NOTE:** The Business Archives Council of Australia was formed in August 1957. Its aims were to promote the study of business history, encourage owners to preserve business records, encourage historians to research sources, provide to businesses skilled assistance and advice in saving and deposit of records and produce relevant publications. It continued in existence until 1983, since when its work has been effectively assumed by the University of Melbourne Archives.

**DESCRIPTION:** Documentation files

**FORM:** Card indexes

**NOTE ON COLLECTIONS:** A collection of the Bulletin of the Business Archives Council of Australia titled "Business Archives and History" is held in UMA library

**NOTE ON LISTINGS:**

**RELATED COLLECTIONS:**

**LISTED BY:** John Reynolds  
**DATE:** 15 November 2002

<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
	<b>1</b>	<b>Inaugural Meeting</b>	
1	1/1	<b>Inaugural Meeting</b> - Inaugural meetings invitations and responses	1957 -
	<b>2</b>	<b>Constitution</b>	
1	2/1	Constitution	
	<b>3</b>	<b>Annual Reports</b>	
1	3/1	Annual reports, AGM Meeting minutes and related material	
	<b>4</b>	<b>Annual Dinners</b>	
1/2	4	Annual dinners - 16 folders	1959 - 1983
	<b>5</b>	<b>Conferences, seminars and workshops</b>	
2	5/1	Conference, (inc research on capital structure growth of Australian Gaslight Coy)	1958
2	5/2	Conference on records management	1960
2	5/3	Conference, Canberra on source materials	1961
2	5/4	Conference Ballarat	1962
2	5/5	Conference Geelong	1982
2	5/6	Seminar and Workshop	1983
	<b>6</b>	<b>Membership and Subscriptions</b>	
3	6/1	Membership and Subscriptions - Membership	1958 - 1984
3	6/2	Membership and Subscriptions - Subscriptions	1957 - 1958
	<b>7</b>	<b>Publications</b>	
3	7/1	Publications - BAC Bulletins (see note on collections)	
3	7/2	Publications -Newsletter	1959
3	7/3	Publications - Booklet on business records	1962 -1973
3	7/4	Publications - Proposed booklet	1983
3	7/5	Publications - Pamphlets of other business organisations	1960 - 1972
	<b>8</b>	<b>Other Business Archives Councils</b>	
3	8/1	Other Business Archives Councils - Canada, Business Archives Council of	1968 - 1973
3	8/2	Other Business Archives Councils - UK Business Archives Council	1958 - 1959
3	8/3	Other Business Archives Councils - BAC of Australia NSW Branch Publications	1960 - 1961
3	8/4	Other Business Archives Councils - BAC of Australia joint Victorian and NSW branches Bulletin	1961
	<b>9</b>	<b>Special Events</b>	
4	9/1	Special Events - Film Nights	1970- 1981
4	9/2	Special Events - Christmas Event	1983
4	9/3	Special Events - Dinner for Lord Baillieu	1966
4	9/4	Special Events - History Exhibition	1963
4	9/5	Special Events - Mining History Exhibition, working papers	1967

Box No	Series Number	Description	Dates
4	9/6	Special Events - Mining History Exhibition, company files	1967
	<b>10</b>	<b>Correspondence</b>	
4	10/1	Correspondence - General Correspondence	1956 -1959
4	10/2	Correspondence - General Correspondence	1960 - 1977
	<b>11</b>	<b>Photographs of the Mining History Exhibition</b>	
4	11/1	Photo of Model of Block 10 Mine Broken Hill, 1892 by J M Wendt Silversmith of Adelaide, with notes	1977
4	11/2	Photograph - Detail of model of Block 10 Mine	1977
4	11/3	Photograph - Visitors and students at exhibition	1977
4	11/4	Photograph - Students examining exhibit	1977
4	11/5	Photograph - Students at exhibition	1977
4	11/6	Photograph - Students examining mine safety equipment	1977
4	11/7	Photograph - BHP exhibit	1977
4	11/8	Photograph - Exhibits and historic pictures	1977
4	11/9	Photograph - Students and historic mining photos	1977
	<b>12</b>	<b>Surveys of Business Records</b>	
5	12/1	Surveys - The preservation of business records	1958 - 1960
5	12/2	Surveys of business records	1958 - 1960
5	12/3	Surveys of business records	1960 - 1962
5	12/4	Surveys - AMP Society Vic business records survey	1962
5	12/5	Surveys - Younghusband Ltd business records survey	1959
5	12/6	Surveys - Retail Traders Association of Victoria business records survey	1960
5	12/7	Surveys - Clements Langford Pty Ltd business records survey	1960
5	12/8	Surveys - Replies to circulars	1958 - 1959
5	12/9	Surveys - Commonwealth National Library company list	1955
	<b>13</b>	<b>Minutes of Victoria Committee</b>	
5	13/1	Minutes - Minutes of meetings	1963 - 1983
5	13/2	Minutes - Activities sub-committee	1983
	<b>14</b>	<b>Correspondence and Accounts</b>	
5	14/1	Correspondence and Accounts - General correspondence	1959 - 1994
5	14/2	Correspondence and Accounts - with the NSW Branch	1955 - 1966
6	14/3	Correspondence and Accounts - with History Institute of Victoria	1983 - 1984
6	14/4	Correspondence and Accounts - with Stokes (Australasia) Ltd	1966 - 1874

<b>Box No</b>	<b>Series Number</b>	<b>Description</b>	<b>Dates</b>
6	14/5	Correspondence with G McCartney	1963
6	14/6	Correspondence with Raymond Baxter	1966 - 1973
6	14/7	Correspondence with Frank Strahan	1962
6	14/8	Correspondence - Accounts of the Business Archives Council	1957 - 1974
	<b>15</b>	<b>Archives Reports</b>	
6	15/1	Archives Reports - Archives management and arrangement	1959
6	15/2	Archives Reports - Business histories	1958 - 1962
6	15/3	Archives Reports - Report on BAC Victorian Branch	1962
6	15/4	Archives Reports - Memorandum on private records	Abt 1958
6	15/5	Archives Reports - NSW public archives	1959 - 1960
6	15/6	Archives Reports - Victorian company registrations	Abt 1957
	<b>16</b>	<b>Survey Records</b>	
7	16/1	Survey Records - Card index file of contact with businesses A to L	1958 - 1961
	16/2	Survey Records - Card index file of contact with businesses M to Z	1958 - 1962