



Know your history, Preserve your culture

Public Record Office Victoria (PROV)

Program – Day One

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
8:30am – 9:00am	Registration and coffee	
9:00am – 9:05am	Introductions and housekeeping	Simon Flagg Koorie Records Unit, PROV
9:05am – 9:15am	Welcome to country	
9:15am – 9:30am	Purpose of the Workshop	Simon Flagg Koorie Records Unit, PROV
9:30am – 10:00am	Stolen Generations Overview Bringing Them Home Report and Recommendations related to record-keeping <i>Question and Answer session</i>	Tony McCartney CEO Stolen Generations Victoria
10:00am – 10:30am	Morning Tea	
10:30am – 11:15am	Overview of significant Reports and Events impacting on Indigenous record-keeping <ul style="list-style-type: none">• <i>wilam naling</i> report and overview	Simon Flagg Koorie Records Unit, PROV
11:15am – 12:00pm	What's in your area? Network and referral services (group session)	Simon Flagg Koorie Records Unit, PROV
12:00pm – 1:00pm	Lunch	
1:00pm – 2:00pm	Aboriginal community guest speaker/s –personal experiences with accessing their records.	
2:00pm – 2:40pm	<ul style="list-style-type: none">• Accessing Koorie Records at PROV• Importance of Indigenous people trying to locate their records/information• Why it is important to record and look after Indigenous records <i>Questions and Answers</i>	Simon Flagg Koorie Records Unit, PROV
2:40pm – 3:10pm	Afternoon Tea	
3:10pm – 3:30pm	Update of resources <ul style="list-style-type: none">• Finding Your Story• Footprints• My Heart Is Breaking	Simon Flagg Koorie Records Unit, PROV
3:30pm – 3:50pm	Wilam naling Small Grant Scheme	Simon Flagg Koorie Records Unit, PROV
3:50pm – 4:00pm	<i>Evaluation forms – complete & collect</i>	Simon Flagg Koorie Records Unit, PROV

Close workshop & thank attendees



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Scope – Day One

- **Cultural awareness in recordkeeping**
Cultural awareness/understanding through a range of topics. The main focus will be informing participants about the culturally sensitive issues Aboriginal people face when trying to access records.
- **Stolen Generations Overview**
Understanding of what Stolen Generation means and how Aboriginal people have been affected. The newly created Stolen Generations Victoria organisation will provide information about who they are and what services they deliver.
- **Bringing Them Home Report and Recommendations relating to record keeping**
Demonstrating how all the reports such as Aboriginal Deaths in Custody and the Bringing Them Home report are related and their impact on recordkeeping.
- ***wilam naling* Report and Recommendations**
Promoting the Victorian response to the Bringing Them Home Report and showcasing the initiatives Victoria has taken in regards to addressing issues relating to the Victorian Stolen Generation, eg: providing better access to records.
- **Aboriginal community guest speaker/s**
Stolen Generation/local community members talking about their personal experiences with accessing their records.
- **Accessing Koorie records at PROV**
Promoting the Aboriginal records within PROV custody and demonstrating the importance of Koorie Index of Names (KIN) project. The value and importance of the records will be demonstrated through examples of records.
- ***wilam naling* Small Grants Scheme**
Information session on the *wilam naling*'s small grants scheme.

Outcome – Day One

Participants will gain a greater understanding of Aboriginal culture and the importance of access to records. This knowledge will be of value to anyone employed in providing access to records to Aboriginal people.



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Program – Day Two

Understanding and promoting recordkeeping principles

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
9:00am – 9:05am	Introduction to Bruce Smith and housekeeping	Simon Flagg Koorie Records Unit, PROV
9:05am – 9:20am	Recap of Previous Day <ul style="list-style-type: none">• <i>wilam naling</i> report & projects• Accessing Koorie Records at PROV• Importance of Indigenous people trying to locate their records/information• Why it is important to record and look after Indigenous records	Simon Flagg Koorie Records Unit, PROV
9:20am – 9:25am	Purpose of the Workshop Create an awareness of the need for good recordkeeping and the elements of a good records program	Bruce Smith Archivist and Researcher
9:25am – 10:30am	Records Management: Part 1 Promoting good recordkeeping including records policy and procedures <i>Questions and Answers</i>	Bruce Smith Archivist and Researcher
10:30am – 11:00am	Morning Tea	
11:00am – 12:00pm	Records Management: Part 2 Learn about current methods of managing records including collection policies and the arrangement, description, and cataloguing of records. <i>Questions and Answers</i>	Bruce Smith Archivist and Researcher
12:00pm – 1:00pm	Lunch	
1:00pm – 2:00pm	Records Conservation Learn how to preserve paper records, books and photographs in your collections and to safely handle, display and store them. Learn about a range of useful conservation resources. <i>Questions and Answers</i>	Paper Conservator National Archives of Australia
2:00pm – 2:30pm	Afternoon Tea	
2:30pm – 3:30pm	Records Legislation Explore the practical and legal issues involved in keeping records and providing public access to records. <i>Questions and Answers</i>	Bruce Smith Archivist and Researcher
3:30pm – 3:50pm	Recap main points Questions and Answers	Bruce Smith Archivist and Researcher
3:50pm – 4:00pm	<i>Evaluation forms – complete and collect</i>	Simon Flagg Koorie Records Unit, PROV

Close workshop & thank attendees



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Public Record Office Victoria (PROV) Understanding and promoting recordkeeping principles Scope – Day Two

- **Records Management**
Learn about current methods of managing records including collection policies and the arrangement, description, and cataloguing of records.
- **Records Conservation**
Learn how to preserve paper records, books and photographs in your collections and to safely handle, display and store them. Learn about a range of useful conservation resources.
- **Records Legislation**
Explore the practical and legal issues involved in providing public access to records.

Outcome – Day Two

All aspects of record keeping will be covered, participants will gain a greater understanding of the importance of record keeping. Detailed information will be provided on legislation and conservation covering all relevant agencies. This knowledge will be of value to anyone that creates records or provides access to records.