



First glance: A draft template for surveying your land and native title claim archives

April 2021

Contents

[Introduction 3](#_Toc69893175)

[Potential assistance 3](#_Toc69893176)

[The future of your archive 4](#_Toc69893177)

[General instructions and preparation 4](#_Toc69893178)

[Structure of this template 4](#_Toc69893179)

[Using the template 4](#_Toc69893180)

[Talking to potential receiving institutions 5](#_Toc69893181)

[PART A: A first glance survey of your archives 7](#_Toc69893182)

[Your details, claim involvement and previous communication with receiving organisations 7](#_Toc69893183)

[Overview of your physical and digital archives 7](#_Toc69893184)

[Land and native title claims for which you hold records 10](#_Toc69893185)

[Preliminary survey of your archives 11](#_Toc69893186)

[Priorities in your archives 14](#_Toc69893187)

[Preliminary tidying of your archives 15](#_Toc69893188)

[PART B: Priorities in your archives: Beyond a first glance 17](#_Toc69893189)

[Part B Introduction 17](#_Toc69893190)

[Photos 18](#_Toc69893191)

[Moving images 19](#_Toc69893192)

[Sound recordings 21](#_Toc69893193)

[Genealogies 22](#_Toc69893194)

[Maps and site lists 23](#_Toc69893195)

[Field notes 25](#_Toc69893196)

[Documents 26](#_Toc69893197)

[PART C: If you want to do more… 28](#_Toc69893198)

## Introduction

This template will assist you to complete a ‘first glance’ survey of materials in your personal archives. While designed primarily to survey materials produced under the *Aboriginal Land Rights Act (Northern Territory) 1976* (Cth) (ALRA) and the *Native Title Act 1993* (Cth) (NTA), the template will assist in surveying other materials. See also the [Aboriginal land rights in the Northern Territory: Documenting and preserving the records and memories](https://aiatsis.gov.au/case-study-aboriginal-land-rights-northern-territory) website for updates and further information.

Completing this template is the first step in:

* ensuring your records do not end up destroyed, lost or discarded
* facilitating access to them by Aboriginal and Torres Strait Islander peoples
* assisting the assessment of your archive by Indigenous organisations, land councils, Native Title representative Bodies or Service Providers (NTRBs/SPs) and other collecting institutions.

The template does not deal with legal issues of contracts, intellectual property, ownership, copyright and access. The template is evolving with trialling and revisions and further advice is being sought about archiving digital records.

Every personal archive or collection is unique. The way you sort your materials will vary as will related processes, outcomes, personal preferences and legal issues.

Modify this template to suit your needs. Fill out as much or as little as you can. The template is a private document for you to use as you wish.

### Potential assistance

You may wish to take up some of the following suggestions:

* Locate online ‘offers of material’ or similar ‘deed of gift’ forms from relevant receiving institutions and/or seek advice from land councils and NTRBs/SPs or other archivists about their deposit requirements.
* Find out more about potential collection institutions on the [Aboriginal land rights in the Northern Territory: Documenting and preserving the records and memories](https://aiatsis.gov.au/case-study-aboriginal-land-rights-northern-territory) case study website. Check with potential receiving collecting institutions whether they can provide research assistance.
* Investigate potential grants including from the Wenner-Gren Foundation. The Foundation provides grants up to $15,000 in its [Historical Archives Program](http://www.wennergren.org/programs/historical-archives-program-hap) **‘to assist senior scholars at the end of their careers (or their heirs) with the expense of preparing and transferring their unpublished research materials for archival deposit…’.** Applicants must show evidence that arrangements have been made with an appropriate archival repository. Funds are strictly limited to covering expenses related to the basic preparation of materials for archival deposit. (<http://www.wennergren.org/programs/historical-archives-program-hap>).

### The future of your archive

Make sure your intentions for your archive are in your will. Include the most straightforward provisions possible to enable access particularly for Aboriginal and Torres Strait Islander peoples. This will provide guidance to those administering your will, who may not understand the value of your archive or know what to do with it.

## General instructions and preparation

### Structure of this template

The template is organised in three parts, Part A, Part B and Part C.

Part A is a broad survey of your archive that takes a stepped approach to documenting your records. Completing Part A provides enough information for you to discuss your materials with potential receiving institutions or organisations.

Part B seeks more detailed information about materials you are asked to identify as priorities in Part **A17** - **A18**. There can be many reasons for prioritising aspects of your archive including that: you may hold the only copy of a record; you know Aboriginal and Torres Strait Islander groups who want particular records or; some materials are vulnerable and prone to serious deterioration.

If you wish to continue, Part C provides a check list of the categories of materials that you hold in each ‘storage container’ to assist receiving organisations and institutions in assessing legal issues which are likely to arise.

### Using the template

Print out hard copies if that’s how you prefer to work or open up the template on your computer.

* Read the template to the end before you start work on your archives.
* Add rows to tables and extra spaces as needed.
* Save the template regularly.

Make sure you have the following on hand:

* your CV or resume
* a table or flat surface
* your phone or a camera
* manila folders
* A4 and/or A3 envelopes
* 2B pencils
* erasers
* a thick black marker/texta
* stick on labels which are easily removed and placed elsewhere (but check intermittently that they stay on)
* tissue or other soft paper
* plastic gloves and a face mask if the materials are dusty.

Navigating the template:

The template has styled headings in the table of contents which take you directly to the section you wish to work on. Double click on the relevant heading.

Alternatively for a PC turn on the [navigation pane](https://support.microsoft.com/en-us/office/use-the-navigation-pane-in-word-394787be-bca7-459b-894e-3f8511515e55) to the left of your screen (press **Ctrl+F** and select the ‘Headings’ tab, or click **View > Navigation Pane** or [instructions](https://www.peachpit.com/articles/article.aspx?p=412916#:~:text=To%20use%20the%20navigation%20pane,icon%20on%20the%20Standard%20toolbar.) for Microsoft Word on MAC OS X).

You can also cross-reference to other sections by double clicking the hyperlink.

Fill out the template however works for you:

* move between your computer and your archives
* take your laptop to your storage containers and shelving
* bring storage containers, files or documents to your computer one by one, fill out the template, and then return materials to their original locations
* print out the template and fill it out by hand and scan it or enter the data into your computer
* use your camera or phone to take photos of descriptors on boxes or documents and then enter text into the template on your computer.

Take photographs showing the brands and models on audio cassettes and tapes, cameras, and video tapes and provide any other technological information that might be useful in preservation and restoration activities. Keep outdated computer programs, storage devices, cables, chargers and power adaptors.

Keep your eye out for any service contracts, diaries or fee keeping records. These can inform copyright, intellectual property, ownership and other legal issues.

Watermark your saved template file as confidential if you wish.

### Talking to potential receiving institutions

Your work in Parts A, B and C is aimed at starting or continuing discussions with relevant receiving institutions or organisations.

Each item in your archives has its own story. It has to be considered within its conditions of production and your contractual obligations.

Talk to potential receiving collecting institutions about:

* your completed template and priorities for return
* if they can provide a list of their relevant holdings to see if they already have copies of material you hold
* their preferred approaches
* whether they can provide research assistance, including to the cataloguing of documents
* how to manage duplicate documents (you may have materials held by others who worked on the same claims, some materials which are defined as Commonwealth Records will be in the Office of the Aboriginal Land Commissioner (ALC) or already deposited by the ALC in the National Archives of Australia. Other materials may be in the Federal Court archives)
* issues relating to contracts, intellectual property, ownership, access and returns and where to obtain legal advice if needed
* the value of your archive as a whole.

Fill out the template with as little or as much detail as you manage.

# PART A: A first glance survey of your archives

### Your details, claim involvement and previous communication with receiving organisations

#### Your details

Insert your details and where your archives are located. For example, your home office, shed, garage, separate storage facility, university or other workplace office or a combination of these.

|  |  |
| --- | --- |
| **Name** |  |
| **Profession** |  |
| **Address** |  |
| **Location of archives** |  |
| **Email contact** |  |
| **Phone number/s** |  |
| **Date** |  |

#### Your land and native title claim involvement

Provide a brief narrative about who you are, how you have come by land and native title claim related materials and when your archive started.

|  |
| --- |
| Write here |

#### Previous communications with receiving organisation/s

Describe the initial conversations you have had with potential receiving institutions about your archives, if any.

|  |
| --- |
| Write here |

### Overview of your physical and digital archives

This section provides an initial overview of your archives: how they are organised; their extent; condition; how urgent it is to do something about them; and types of data carriers.

#### Photo/s of your physical archives

Insert photo/s of your archive, providing a general sense of its extent and where it’s stored.

Insert pictures here

#### Current organisation of your archives

Describe briefly how you have organised your archives (or haven’t!). There is no right or wrong answer, for example, all photos together, all records relating to the same land claim kept together, everything thrown in randomly etc.

|  |
| --- |
| Write here |

#### Description and extent of your physical archives storage

Briefly describe your **physical** **storage** containers and provide a general idea of the quantity or extent of these containers, for example, 6 plastic tubs, approximately 20 A4 archives boxes, 2 4-drawer filing cabinets, 3 shelves 1m long, 10 cartons, 10 bundles of papers, 5 photo albums etc.

|  |
| --- |
| Write here |

#### Description and extent of your digital archives storage

Describe your **digital** **storage** and its extent, for example, desktop current and previous computers, laptops, external hard drives, cloud storage, CDs, DVDs, zip drives, box of floppy discs etc. Digital archives are difficult to quantify, but please provide some broad idea, for example, approximately 12 floppy discs, 3 outdated computers, 10 CDs, 4 external hard drives, 1 laptop, 1 desktop computer, zip drives, drop box etc. If you know the size of storage space needed, for example 20 or 100 GB. It doesn’t have to be exact.

Copy all parts of your digital archives onto a single external hard drive if possible. Indicate parts of your digital archive you are no longer able to read. Don’t throw away any old technology including hard ware, software, passwords and accessories.

|  |
| --- |
| Write here |

#### General condition of your archives

Describe the general physical state of your archive. Are there obvious signs of adverse conditions or damage such as heat, light, dust, water, mice and insects? Remember this is a broad view.

|  |
| --- |
| Write here  |

#### Urgency in dealing with your archives

How urgent is it to attend to your archive on a scale of 1 (least urgent) to 5 (most urgent) and why. For example, health reasons, no one to look after it or manage it if you are not available, no documentation, photos and cassette tapes are rapidly deteriorating etc.

|  |
| --- |
| Write here |

#### Types of data carriers in your archives

Provide a broad picture of the types of carriers of information. Treat your physical and digital materials as a single archive.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of ‘hardcopy’ carriers | Tick box | Types of ‘digital’ carriers | Tick box |
| Artefacts | [ ]  | CD-Rom | [ ]  |
| Artworks | [ ]  | DVDs | [ ]  |
| Books | [ ]  | Electronic files and folders | [ ]  |
| Documents - bound | [ ]  | Email correspondence | [ ]  |
| Documents - stapled | [ ]  | Films | [ ]  |
| Field notebooks | [ ]  | Genealogical programs | [ ]  |
| Genealogies | [ ]  | Mapping programs | [ ]  |
| Loose papers | [ ]  | Sound recordings | [ ]  |
| Maps | [ ]  | Tapes - audio cassette  | [ ]  |
| Negatives | [ ]  | Tapes – reel to reel | [ ]  |
| Posters | [ ]  | USB sticks | [ ]  |
| Photo albums | [ ]  | Video - VHS tapes | [ ]  |
| Photographs | [ ]  | Video - Beta tapes | [ ]  |
| Scrap books | [ ]  | Video – other format | [ ]  |
| Slides | [ ]  | Other | [ ]  |
| Textiles | [ ]  |  |  |
| Other | [ ]  |  |  |

### Land and native title claims for which you hold records

List the ALRA claims (Table **A11**); other land claims (Table **A12**); and native title claims (Table **A13**) for which you hold records.

You can provide the list from memory or use your CV. You may need to open your storage containers and scan them briefly as a reminder.

Keep an eye out for any service contracts, diaries, and administrative records such as legal fee records.

This is your first glance and you can always add to the lists as you work through the template.

List claims relating to the same land council or NTRB/SP area consecutively if convenient.

Include the language or cultural group to which the materials broadly relate using the orthography adopted in the claim where possible.

State your role/s if any in each of the claims and the department or organisation you were working for, for example, ‘senior counsel for NLC’; ‘land council/CLC staff’; ‘anthropologist advising the ALC’; ‘historian, CLC staff’, ‘NT government anthropologist’.

#### ALRA land claims for which I hold relevant records

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of land claim  | Land claim number | Language/s and or group name/s | Central Land Council (CLC) or Northern Land Council (NLC) | Role/s and employing organisation if any  | Service contract?Y/N | General geographical area/location |
| <Mt Skyhold> | <No 111> | <Anaraguru> | <CLC> | <Land council consultant> | <Yes> | <NT Canning area> |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

#### Other state and territory land claims for which I hold relevant records

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of land claim  | Land claim number | Language/s and or group name/s | Land council | Role/s and employing organisation if any  | Service contract?Y/N | General geographical area/location |
| <XYZ People> | <No 111> | <Anaraguru> | <NQLC> | <QLD government anthropologist> | <Yes> | <Mt Wonder> |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

#### Native title claims for which I hold relevant records

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of native title claim | Language/s and or group name/s | NTRB/SP/ land council | Role/s and employing organisation if any | Service contract?Y/N | General geographical area/location |
| <Uriah Town Common> | <Nguru/Tuwungu> | <NLC> | <NLC Senior Counsel> | <No> | <Islington National Park> |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Preliminary survey of your archives

This section requires you to flip through the materials in your archive ‘storage containers’. You don’t have to look at the details of every item in your archive. Do your physical containers and boxes etc. first, and then your digital archives.

**A14 Survey of what’s in my storage containers**

1. **Storage container/location numbering:** Consecutively number each of your storage containers. Remember a storage container can be a box, a file, a computer folder, etc. If you already have a system for identifying your containers, you can continue to use this. You may choose to number by container type. Do what works best for you and makes it easy to identify at a later date.
2. **Year or year range**: Include the year or year range which relate to the items in a storage container. Insert specific dates if known. Use ‘circa’ if you’re unsure of precise years.
3. **Title of contents**: Flip through the materials in each container and give the containers an overall title. For example:
* [name] land and/or [name] native title claim materials
* miscellaneous native title photographs
* genealogies
* legal briefs
* site maps drafts and site lists
1. **Types of materials** Note the types of carriers of materials in each storage container (**not** the content of these materials). For example, bound reports, bundles of loose papers, photographs, slides, CDs, USBs, maps, books, bound reports, films/videos, albums, scrapbooks or DVDs, USBs, maps, albums, genealogies, electronic folders and files, reel to reel tapes, floppy discs, external hard drives). Refer also back to **A10** for further listings of carriers.
2. **Summary content description**: Give a very brief ‘first glance’ overview of the contents or topics or nature of materials in each storage container. Try to keep this section to a maximum of 5 lines. Describe the aggregate transaction, activity or event rather than every piece of correspondence.

For example, ‘Jiminy land claim anthropologist reports, genealogies and service contracts’, ‘sundry correspondence between consultant and land council or rep body’, ‘Aboriginal Land Commissioner reports’, ‘land claim photographs’, ‘Federal Court and connection reports’, ‘field notes’, ‘genealogies’, ‘miscellaneous’.

**If you notice a service contract in the container record it here.**

1. **Is there sensitive, secret, or personal content?** Answer ‘yes’ or ‘no’. Make brief notes about the types of material, particularly if it is culturally sensitive to Indigenous people, for example, ‘restricted to women or men’, genealogies, ‘native welfare file’, ‘disputed information’.

If specific materials jump out at you, place these items or bundles into envelopes or wrap with soft paper (tissue paper if available), labelling broadly what they contain and why they are sensitive so that these restrictions can be respected by the people who process the archive in your absence.

1. **Vulnerability**: The overall physical condition of materials in each storage containers should be noted here and marked on the storage container itself. For example, ‘fragile’, in ‘poor’ or ‘good’ condition, ‘water damaged’, ‘affected by heat and /or light’ (photos and tapes), ‘documents eaten by moths or other insects’, ‘mouldy’, ‘binding coming apart’, ‘affected by humidity’, ‘superseded technology’ (for example, magnetic tapes which may be [unreadable by 2025](https://www.nfsa.gov.au/corporate-information/publications/deadline-2025)), ‘electronic format no longer supported by the hard or software they were generated on’. Record the names of any superseded hardware or software, for example, ‘reel to reel tapes’.

Note this is a first glance.

#### Survey of what’s in my storage containers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (a) Storage container identifier  | (b) Date/ date range | (c) Title of contents  | (d) Types of materials in container  | (e) Summary content description (including contracts) | (f) Any restricted cultural or other information?‘Yes’ or ‘No’, in a few words, why | (g) Vulnerability including superseded software |
| <Box 50> | <Circa 1980> | <Mt Sanders native title claim> | <Bundles of papers, reel to reel tapes, bound reports, VHS video, field notes, genealogies> | <Land claim book drafts and genealogies, service contract, Federal Court reports> | <Yes, genealogies are sensitive> | <VHS video deteriorating> |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

#### Screen shots of electronic folders and files

Take screen shots of electronic folders and files storage levels and insert in the template if convenient (see instructions for [PC](https://www.businessinsider.com.au/how-to-screenshot-on-windows?r=US&IR=T) and [Mac](https://support.apple.com/en-au/HT201361)). You may want to print the screen shots out and add them to your storage box as a cross-reference to other materials.

Insert pictures here

#### Your unique conventions and symbols

Think about what someone looking at your archive might need to make sense of your materials with the information you have provided so far.

It will be useful to understand any unique conventions you use, for example, keys, ways of annotating, indexing, allocating symbols and cross referencing and internal numbering systems.

You don’t need to describe commonly understood conventions such as circles and triangles to distinguish female and male on genealogies or marriage and descent symbols.

|  |
| --- |
| Write here |

### Priorities in your archives

Think about the priorities for materials in your archive, including what you know about the priorities of Aboriginal and Torres Strait Islander peoples.

You may identify specific items (a photo for example) or categories of materials (all photos from a particular land claim), or vulnerable materials not yet digitised (magnetic tapes for example).

Focus on:

* records not tendered as exhibits in legal processes
* materials that you have been involved in producing
* materials that you may hold the only copy
* vulnerable materials

Examples:

* women’s restricted photographs
* confidential genealogies
* photo of a recently deceased person
* deteriorating video tape

#### Your priorities

Describe in the text box below what you are most concerned about and why.

|  |
| --- |
| Write here |

#### Aboriginal and Torres Strait Islander priorities

Describe in the text box below, the materials in your archives that you think would be priorities for claimants, their families and organisations.

What kinds of return and/or access requests have you received?

|  |
| --- |
| Write here |

#### Your memories

If you are not going on to Part B you may want to briefly record any memories that sprang to mind while you were scanning your containers. It’s important to capture this information which can assist Indigenous communities and archivists in contextualising the record and inform future publications about claims.

Record this information on your phone or computer or with a voice recorder. Download apps such as [Otter](https://otter.ai/) or [Speechnote](https://speechnotes.co/) that convert voice to text as you speak or use your [Apple I-phone for dictation](https://support.apple.com/en-gb/guide/iphone/iph2c0651d2/ios).

Alternatively save the recording and add it to the archive.

For example, ‘Here in Box 3 is a photo, numbered Photo/123, that was taken when Neville insisted we go back in the helicopter to find that site’ or ‘that map, labelled Map/101, is.’

Email the file to yourself, clean up the text and insert in the text box below.

|  |
| --- |
| Write here |

### Preliminary tidying of your archives

1. Return loose materials lying around to relevant bundles and/or storage containers.
2. Do the best you can to keep your storage containers in a dry, insect free environment, out of heat and dust.
3. Make sure storage containers are not sitting on the floor of a garage or shed.
4. Repair damaged storage containers, taping the bottoms if appropriate.
5. Replace storage containers that are damaged. Consider using Arki boxes (available from stationery stores) or acid free archival boxes. Otherwise, plastic storage boxes with lids are readily available from the shops and also useful to keep out cockroaches and other insect, rats, mice and dust.
6. Check conditions of your stick on labels. They can fall off especially in dry heat or humidity. You may decide to use a texta instead.

This concludes Part A of your ‘first glance’ template

You now have a broad survey of what’s in your archive. This will help you to commence or hold further discussions with collecting institutions, land councils, NTRBs/SPs and other Indigenous organisations about the future of your archives.

Make sure you save your document and have watermarked it as confidential if you wish.

# PART B: Priorities in your archives: Beyond a first glance

## Part B Introduction

At the end of **A17** - **A18** you identified some of the priorities in your archive including those you think would be the priorities of Aboriginal and Torres Strait Islander peoples.

These priorities are often identified as access to and return of photographs, cassette tapes, videos and films, maps, and genealogies. But they may also include connection reports and land claim books and other documents.

Land councils, NTRBs/SPs and the range of collecting institutions may have other priorities which they can advise.

Part B asks you to provide greater detail about these priorities in various tables.

Identifying your records

In Part A you numbered your storage containers/boxes. In Part B you will be asked to number your prioritised items. This numbering system should combine the box/storage container number with a medium identifier and an item number. For example for your photos: box 12/Photo/15. If photo 15 is the last photo in box 12, the first photo in box 13 would be box 13/Photo/16; container 14/Photo/17 (set of negatives) and so on.

If this system doesn’t work for you, use your own, and be consistent across all media so that someone else can find what you’re talking about from your descriptions.

You may decide to number items individually or in sets. For example, individual photos or sets of negatives from the same land claim or of an important site, a bundle of photographs, or a folder of JPEGs.

Navigating Part B

You can choose where to start. Use the navigation pane to go to the section you want to work on or ‘control + click’ on the headings below.

**B1** Photographs, negatives and slides

**B3** Moving images (film and videos)

**B6** Sound recordings

**B9** Genealogies

**B13** Maps and site lists

**B17** Field notes

**B20** Documents

Recording memories

Particular records may trigger memories and other things worth noting.

It’s important to capture this information which can assist Indigenous communities and archivists in contextualising the record and inform future publications about claims.

Record this information on your phone or computer or with a voice recorder. Download apps such as [Otter](https://otter.ai/) or [Speechnote](https://speechnotes.co/) that convert voice to text as you speak or use your [Apple I-phone for dictation](https://support.apple.com/en-gb/guide/iphone/iph2c0651d2/ios).

Alternatively save the recording and add it to the archive.

For example, ‘Here in Box 3 is a photo, numbered Photo/123, which was taken when Neville insisted we go back in the helicopter to find that site’ or ‘that map, labelled Map/101, is important because…..’

Email the file to yourself, clean up the text and insert in the relevant text boxes below.

### Photos

Now number each individual photo, sets of photos, proof sheets, negatives, slides or digital copies consecutively. Use the box/ storage container number, then the prefix ‘Photo’, then the number of photo, for example, box/storage container 12/Photo/15.

Use pencil on the back of prints and proof sheets and the borders of slides.

1. Priority photographs, proof sheets, negatives and slides

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Storage container number and photo identifier/s  | Date | Place/s and language/s or group/s name/s | Activity including land or native title claim  | Names of people and their roles where possible | Photographer/s | Format eg print/s, negatives, proof sheets, slides, digital | Cultural restrictions  | Contact/s for further information |
| <Box 20/Photo/12> | <Circa 1999> | <Bradfield, NT; Manimani group> | <[Name] native title claim> | <Claimants Mary, Jim etc; anthropologist Tim Bleacher> | <Joe Blogs> | <Set of negatives> | <None> | <[Name] Yilamaku Aboriginal corporation> |
| <Container 14/ Folder 2 external hard drive 2> | <2011> | <XY place, Z language > | <CLC> | <Claimants> | <myself> | <JEPGs> | <Check with Joe Foster> | <Check with Mary Blogs at Winfield Community> |
|  |  |  |  |  |  |  |  |  |

1. Memories triggered by photographs, proof sheets, negatives, and slides

|  |  |  |  |
| --- | --- | --- | --- |
| Storage container number and photo identifier/s | Date recorded | Format | Recollections |
| <Box 3/Photo/12> | <2001> | <Samsung phone S20 recording> | <Jo Talbot who was very ill requested that I take a photo of him and all his children and grandchildren. Unfortunately a dog fight erupted in the middle of the process, causing mayhem!> |
|  |  |  |  |
|  |  |  |  |

### Moving images

Combine box/storage container number with the prefix ‘Film’ and then consecutively number each individual or set of moving images, for example container 1/Film/28 (video tape).

1. Priority moving images (film and videos)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Storage container and film or video identifier/s | Date | Place/s and language/s or group/s name/s | Activity including land or native title claim  | Names of people (if known) | Camera operator/s/ sound recordist/s | Print, reel to reel, Beta, VHS, and/or digital | Cultural restrictions  | Contact/s for further information |
| <Box 10/Film/2 and transcript> | <1995> | <Bird River, Ganging> | <Helicopter site recording> | <Stephen Armitage, Ash Menning, etc> | <Bill Jorgen and Fiona Harding> | <Beta tapes> | <None> | <Chairperson, Bird River station> |
| <Box 7, external hard drive, folder 6 titled ‘Videos from SA’> | <2019> | <Various locations in SA> | <Interviews for Joe native title claim> | <See field note book no x> | <myself> | <I-phone> | <Check with Joe Foster> | <Joe Foster, contac xyz> |
|  |  |  |  |  |  |  |  |  |

1. Memories triggered by moving images

|  |  |  |
| --- | --- | --- |
| Storage container and film or video identifier/s | Date recorded and format | Recollections |
|  |  |  |
|  |  |  |

1. Descriptions of moving image technology

Insert photos or names of possibly superseded technology used, for example, photos of the covers of VHS or BETA videos and cameras.

Insert pictures or names here

### Sound recordings

Combine box/storage container number with the prefix ‘Sound’ and then consecutively number each individual or set of sound recordings, for example, box45/Sound/15 (audio tape).

Use your own system if applicable.

1. Priority sound recordings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Storage container and recording identifier/s | Date | Interviewee/s and language/s group/s affiliation | Interviewer | Description of content including name of claim | Audio cassette, reel to reel, and/or digital etc | Cultural restrictions  | Contact/s for further information  |
| <Box1/Bundle Sound/1, cassette tapes> | <1982> | <J. Jones and family> | <Mary Adler, anthropologist> | <Land Calim B, field recordings> | <casette> | <unknown> | <don't know> |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Memories of sound recordings

|  |  |  |
| --- | --- | --- |
| Storage container and recording identifier/s | Date recorded and format | My memories and immediate recollections |
| <Box1: Land Claim B> | <20th July 2020 – I phone voice memo> | <Mary sang a song in x language taught to her by her grandmother. The Jones family overheard and joined in as their grandfather had also taught them the song. > |
|  |  |  |
|  |  |  |

1. Descriptions of sound recording devices

Insert photos or names of brands and models of possibly superseded sound recording devices, for example reel to reel tapes, audio cassettes.

Insert pictures or names here

### Genealogies

Combine box/storage container number with the prefix ‘Genealogy’ and then consecutively number each individual or set, for example container 17/Genealogy/3 (Langley family). Note any genealogical programs you may have used.

1. Priority genealogies

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Storage container and/or genealogical identifier/s | Claim name/s and Date | Language/s group name/s | Interviewee/s | Interviewer/s  | Format | Cultural restrictions  | Contact/s for further information |
| <Container 25/ Native Title 17 electronic folder/ no 8> | <NT [Name}, circa 2008> | <Hart's family> | <Mary Quinn> | <A., anthropologist> | <Copy of hand-drawn geneaology, JPEG> | <nil> | <Mary Quinn> |
| <Box 50/Genealogy/15> | <Gallawar Native Title claim> | <Gallawar> | <Jim Gates and family> | <Researcher Y> | <Geneaology program> | <Check with Gates family> | <Jim Gates> |
|  |  |  |  |  |  |  |  |

1. Memories triggered by priority genealogies

|  |  |  |
| --- | --- | --- |
| Storage container and genealogy identifier/s | Date recorded and format | Recollections |
|  |  |  |
|  |  |  |
|  |  |  |

1. Personal genealogical conventions

Cut and paste any genealogical convention notes you made in **A16** Your unique conventions and symbolsinto the text box below, and provide additional information as needed.

|  |
| --- |
| Paste here |

1. Descriptions of genealogical database programs

Name any genealogical programs or databases and their version number/year used and/or provide photos of brands in the template. Screen shots could be useful.

Insert description and screenshots here

### Maps and site lists

Combine box/storage container number with the prefix ‘Map’ and for site lists using the prefix ‘Site’ and consecutively number each map/site list. Mark this number in pencil on maps and match site lists to maps if possible.

1. Priority maps and site lists

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Storage container and map and/or site list identifier/s | Date  | General description of area, and name of claim and language group/s | Draft or final | Type of map and name of mapper  | Hard copy, digital, mapping programs etc | Cultural restrictions  | Contact/s for further information |
| <Box 3/Map/4 and Site list 5> | <Circa 2003> | <Great National Park, WA> | <Draft> | <1:100000> |  | <nil> |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Memories triggered by maps and site lists

|  |  |  |
| --- | --- | --- |
| Storage container and map identifier/s | Date recorded and format | Recollections |
|  |  |  |
|  |  |  |
|  |  |  |

1. Descriptions of site list and mapping data bases and programs

Name any mapping technology used including compass, scale, version number and/or take photos of brands and models and insert into the template provided.

|  |
| --- |
| Write here |

1. Personal mapping conventions

Copy and paste any personal mapping conventions you identified in **A16** and provide additional information as needed.

|  |
| --- |
| Paste here |

### Field notes

If you don’t have an established system for numbering or naming your field notebooks combine box/storage container number with the prefix ‘Field Note’ and consecutively number each field notebook. For those who have an established system add the box/storage container number.

Record field notebooks as a series or as individual notebooks. Remember to include any digital versions.

Use the general description/notes column to record as few or as many details as you wish.

1. Priority field notes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Storage container identifier and number or title of notebook book or series | Date range | Claim name/s  | Location/s and language/s or group/s name/s | Main interviewee and/or all interviewees | Cultural restrictions | General Description/ notes |
| <Example: Box 1/field notes/ORJ1> | <Jun-Jul 2010> | <Claim name> | <Dampier Peninsular Western Australia, Example of language> | <20 interviews including one from Mary Bloggs> | <Contains women only materials> | <Material gathered for Mary Bloggs claim example. Lots of creation stories. Also have a typed version. Worried this is the only copy.> |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Memories triggered by field notes

|  |  |  |
| --- | --- | --- |
| Storage container and field note identifier/s | Date recorded and format | My memories and immediate recollections |
|  |  |  |
|  |  |  |

1. Personal field note conventions

Copy and paste any personal field note conventions you identified in **A16** into the text box below and provide additional information as needed. For example, ‘[Square brackets] indicate my comments, thoughts or questions.’

|  |
| --- |
| Write here |

### Documents

Priority documents might include those you have been involved in writing, or those for which you may hold the only copy or those which are vulnerable.

Combine box/storage container number with the prefix ‘Document’ and consecutively number each document.

1. Priority documents

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Storage container and document identifier/s | Date range | Author/s | Full title if possible | Commissioned by (organisation, government department) | Type of document and claim name | AnnotatedY/N | Cultural restrictions  | Contact/s for further information |
| <Box 12/Document/58> | <2010> | <Mary Blogs and Daniel T.> | <Connection report> | <[Name] NTRB> | <Connection report> | <Yes> | <Check status with NTRB and Federal Court> | <unknown> |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. Memories triggered by documents

|  |  |  |
| --- | --- | --- |
| Storage container and document identifier/s | Date recorded and format | My memories and immediate recollections |
|  |  |  |
|  |  |  |

Return to the Introduction to think about what your next steps might be and The future of your archive.

Watermark your saved template file as confidential if you wish.

# PART C: If you want to do more…

Materials produced in land and native title claims have diverse content. They will have different confidentiality, ownership, legal, ethical, copyright and interpretative issues. The following check list will assist you and the institution or organisation receiving your archive to identify these issues by identifying various materials.

Fill out this checklist for each box/storage container and place it in the box/container.

Categories of materials in your archives

|  |  |
| --- | --- |
| Box/ container no. |  |
| ALC reports | ☐ | Interviews | [ ]  | Honours, MA and PhD Theses | ☐ | Court or practice directions | ☐ |
| Land claim books | [ ]  | Service contracts | [ ]  | Linguistic materials | ☐ | Witness instructions | ☐ |
| Native Title Application reports | [ ]  | Administration note books | [ ]  | Published books and reports | ☐ | Decisions and rulings | ☐ |
| Connection reports | ☐ | Meeting minute and reports | [ ]  | Administrator reports | ☐ | Draft exhibits | ☐ |
| Cultural heritage reports | ☐ | Diaries | [ ]  | Register of Wards | ☐ | Exhibits | ☐ |
| Federal Court Expert reports | ☐ | Correspondence with governments | [ ]  | Native welfare reports | ☐ | Affidavits | ☐ |
| Record of Conference of Experts | [ ]  | Claim site lists  | [ ]  | Personal claimant archival records | ☐ | Legal briefs | ☐ |
| Internal reports/advice | ☐ | Maps, hand-drawn | [ ]  | Birth/death/marriage certificates | ☐ | Pleadings | ☐ |
| Peer reviews | ☐ | Maps, drafts | [ ]  | Photos and videos of sites of significance | ☐ | Taking of preservation evidence | ☐ |
| Internal emails and correspondence | ☐ | Maps, public | [ ]  | Native Title hearing transcripts | ☐ | Witness proofing | ☐ |
| Life histories | ☐ | Genealogies | [ ]  | Land Claim hearing transcripts | ☐ | Other  | ☐ |
| Field note books | ☐ | Early genealogies  | [ ]  | Back-sheets | ☐ |  | ☐ |
| Genealogies | ☐ | Ethno historical materials  | [ ]  | Court books | ☐ |  | ☐ |