**Records Microfilmed for Public Reference Source Sheet No. 37**

This is a descriptive listing of those records that have been copied onto microfilm or fiche by the City Archives. These include 16 and 35mm roll film, 35mm aperture cards and microfiche. Microfilming is still one of the most effective ways of reproducing original text. Whereas the life expectancy of a digital disc is estimated to be around 7 - 10 years, microfilm formats can last up to five times longer, or more depending on their frequency of use. The prime purpose for producing microfilm copies of records is to minimise handling and use of the original records, thereby contributing to their permanent preservation as archives. Records that are in poor physical condition, or subject to high user demand, or are bulky and difficult to retrieve are copied into a machine-readable micrographic format. Microfilm copies also act as a backup in the unfortunate event that the original record gets damaged or even destroyed completely as a result of fire or some other critical disaster. Because microform material takes up only a fraction of the storage space of the original records, large quantities of records can be reduced to a few films which can then be placed in the Search Room where they are immediately available to researchers. The City Archives is continuing to microfilm some high use historically valuable record series such as the 20th century rate assessment books. There is also an extensive program underway to digitize the entire microfilm collection to provide online access to information.

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| **Record Description** | **Location** | **Container** |
| **Records Copied onto Microfilm**  Assessment Books 1847/8 - 1880 | Search Room Microfilm Cabinet | Top Drawer |
| Assessment Books 1881 - 1928 (with gaps) | Search Room Microfilm Cabinet | Second Drawer |
| Assessment Books 1931 - 1970 (with gaps) | Search Room Microfilm Cabinet | Third Drawer |
| City Treasurer’s Department Registers of Licences (Accession 1875) 1888 - 1909 | Search Room Microfilm Cabinet | Third Drawer |
| Citizens’ Rolls 1852 - 1910 | Search Room Microfilm Cabinet | Fourth Drawer |
| Council Minutes 1840 - 1874 | Search Room Microfilm Cabinet | Fifth Drawer |
| Building Surveyor’s Register of Plans (Accession 1170) 1924 - 1956 | Search Room Microfilm Cabinet | Fifth Drawer |
| Building Surveyor’s Register of Plans (Accession 1170) 1924 - 1956 | Search Room Microfilm Cabinet | Fifth Drawer |
| Return of Plans submitted to Council and Local Board of Health Under the Building Act, 1881 (Accessions 1169, 4919) 1882 - 1924 | Search Room Microfilm Cabinet | Fifth Drawer |
| Return of Surveyor of Notices Received for Building Work under the Building Act, 1881 (Accessions 1173, 2167, 4920) 1882 - 1925 | Search Room Microfilm Cabinet | Fifth Drawer |
| Town Clerk’s Department Letters Received Books 1861 – [1882] | Search Room Microfilm Cabinet | Fifth Drawer |
| **Records Copied onto Microfiche**  Indexes to the Digest of Proceedings 1862 - 1983 | Microfiche Reader Table | First Folder |
| Digest of Proceedings 1871 - 1887 | Microfiche Reader Table | First Folder |
| Digest of Proceedings 1887 - 1915 | Microfiche Reader Table | Second Folder |
| Digest of Proceedings 1915 - 1924 | Microfiche Reader Table | Third Folder |
| Master Index [to Town Clerk’s Dockets and Special Files] c1930 - 1976 (Accession 2426) | Microfiche Reader Table | Fourth Folder |
| Revival Cards Docket Index [Index to Town Clerk’s Dockets] 1974 - 1976 (Accession 2428) | Microfiche Reader Table | Fourth Folder |
| Building Application Plans Index Cards 1923 - 1983 | Microfiche Reader Table | Fifth Folder |
| Assessment Book 1991/2 - 1997/8 (Accession 5627) | Microfiche Reader Table | Fifth Folder |
| South Australian Almanacs and Directories 1839 - 1935 | Microfiche Reader Table | plastic microfiche containers (2) |
| South Australian Census 1841 | Microfiche Reader Table | plastic microfiche containers (2) |
| Building Application Plans Aperture Cards 1923 - 1992 | Archives Repository |  |
| City Engineer’s Plans Aperture Cards c1878 - 1960 (Accession 3935) | Archives Repository |  |

**Further Information**

**City Archives:** Topham Mall, off Currie and Waymouth Streets, Adelaide 5000

**Counter / telephone enquiries:** 9**.**00 am to 5.00 pm Monday to Friday

**Search Room open for public research:**10.00 am to 4.00 pm Tuesday to Thursday

**Telephone:** +618 8203 7439

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**Web:** <https://cityofadelaide.com.au/cityarchives>