### City Archives’ Finding Aids Source Sheet No. 4

**Electronic Finding Aids**

The City Archives uses the TRIM records management database to manage its collections, and this can be accessed by researchers to find records relevant to their interests in two ways:

* Online Searching - access to the City Archives database is available through our website [www.adelaidecitycouncil.com/archives](http://www.adelaidecitycouncil.com/archives)
* Onsite Searching – a public access computer is installed in the City Archives Reading Room to allow researchers to search the database. Archives staff are on hand to assist with any enquiries about how to use the system.

**Hardcopy Finding Aids**

There are two main types – primary and secondary:

* Primary Finding Aids – those which were originally used by the creators of records to enable them to find information required for day to day administrative purposes; these were in effect contemporary ***control records***, such as original file registers and card indexes, etc that were developed to provide speedy access to information.
* Secondary Finding Aids - those which have been produced by the City Archives to facilitate access to information contained in the records for research purposes; these can take the form of special lists and record inventories, subject indexes and guides and can be collectively referred to as secondary finding aids.

At the City Archives the Finding Aids are kept in the Reference and Guide Area. They comprise various indexes, manuals and guides to records, some of which were created by the original users of the records, others of which have been prepared by Archives staff to help researchers identify records most likely to contain the information they are looking for.

Listed here are *some* examples of both types of finding aids that can be used to locate information in the City Archives.

# Primary Finding Aids

***Digest of Proceedings 1872* -:** minutes and reports of Council and its Committees, providing references to Town Clerk’s Dockets and Special Files.

***Index to Town Clerk’s Letters Received 1856 -1976***: subject and nominal index to Town Clerk’s Department inwards letters, providing details of date, docket number and summary of docket title, and including references to reports submitted to the Town Clerk by officers of the Corporation.

***Register of Town Clerk’s Letters Received 1861-1976***: chronological and numerical register used to control Town Clerk’s Department inwards letters, providing details of date sender and subject, and docket number.

***Special File Index c1908-1976***: a handwritten guide to the Town Clerk’s Department Special Files which were created for matters of major importance requiring ongoing attention; arranged numerically by file number and alphabetically by file title and indicating the multiple parts of many of these files.

***Morison Index c.1920-1972***: an alphabetical subject index (originally in card format) to matters dealt with by the Town Clerk’s Department, providing related docket references.

***City Engineer’s Documented Index 1902-1970***: consolidation of a number of indexes, including an original Docket Register, a Streets Index, a Public Utilities Index, a Numerical Index of Dockets, and various Cardex Indexes used to control the City Engineer and Building Surveyor’s Dockets.

***City Engineer’s Plan Register 1881-1951***: lists all plans prepared by the City Engineer and Surveyor’s Department, providing date and description of plan, type of plan and plan number.

# Secondary Finding Aids

***List of Earliest Corporation Records 1840-1870***: chronological list of records, providing brief description and box number; includes references to bundles of inwards correspondence, tenders and contracts, memorials and agreements, employment applications and reports of Corporation officers.

***Context Unit Manuals***: these link records to the administrative context in which they were originally created and used within the Corporation; each Manual comprises ten Context Unit Registrations providing brief administrative histories and lists of records created by Context Units.

***Street Numbered Property Index***: a card index arranged by street name and number, which provides details of sources of information about streets and properties, especially building plans submitted to the Council for approval since 1924.

***Reference Enquiry Subject Index***: an alphabetical card index which provides references to archival sources on a vast range of matters which is arranged into separate subject and nominal sequences.

***Index Based on Record Format***: comprises inventories of record series, accessions, or items classified by their physical format, such as maps, plans, photographs, newspaper clippings, and so on.

***Guide to the Historical Pictorial Collection***: lists photographs held in the Historical Pictorial Collection c1860-1950 of places, people and events; divided into various sections including numerical order, subject catalogue of Adelaide views, and subject catalogue of other locations, general and miscellaneous photos.

***Catalogue of Maps and Plans in the Museum Collection***: lists early plans and maps held by the Corporation, 1836-1970, which once formed part of its ‘Museum Collection’, providing details of plan number, date and description.

**Further Information**

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

**Counter / telephone enquiries:** 9**.**00 am to 5.00 pm Mondays to Fridays

**Search Room open for public research:**10.00 am to 4.00 pm Tuesdays to Thursdays

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