

Thursday 18 September
BAIRNSDALE

Concurrent Sessions

Introduction to
Family History
in Victoria
1.30 - 3.30

Good Records-
Good Business -
Good Governance
2.00 - 4.00

Basic Conservation
& Preservation
3.45 - 4.45

Friday 19 September
LAKES ENTRANCE

Concurrent Sessions

All About PROV
9.30 - 12.00

Records
Management for
Government
9.30 - 12.00

Lunch and Networking

Digging Deeper
Online at PROV
1.00 - 2.00

Basic Conservation
& Preservation
1.00 - 2.00

Digitisation
Workshop
2.15 - 3.15

Thank you to East Gippsland Shire Council
for hosting this event.



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Public Record Office Victoria

visits

East Gippsland

18 - 19 September 2008



FREE EVENT

Thursday, 18 September BAIRNSDALE

Introduction to Family History in Victoria

How to start researching your family history, what sources are available and where to get help. Will focus on using PROV records in your research, with case studies introducing you to some of the records every family historian needs to use.

Who for? Beginners and those wanting to get more from their research at PROV.

Basic Conservation & Preservation

This program will address some of the basic considerations of conservation and disaster recovery, including issues such as environment, repairs, mould damaged records, storage containers and integrated pest management.

Who for? Anyone interested in conserving and storing records.

Good Records - Good Business - Good Governance

Simple everyday recordkeeping practices make the business of doing business and proving business was done both easier and faster. This session will tell you about your responsibilities without overwhelming you with the complexities of modern-day recordkeeping!

Who for? Non-records management staff of government agencies.

Friday, 19 September LAKES ENTRANCE

Records Management for Government

This seminar will include PROV's new advice to agencies on websites as records, an update on development of the local government General Disposal Authority, and planning for transfers. It also provides an opportunity to discuss other issues and ask questions of PROV staff.

Who for? Government records management staff.

All About PROV

You've been using our records for some time but never ventured into the Victorian Archives Centre? Maybe you'd like to know more about PROV's resources and services? Join us for a morning of information, ideas and social interaction, followed by lunch. Includes Indigenous resources, Places of Deposit, public programs, reference services and online resources. A great opportunity to meet PROV staff, other researchers from your district and local government records managers.

Who for? Anyone wanting to know more about what PROV has to offer.

Basic Conservation & Preservation

See description above.

Who for? Local government and small collecting organisations.

Digging Deeper Online at PROV

Do you want to take your research into PROV records further? Want to know how to get the most out of the PROV catalogue online? This workshop will explore the online catalogue in depth and provide plenty of tips and tricks to extend your search. (Continues from the 'All about PROV' online resources presentation.)

Who for? Researchers familiar with PROV's catalogue.

Digitisation Workshop

How to get the most out of your home scanner. This workshop will explore the 'do's and 'dont's of scanning photographs and documents, and how to look after your scans as well as your originals.

Who for? Individuals or organisations interested in archiving their material.

It is with great pleasure that I invite you to join members of Victoria's Public Records Advisory Council (PRAC) and staff of Public Record Office Victoria (PROV) for a special event in East Gippsland.

PROV is the archives of the State Government of Victoria and holds records from the European settlement of Port Phillip district in the mid-1830s to the present.

PRAC is established under the Public Records Act 1973. One of its key roles is to promote cooperation between PROV and other government agencies.

In this regard, the Council welcomes anyone with a love of local or family history or those working with government records to participate in this program. We are certain you will find something of interest, especially in terms of how PROV can support you in your specific area of activity.

Regards

Peter Harmsworth
President, Public Records Advisory Council

BOOKINGS:

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RSVP: 12 September 2008