



Australian Government

Department of Infrastructure and Transport

Your ref. 5502307

Our ref. 11/263

s47F

Director  
Sustainable Transport Policy and Planning  
Department for Transport, Energy and Infrastructure  
GPO Bo 1533  
ADELAIDE SA 5000

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Dea

### Contract for Scoping Study – Plan Room Islington

We refer to previous discussions regarding proposed provision of the above services and are pleased to confirm that we would like to proceed on the basis of the attached contract. Please confirm your acceptance of this arrangement by signing and returning the copy of this letter by return mail.

Yours sincerely

  
Mr Richard Wood  
General Manager  
Rail and Intermodal Branch

1 Jun  
May 2011

T 02 6274 7413 F 02 6274 7400

M <sup>s22(1)(a)(ii)</sup>

richard.wood@infrastructure.gov.au

The State of South Australia represented by the Department for Transport, Energy and Infrastructure agrees to provide the Services in accordance with the Contract Details and Standard Conditions of Contract included with this letter.

Signature of Service

Provider's Authorised Office

Name of Signatory:

Title of Signatory:

Date:

A/DIRECTOR, SUSTAINABLE TRANSPORT  
POLICY + PLANNING

1/6/11

**CONTRACT DETAILS**

These Contract Details need to be read in conjunction with the Standard Conditions of Contract

<b>Contract name and number</b>	Contract for Scoping Study – Plan Room Islington
<b>Agency</b>	Commonwealth of Australia represented by the Department of Infrastructure and Transport ABN 86 267 354 017, GPO Box 594, Canberra, ACT, 2601 (the Agency)
<b>Service Provider</b>	State of South Australia represented by the Department for Transport, Energy and Infrastructure (DTEI) ABN 92 366 288 135, GPO Box 1533, Adelaide, SA, 50001
<b>Services</b> (cl 1.1)	<p>The Service Provider must complete a Scoping Study in relation to the Plan Room at Islington.</p> <p>The Scoping Study will:</p> <ul style="list-style-type: none"> <li>• review the contents of the Plan Room to confirm the number of plans contained in the facility and number the various storage containers;</li> <li>• include a records audit of the contents of the Plan Room with a matrix that enables the identification of the number of agencies and series that would be required to be registered, the number of maps and plans that need to be individually listed and records that are not required by the State;</li> <li>• identify inadequacies with the indexing and copying of plans;</li> <li>• provide an estimate cost to archive the drawings and intended archiving process (adhering to South Australian Archive Standards);</li> <li>• outline proposed archiving methodology; and</li> <li>• advise whether any disposal schedules are already in place and the costs of preparing any that may be required.</li> </ul>
<b>Timeframe</b> (cl 1.1)	The Services must be completed no later than 28 June 2011
<b>Other specific Service provision requirements</b> (cl 1.1)	The Scoping Study shall incorporate site visits and final report to outline anticipated archiving costs and proposed archiving methodology.
<b>Project Officer</b> (cl 1.2)	<p>s22(1)(a)(ii)</p> <p>Section Head Supply Chain Policy and Economic Regulation Rail and Intermodal Branch Nation Building – Infrastructure Investment Phone: s22(1)(a)(ii)</p>
<b>Specified Personnel</b> (cl 1.3)	<p>s47F</p> <p>Rail Asset Manager Rail Policy Unit Policy and Planning Division Phone: s47F</p>
<b>Fees</b> (cl 2)	\$65 GST inclusive per hour spent on the Services up to a maximum amount of \$17,000 GST inclusive payable on satisfactory completion of the Services.
<b>Invoicing</b> (cl 2.1)	DTEI to provide one invoice with the Scoping Study no later than 4 pm EST 28 June 2011
<b>Commonwealth material and assistance</b> (cl 1.6)	None
<b>Confidential Information of the Service Provider</b> (cl 5)	None
<b>Applicable law</b> (cl 18)	South Australia

**STANDARD CONDITIONS OF CONTRACT****1 Provision of Services**

- 1.1 The Service Provider agrees to perform the Services to a high professional standard, and to meet or exceed the Timeframe and any other specific requirements set out in the Contract Details or otherwise in the documents referred to in clause 19.2.
- 1.2 The Service Provider agrees to liaise with the Project Officer as reasonably required and to comply with any directions of the Project Officer that are consistent with this contract.
- 1.3 The Service Provider agrees that the Specified Personnel will perform work in relation to the Services in accordance with the contract.
- 1.4 The Service Provider may subcontract the performance of any part of the Services.
- 1.5 The Service Provider acknowledges, and must inform all subcontractors that, the Agency may publicly disclose the names of any subcontractors engaged in the performance of the Services.
- 1.6 The Agency agrees to provide material and assistance to the Service Provider as specified in the Contract Details.

**2 Fees**

- 2.1 The Agency agrees to pay the Service Provider the fees in the amounts and in the manner specified in the Contract Details (which the Service Provider acknowledges are an all inclusive price for all matters relating to this contract), provided that the Service Provider has fully and properly complied with its obligations under this contract and the invoicing procedure specified in the Contract Details.
- 2.2 An invoice is not correctly rendered where it includes amounts that are not properly payable under this contract or are incorrectly calculated.
- 2.3 The due date for payment by the Agency is 30 calendar days after delivery of a correctly rendered invoice. If this period ends on a day that is not a business day, the due date for payment is the next business day.

**3 Taxes and charges**

- 3.1 Any taxes or charges imposed in connection with this contract must be borne by the Service Provider.
- 3.2 Unless otherwise indicated, all consideration for a supply under this contract is exclusive of any GST.
- 3.3 The recipient of a supply under this contract on receipt of a tax invoice must pay the supplier any GST imposed.
- 3.4 No party may claim from the other an amount for which an input tax credit or decreasing adjustment can be obtained.

**4 Intellectual Property**

- 4.1 Intellectual Property in all Contract Material vests or will vest in the Agency.
- 4.2 Clause 4.1 does not affect the ownership of Intellectual Property in any material in existence on the date this contract is made.

- 4.3 The Service Provider grants to (or will procure for) the Agency a perpetual, irrevocable, royalty-free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, adapt, modify, perform, distribute, communicate and exploit any existing material referred to in clause 4.2, in conjunction with the Contract Material for any purpose and a right to licence the existing material in conjunction with the Contract Material to the public under an open access licence (including a Creative Commons Attribution licence).
- 4.4 The Service Provider must deliver all Contract Material to the Agency when the contract ends for any reason.
- 4.5 The Service Provider will ensure that the Contract Material is used, copied, supplied or reproduced only for the purposes of the contract.

**5 Confidentiality and other security obligations**

- 5.1 The Agency will not, without the prior written authorisation of the Service Provider, disclose any Confidential Information of the Service Provider to a third party except where the Confidential Information:
  - a. is disclosed to the responsible Minister or in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
  - b. is authorised or required by law to be disclosed; or
  - c. is in the public domain otherwise than due to a breach of this clause 5.
- 5.2 The Service Provider will not, without prior written authorisation from the Agency, disclose any Official Information to any person other than those Service Provider personnel who require access for the purposes of this contract (unless required to do so by law).
- 5.3 The Service Provider agrees to secure all Official Information against loss and unauthorised access, use, modification or disclosure.
- 5.4 The Service Provider agrees to comply with any other security requirements notified by the Agency from time to time.

**6 Privacy**

- 6.1 The Service Provider must not do any act or engage in any practice which, if done by the Agency, would be a breach of an Information Privacy Principle.

**7 Liability**

- 7.1 Where the Service Provider:
  - a. breaches the contract;
  - b. is negligent; or
  - c. breaches a statutory obligation,
 the Service Provider will be liable to compensate the Agency, in accordance with the law, for any resulting expense suffered by the Agency.
- 7.2 Where the Service Provider expressly agrees in the contract to take responsibility for a particular

event, the Service Provider will also be liable to the Agency, in accordance with the contract, for the expense suffered as a result of the event occurring.

- 7.3 In this clause 7 the term "expense" includes:
- loss suffered by the Agency, such as the loss of property;
  - liability incurred by the Agency to a third party; and
  - expense incurred by the Agency, such as the expense incurred in repairing damaged property or in defending a claim made by a third party.

## **8 Termination for convenience**

- 8.1 The Agency may by notice, at any time and in its absolute discretion, terminate the contract or reduce the scope of the Services immediately.
- 8.2 In the event of termination under clause 8.1, the Agency will be liable only:

- to pay any fees due under clause 2 relating to Services completed before the date of termination; and
- to reimburse any expenses the Service Provider unavoidably incurs relating entirely to Services not covered under clause 8.2a

but will not be liable for any amount that, added to the fees already paid to the Service Provider under this contract, exceeds the fees set out in the Contract Details.

- 8.3 In the event of a reduction in the scope of the Services under clause 8.1, the Agency's liability to pay fees under clause 2 will reduce in accordance with the reduction in the Services.

## **9 Termination for fault**

- 9.1 If the Service Provider fails to satisfy any of its obligations under this contract, then the Agency may, by notice, terminate the contract immediately.

## **10 Occupational health and safety**

- 10.1 The Service Provider agrees, in carrying out this contract, to comply with:
- all relevant legislation, codes of practice and national standards relating to occupational health and safety; and
  - all applicable policies and procedures relating to occupational health and safety including those that apply to the Agency's premises when using those premises.

## **11 Audit and access**

- 11.1 The Service Provider agrees to give the Project Officer, or any persons authorised in writing by the Project Officer, access to premises where the Services are being performed and to permit those persons to inspect and take copies of any material relevant to the Services.

## **12 Insurance**

- 12.1 The Service Provider will effect and maintain insurance policies of the types and with the amounts of cover that a prudent operator in the Service Provider's industry would consider

normal and adequate including when performing contracts of this kind.

## **13 Conflict of Interest**

- 13.1 The Service Provider warrants that, at the date of entering into this contract, no conflict of interest exists or is likely to arise in the performance of the Services.
- 13.2 If, during the period of the contract a conflict arises, or appears likely to arise, the Service Provider agrees:
- to notify the Agency; and
  - to take any steps the Agency reasonably requires to resolve or otherwise deal with the conflict.

## **14 Relationship of parties**

- 14.1 The Service Provider is not by virtue of this contract an officer, employee, partner or agent of the Agency, nor does the Service Provider have any power or authority to bind or represent the Agency.
- 14.2 The Service Provider agrees:
- not to misrepresent its relationship with the Agency; and
  - not to engage in any misleading or deceptive conduct in relation to the Services.

## **15 Variation**

- 15.1 A variation of this contract is binding only if agreed in writing and signed by the parties.

## **16 Assignment**

- 16.1 The Service Provider cannot assign its obligations, and agrees not to assign its rights, under this contract without the Agency's prior written approval.

## **17 Compliance with laws**

- 17.1 The Service Provider agrees, in carrying out this contract, to comply with all applicable laws of the Commonwealth, or of a State, Territory or local authority.

## **18 Applicable law**

- 18.1 This contract is to be construed in accordance with, and any matter relating to it is to be governed by, the law of the State or Territory specified in the Contract Details.
- 18.2 The parties submit to the jurisdiction of the courts of that State or Territory.

## **19 Definitions and Interpretation**

- 19.1 In addition to the terms described in the Contract Details:
- Contract Details** means the relevant document headed 'Contract Details';
- Contract Material** means any material:
- created for the purposes of this contract;
  - provided or required to be provided to the Agency as part of the Services; or
  - derived at any time from the material referred to in paragraphs a or b;
- GST** has the meaning that it has in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

**Information Privacy Principle** has the meaning that it has in the *Privacy Act 1988* (Cth);

**Intellectual Property** includes all copyright (including rights in relation to phonograms and broadcasts); all rights in relation to inventions, plant varieties, trademarks (including service marks), designs and circuit layouts; and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields, but does not include: moral rights; the non-proprietary rights of performers; or rights in relation to Confidential Information; and

**Official Information** means any information developed, received or collected by or on behalf of the Agency to which the Service Provider gains access under or in connection with this contract, and includes the Contract Material and the terms of the contract.

19.2 This contract comprises, in order of descending priority:

- a. these Standard Conditions of Contract;
- b. the Contract Details;
- c. any attachments to these Standard Conditions of Contract; and
- d. any other document incorporated by reference.

19.3 If any conflict arises between the terms and condition contained in this contract, the order of priority will be as set out in clause 19.2.

s47F

24 June 2011

s47F

Senior Rail Advisor  
 Department for Transport Energy and Infrastructure  
 Rail Policy and Investment  
 ADELAIDE SA 5001

Dear s47F

### **Plan Room Scoping Study**

The plans and other records currently held in the Islington Plan Room are a collection of former South Australian Railways (SAR) and Commonwealth Railways (CR), then Australian National (AN) records dating back to the 1850s and 1910s respectively that were aggregated when AN ceased operations.

The former SAR records came into the custody of the Commonwealth subsequent to formal agreement between the State and the Commonwealth in relation to the acquisition of all non-metropolitan railways.

In the absence of formal archival legislation in place at that time for both parties, the disposition of records was determined more by possession and convenience than formal review with very little contemporary action taken to separate plans of metropolitan and non-metropolitan lines.

Although initially containing "Head Office" records of both SAR and CR agencies, plans from SAR, then AN or AN divisional offices at Murray Bridge, Mount Gambier, Peterborough, Port Augusta, Port Lincoln and Port Pirie were subsequently added to the collection.

At the closure of AN, very few plans had been transferred to archival custody, other than the former SAR drawer plans and pigeon hole plans that had been hurriedly removed without adequate archival control from the Adelaide Railway Station to allow for its development as a casino.

The National Archives of Australia (NAA) declined to transfer further plans, not only because of lack of disposal coverage, but also because of issues regarding accessibility and copying that led to the development of servicing arrangements with Inprotrans Pty Ltd (Inprotrans). However it should be stated that there was an expectation that, regardless of value, the plans would have to be listed for accountability under any anticipated archival programs.

Despite some descriptive work undertaken by NAA on records of the Tasmanian Railways vested to the Commonwealth under a similar formal transfer agreement that implied that they had enduring value, no formal assessment of these operational records was made.

Under a scheme of arrangement dated 13 March 2001, arrangements were made to transfer custody of the majority AN records, including the main series of plans in the custody of NAA from NAA to State Records so that continued access could be provided to various stakeholders involved in the AN sale and researchers. These records comprised various series within the range CRS D1540 - D5541. State Records has provided a storage and limited reference service on those records since that time.

Concurrently some plan series were also returned to Islington for further processing.

In 2008 the Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government sought to produce a disposal authority to ascertain value of the plans and other records held at Islington and at State Records. With the support of NAA, a draft records disposal authority (RDA) was produced that essentially recommended the retention of control records only that led to an option to release other records to suitable qualified institutions.

Concurrently discussions were held with interested stakeholders to determine a way forward. Arising from those discussions it was recognised that the draft RDA was deficient and unacceptable because of the continuing interest and access to the range of plans in the collection.

I understand that commitment was made to the retention of the records in South Australia and their comprehensive listing.

This scoping study arises in part from those commitments and the recognition that most of the records are linked intrinsically with the history of South Australia, if not the development of railway infrastructure in Australia.

### **Disposal Coverage**

Notwithstanding the intention to gift the records to the State, the transaction is subject to the provisions of Commonwealth and State archival legislation.

On the Commonwealth side, a transfer of custody and ownership is required under the provisions of the *Archives Act 1983*. Under this Act, records created by Commonwealth agencies eg AN are the property of the Commonwealth. Any change of ownership of records needs to be authorised by NAA through the creation of a Records Authority (RA).

If the archival work is undertaken on a contractual basis for the Commonwealth, this RA would not need to be signed off until completion of sentencing and description programs that would determine whether further redistribution is required eg for Tasmanian and Canberra Railways. This would require an update of the scheme of

arrangement dated 13 March 2001 to provide for ownership, as well as custody arrangements.

State Records will not accept custody of records unless they are covered by an operational records disposal schedule (RDS) under the provisions of the *State Records Act*.

With the exception of records created before 1901, some records relating to metropolitan lines covered in the current STA (State Transport Authority) RDS and SAR publications and control records covered by GDS 15 Version 7, the bulk of the records lack disposal coverage.

It could be argued that the pre 1901 records, being records created solely by SAR, could be sentenced and transferred as permanent records under the provisions of the State Records Council pre 1901 ruling without reference to any transfer of custody and ownership schedules and would allow the early start to the processing and transfer of records.

Costing for the preparation of relevant disposal schedules is addressed in the Disposal Section of this study.

## Reference

Inprotrans has indicated it has fulfilled its obligation to provide successor agencies with sets of CDs containing scanned plans required for their ongoing operations and, where necessary, photocopies of control records. This scanned material is inadequate because it contains no complementary listings or character recognition to assist with retrieval of individual plans. Inprotrans has indicated that this production was influenced by costs.

Inprotrans claims that at least 90% of requests can be met by using those CDs, but acknowledges that supplementary reference to control records is also required to identify specific plans.

Inprotrans claims that the remaining requests are met from the reference copy of aperture cards of microfilmed plans that are an integral part of the 'Islington' collection and/or records eg GRG42/169 that were transferred to archival custody prior to the implementation of a microfilming program and cross referencing on plans.

The same concerns still apply about accessibility and copying that influenced the decision by NAA not to transfer the plans.

Until these scanned records and all associated records can be controlled at the item level, it would be preferable for Inprotrans to continue to provide a reference and copying service on them, preferably on a fee for service basis to take advantage of their corporate memory and copying services.

Inprotrans has the capacity to provide a copying service that would be expensive to emulate and the corporate knowledge to quickly resolve any queries made by researchers.

This would also allow the transfer process to proceed without distraction.

Working closely with Inprotrans may also unravel what appears to be disputed intellectual property rights that have become blurred during the extended servicing by Inprotrans.

While I have indicated on a number of occasions to Inprotrans that they would be welcome to participate in a joint venture at Collinswood, they have shown some reticence about leaving their current site. Although outside this brief, I have invited Inprotrans to submit alternative proposals to maintain a reference service on a fee for service or subsidy basis and clear any outstanding obligations to GWA to ensure that a seamless reference service is in place when the plans are transferred to Collinswood.

Consequently I have made provision for the extension of service payments for a maximum of 18 months. I am recommending that any agreement should initially be made for 12 months with option for extension for 3 months, then monthly thereafter up to the maximum of 18 months.

I recommend that a contingent **amount of \$150,000** be allowed for this process.

**I further recommend that any work undertaken by Inprotrans be managed as part of this project to ensure a commonality of purpose and direction that align to the outcomes of this project.**

## **Disposal**

While disposal of records would be quantified by any gifting arrangements and records disposal authorities produced, the application of those authorities by sentencing would identify those records that are of continuing interest.

The 2008 draft RA identified four classes of records to be dealt with:

- Civil infrastructure
- Control records
- Locomotives and rolling stock
- Signals, communications and electrical infrastructure

Without pre-empting any State Records Council decision about the value of the records and taking into account the 2008 draft RA, the likely outcome of any review, at best, would be to make first two categories permanent and the latter two long term temporary to be kept for the life of the assets, however there is a certain impracticability about the implementation of this disposal action.

The difficulty in applying a 'life of assets' sentence, the ongoing re-use of railway equipment and level of interest of railway historical societies, enthusiasts and historians suggest that there is also an argument to classify the latter categories as permanent as well. These stakeholders were not considered in the original RA draft.

My quotation referred to the potential to remove plans and drawings associated with Tasmanian Rail, 'foreign' drawings and plans of non-Commonwealth railways.

While there may be an argument to transfer some Tasmanian Rail and non-Commonwealth railways plans to other archives institutions these should be considered as part of the Commonwealth custody and ownership RA and destroy remnants of Commonwealth Railways drawings of overseas lines (eg Burma and Indonesia as identified in Entry 1.7 of the draft RA), these should be considered as part of the State Records RDS.

The 'foreign drawings' form an integral part of the locomotives and rolling stock set of plans and should be considered as part of the State Records RDS.

There are a lot of variables in the preparation of a RDS including the need for mandatory consultation with internal and external stakeholders and an historian. The end date is also variable, because of the limited dates for submission to the State Records Council for approval and changing State Records requirements.

Depending on the complexity of the RDS, costs can range between \$25,000 and \$60,000, however the fact that some preliminary work has been undertaken by the Commonwealth and it is restricted to four classes would indicate that the cost would be at the lower end of the range.

I recommend that a contingent **amount of \$30,000** be allowed for this process.

## **Transfers to State Records**

There are three parts to this work.

### **Part 1 - Registrations**

Because of State Records' requirement for records to be registered in its current 'GRS' series system before transfer and the associated times required to process the initial registration and the subsequent related consignment documentation, preparation of series registrations needs to be undertaken as the first part of the transfer sequence. It is a crucial prerequisite to complete the subsequent processing of individual items and consignments.

As a rule of thumb, preparation of documentation required by State Records for the registration of Agencies (GA) and Series (GRS) and related Access Determinations where agencies and records have not previously been registered with State Records takes about two hours per registration for simple series, up to four hours for complex registrations requiring multiple linkages to existing or related series or extensive notes and a contingent amount for background research.

Under normal circumstances, approval of these registrations and provision of 'GA' and 'GRS' numbers may take between 4 and 8 weeks to receive.

Although early administrative arrangements for the operation of SAR involved the creation of several departments eg Locomotive, Carriages and Wagons, Signals, Communications, Electrical Engineering, Plant Engineering and Tooling Engineering as operational entities, it would be pragmatic for these early departments to be

registered under the one SAR agency, consistent with the original State Records GRG 42 registration that is primarily the only State Records agency registration that exists.

Based on this approach and confirmed by the summary of agencies in the NAA RecordSearch, at least 16 agencies need to be registered for the SAR, CR and AN head and divisional offices.

The records audit supported by Inprotrans Drawing Section Descriptions has identified at least 200 series of plans and other records that require registration, as well as associated control records for those records that may include both registers and indexes. More may be identified as wrapped rolls and parcels (from Murray Bridge and Port Lincoln) are broken open.

Overall 750 hours need to be allocated to the registration of agencies and series.

The estimated completion cost for registrations is **\$51,150 (GST excluded)**

## **Part 2 – Processing and Transfer**

This second part involves the individual listing of all items, the attribution of disposal classes and holding periods for each item, the preparation of consignments according to series and values and the packaging of them as required.

The sentencing and processing consignments would involve

- The sentencing of records using the agency's RDS and GDS 15 for administrative records common to all agencies eg financial records to identify appropriate disposal actions;
- The recording of disposal decisions and other relevant details eg unit and/or item conservation status on Intention to Destroy Records Reports or consignment lists;
- The annotation, packaging or boxing of records prior to transfer to identify series and consignments to which the records belong. Where loose volumes are transferred, each has to be annotated with the relevant consignment details and running item number;
- The processing of all sentenced records according to consignments;
- Preparation of related documentation required by State Records for destruction of records (Intention to Destroy Records Report) or transfer of consignments to State Records (Cover Sheet and Consignment List). It should be noted that the both temporary and permanent records require a minimum listing by item number, item title and date.

In the case of permanent records, the way that sets of plans are intrinsically linked to each other through annotations and cross-references on individual plans instead of their controlling registers will require more detailed examination, description and associated cross-referencing of them, particularly for locomotives and rolling stock. Examples of more detailed description are available in NAA RecordSearch Series P1284, Items DER77 and DEU280.

In the case of Permanent Way records, a broader description of contents would

assist with locating the buildings, lines etc entered on them. An example of a more detailed description is available in NAA RecordSearch Series D1717, Item 129/54.

Implied in these actions is the provision of

- Relevant series registration and/or consignment details by State Records to process permanent consignments for transfer to State Records
- Sufficient and appropriate storage containers for transfer of records to State Records
- Repackaging and conservation materials as required
- Sufficient workspace to process the records.

Before transfers can be accepted by State Records, they have to be provided with a cover sheet and item listing for each consignment. After acceptance, State Records will provide advice when transfer can be effected.

The records audit extended the scope of the work to a quantity in excess of 200,000 plans and drawings (as opposed to 180,000 in the historical background). However there is an argument that

- The miscellany of plans previously transferred to State Records as GRG42/169 Engineer plan collection comprising contract plans for railway construction, 1857 - 1983 (that also contains AN records eg AN Tarcoola - Alice Springs Railway (sectional) Specifications for Earthworks, Culverts and Bridges)
- Other smaller GRG42 series and
- SAR drawer (CRS D 1718), pigeon hole (CRS D 1717), alphabetical annual single number (CRS D 5044), being the main series and other plans subsequently transferred from NAA to State Records on relocation of NAA should also be incorporated into this project.

It appears that sale obligations may not have been met by omitting them from consideration when plans were copied for companies involved with the AN sale. This is particularly relevant to work undertaken for Genesee Wyoming Australia (GWA).and the Australian Rail Track Corporation (ARTC).

Because both these plan collections are largely unlisted, access is very difficult to the extent that the State Records Council has restricted access to GRG42/169, unless relevant plan numbers can be cited and there is no definitive link to the location of the former NAA holdings via its ArchiveSearch and primary control within State Records.

The identification and sorting of records from GRG42/169 into relevant series and the listing of GRG42/169 and records transferred via NAA should be integrated into this project to get maximum benefit from it.

I emphasise that these records are an extension of the 'Islington' plan collection and form parts of the various series in that collection.

Because of OHS considerations, work on outsize and rolled plans would need to be interspersed with work on smaller sized plans. In view of this mixing and the more

detailed recording that may be required, offset by savings in use of relevant registers, it is difficult to accurately forecast how much time would be spent on each plan

Based on the complexity of some of the listings and my knowledge of them, it is likely that processing and transfer could take four people up to two and a half years to complete.

Based on our discussion on 22 June 2011, the need for monthly reporting on progress of the project has been incorporated into the completion cost.

The estimated completion cost is calculated at the current rates on a 35 hour working week. Weekly hours would be adjusted to reflect the impact of public holidays etc during the life of the project. Because of the length of the project it would not be unreasonable to factor in price increases viz adjusted to CPI for the life of the project or aligned to State Public Sector pay rises. On this basis I have for a 4% increase in the second and third years of the project. **The estimated completion cost for the Islington plans is \$674,670 (GST excluded).**

Potential contractors have indicated that payment for work performed would be required on a fortnightly basis to maintain cash flow.

In the event that work on GRG42/169 and the former NAA holdings is integrated into this project, this would increase required item listings by 10,000 and 50,000 respectively.

If the work on GRG42/169 and the former NAA holdings is integrated into this project this would require the employment of an extra staff member at an **additional cost \$168,668 (GST excluded).**

**This would raise the total cost of this component to \$843,338 (GST excluded).**

### **Part 3 – Transport**

In this case, there will be costs associated with the initial relocation from Islington to State Records prior to processing, as well as the final relocation on permanent transfer from DTEI to State records.

In anticipation of an early start, I have obtained a firm quotation 28439/1 from Chess Moving (that can be held for 3 months) to arrange the initial transfer from Islington to State Records Collinswood repository.

The removal **cost of \$36,363 (GST excluded)** was confirmed in my e-mail of 7 June 2011.

### **Accommodation**

In consultation with State Records it has been agreed that they have an area that can be provided at commercial rental rates at its Collinswood repository for the storage and processing of these plans with separate and discreet space allocated for storage (in the repository) and processing (in the front office area) for the duration of the project.

The advantage of being accommodated within the State Records repository is that records can be systematically transferred to State Records before completion of the project.

DTEI is currently negotiating the terms of this lease.

As part of the fitout, provision will have to be made for the purchase of additional map cabinets to replace those (wooden map cabinets) owned by Inprotrans. In addition provision will have to be made for those records held in Inprotrans owned four drawer cabinets.

I had previously envisaged that these four drawer cabinets could be replaced by surplus government furniture (to reduce costs), however the storage footprint would be more effectively managed by transferring them, together with control records (currently located in the kitchen area at Islington) and map parcels in Room 2 to static 8 shelf high shelving on the wall adjoining the storage and processing areas.

This would create sufficient space to store the loose rolled plans, including those bundled and wrapped in brown paper in a manner that State records considers acceptable in boxes on pallets.

The **cost of \$81,818 (GST excluded)** was e-mailed to you on 7 June 2011.

The processing area needs to accommodate at least 4 persons and suitable furniture required to list and process the plans. Because of the size of some of the plans, they need to be viewed on a tilted table top (similar to a draughtsman's table), while others may need to be viewed on a light table to make reading easier.

The **cost of \$36,363 (GST excluded)** was e-mailed to you on 7 June 2011.

#### Summary of costs (GST excluded)

	Scope of Study	Extended Recommended Scope
<b>Reference</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>Disposal</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Registrations</b>	<b>\$ 51,150</b>	<b>\$ 51,150</b>
<b>Processing &amp; Transfer</b>		
Islington Only	<b>\$674,670</b>	
Integrated Collection		<b>\$843,338</b>
<b>Transport</b>	<b>\$ 36,363</b>	<b>\$ 36,363</b>
<b>Shelving</b>	<b>\$ 81,818</b>	<b>\$ 81,818</b>
<b>OHS Furniture</b>	<b>\$ 36,363</b>	<b>\$ 36,363</b>
<b>TOTAL</b>	<b>\$1,060,364</b>	<b>\$1,229,032</b>

## Methodology

Once in principal agreement to the project is reached, the first step would be the fitout of Collinswood involving the immediate purchase of static shelving, replacement map cabinets and processing furniture.

Provided that transfer can be effected before October 2011, on delivery of additional shelving the current removal quotation can be activated to transfer the records from Islington to Collinswood within the stated two week window.

Because the transfer is dependant on the approval of an operational RDS, its preparation should commence as soon as possible after the in principal agreement.

As soon as the records are transferred from Islington, work should commence on the registration of control records, as they are already confirmed as permanent records. They should also be used for the preliminary listing of the plans that they describe.

Once the preliminary listings are complete, they will form the basis for arranging the appropriate mix of simple and complex plans processed each week. An average throughput of 1550 plans per week is required to complete the project within the allocated time.

Notwithstanding the supporting actions required for the preparation of a RDS and the resultant State Records registrations, the key focus has to be the achievement of the required weekly throughput.

Progress would be measured by brief monthly reports initially indicating progress on

- the preparation of a disposal authority or authorities and
- agency and series registrations, as well as
- numbers of plans listed, either in draft or final form and
- consignments prepared for transfer to State Records.

Please contact me on s47F if you wish to discuss this study further.

Yours sincerely

s47F

Archival Consultant

Phone Mobile s47F

E-mail s47F

## ATTACHMENT

## GLOSSARY OF TERMS

(As defined by State Records at [www.archives.sa.gov.au/management/glossary.html](http://www.archives.sa.gov.au/management/glossary.html))

**Access Determination**

A determination made subject to Part 8 of the [State Records Act, 1997](#) that records in custody of State Records are subject or not subject to conditions of access.

**Agency**

As defined by the [State Records Act, 1997](#), an agency means:

- the governor
- a Minister of the Crown
- a court or tribunal
- a person who holds an office established by an Act
- an incorporated or unincorporated body established for a public purpose by or under an Act; or established subject to control or direction by the Governor
- a Minister of the crown or any instrumentality or agency of the Crown
- a department or other administrative unit of the public service
- the police force
- a municipal or district council
- a person or body declared to be an agency.

It does not mean:

- a House of Parliament or a committee of the Parliament or a House of Parliament
- a present or former officer of a House of Parliament
- a present or former member of a House of Parliament (other than a Minister in respect of records made or received in his or her capacity as a Minister) a present or former member of staff of a House of Parliament or the joint parliamentary service.

State Records Act 1997

More generally, an agency may be defined as an organisation that has its own identifiable and independent recordkeeping systems.

## Appraisal

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability and community expectations.

AS4390-1 1996

## Conservation

The physical aspects and processes of preservation of original archival materials.

- Preventive Conservation. Those measures taken in order to prevent or delay future degradation of holdings, eg the provision of environmentally sound and secure storage; the installation of warning devices; the withdrawal, restriction or copying of fragile items. Also referred to as macro-conservation.
- Restorative Conservation. Those measures taken to repair or restore damaged or deteriorated archival (and other) material to its original condition. In doing this, it is important that the evidential value of the original be retained, and consequently repairs are usually reversible and visible. Also referred to as micro-conservation. See also [Preservation](#).

Ellis, J 'Keeping Archives' 1995

## Disposal

The range of processes associated with implementing records retention, destruction or transfer decisions, which are documented in disposal authorities or other instruments.

AS ISO 15489.1 - 2002

## Disposal Schedule

A systematic listing of records created by an organisation or agency, which plans the life of these records from the time of their creation to their disposal. A Disposal Schedule is a continuing authority for implementing decisions on the value of records specified in the schedule. A disposal schedule includes:

- The records created by the agency;
- The retention period for each series or class of records;
- The disposal sentence for each series or class of records, specifying whether the records are to be retained as archives or destroyed;
- The custody arrangements for each series or class of records, specifying when the records are to be transferred to intermediate storage and/or to archives.

General disposal schedules cover functions common to a number of agencies, typically used by government archival authorities to cover functional areas such as Personnel, Finance and Stores.

A recent development in appraisal methodology is the view that functional analysis is more efficient than records analysis in producing disposal schedules. The resultant disposal schedules are based on function or activity within function, either across a range of related organisations or to provide a specific disposal schedule for a particular agency.

*Ellis, J, ' Keeping Archives' 1995*

### **Government Record Series (GRS)**

A record series, which contains official agency records and is registered by State Records as a series that is under the control of the agency. See also [Record Series](#).

### **Operational Records Disposal Schedule**

An Operational Records Disposal Schedule (RDS) is used to sentence those official records relating to functions and activities specific to your agency. Some examples are:

- archival collection management conducted by State Records
- criminal investigations performed by the South Australian Police
- education carried out by the Department of Education and Children's Services.

An RDS can be developed by appropriately trained and experienced agency staff or by an independent records management consultant.

Developing an RDS, and getting it approved, is made up of a number of steps.

### **Record**

As defined by the [State Records Act, 1997](#) means:

1. written, graphic or pictorial matter; or
2. a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

*State Records Act 1997*

### **Record Series**

Those records or archives having the same provenance, which belong together because they are part of a discernible, filing system (alphabetical, numerical, chronological, or a combination of these). They have been kept together because they result from the same activity, or they are of similar formats and relate to a particular function. Also referred to simply as a series. See also [Government Record Series](#).

### **Sentencing**

Sentencing is the process of identifying and classifying records according to a disposal authority and applying the disposal action specified in it. Sentencing is the

implementation of decisions made during appraisal. It allows agencies to apply the decisions made about classes of records to individual records. Together appraisal and sentencing help agencies to identify how long records should be retained.

*National Archives of Australia*

## **Transfer**

1. (Custody) change of custody, ownership and / or responsibility for records.
2. (Movement) moving records from one location to another.

*AS ISO 15489.1 - 2002*

## **Transfer**

A disposal process, consisting of a confirmed export of digital records and folders, followed by their destruction within the exporting EDRMS. Records may be transferred from one agency to another following administrative change, from an agency to archival custody, from an agency to a service provider, from the South Australia Government to the private sector or from one government to another.

*Adapted from The National Archives (UK)*

## Room 1

No	Alt No		Series Title	Description	Date Range	Metres	No of Vols
1			SAR Permanent Way D annual single number	D56/82 - D83/512	1956 - 1983		
2			SAR Permanent Way D annual single number	D84/1 - D84/341	1984		
2			Australian National Head Office Metric Civil Drawing A2 annual single number	ES-A2.85/1 - A2.96098	1985 - 1996		
2			SAR Head Office Imperial Drawings	C267/49 - C66/94	1949 - 1966		
3			SAR Head Office Imperial Drawings	C67/1 - C82/371	1967 - 1982		
4			Australian National Head Office Metric Civil Drawing	A1.85001 - A1.97009	1985 - 1997		
4			SAR Head Office Imperial Drawings	C83/1 - C84/146	1983 - 1984		
5	Wooden PH		Miscellaneous plans including drawer plans and other series	PH Port Dock quarantine contains plans of rollingstock etc from various series			
6			Australian National Head Office Metric Civil Drawing	Rolled plans RE47/1 - RE75/38			
7			Miscellaneous rolled plans	Includes PH plans			1dr
7			Curve and gradient books, pocket sections, per way gang lengths and landing strips TAR ad CAR	Some ex drawer plans eg DR 195			1dr

## Room 1

7			CR Signal Drawings RA0 annual single number series	EE RA0.85/1 - RA0.92/12 Some T/N of Mile End drawings from other series and some unregistered ME drawings [case for numbering rather than splitting series]	1985 - 1994		2dr
7			CR Signal Drawings RA2 and RA3 annual single number series		1985 - 1994		1dr
8				Rolled plans RD30/22 - RD63/11	1930 - 1963		2dr
8				Rolled plans RC30/2 - RC83/8	1930 - 1983		4dr
9			Australian National Head Office Metric Civil Drawing	Rolled plans RE1/29 - RE46/16	1929 - 1946		1dr
9			SAR Electric Cottages	Rolled plans RD65/1 - RD84/11	1965 - 1984		5dr
10			SAR tracings etc of land vested in the Railways Commissioner	C 24 Rolled plans includes CCE2214	C1910 - C1930		1dr
10			SAR Head Office Signal & Communication Drawings alphabetical single number	A2 - N53	1927 - 1929		1dr

## Room 1

10			Electrical cottages F size alphabetical single number and E single number	E1 - E913 PB, AD (Aldgate), MB and PL	1923 - 1927		1dr
10			AN T annual single number	T79/279 - T86/57	1979 - 1986		1dr
10			STA T annual single number series	T77/1 T79/			Pt 1dr
10			SAR F (electrical) single number series	F 0012 - F 9994	1975 - 1976		Pt 1dr
10			SAR F (electrical) single number series	F 6041 - F 9500	1970 - 1973		1dr
11			SAR F (buildings and fitout) annual single number series	F28/16 - F79/17	1928 - 1979		1dr
11			Rollingstock inventory and miscellaneous plan		1993		1dr
11			Miscellaneous external railways rolling stock				2dr
12			SAR F (electrical) single number series	F26 - F5601	1927 - 1970		1dr
12			AN A3 annual single number series	A3.860005 - A3.990042	1986 - 1999		2dr
12			AN E annual single number	E83/1 - E84/307	1983 - 1984		Pt 1dr
12			AN A3 annual single number series	A3. 85/1 - A3.85077	1985 - 1994		Pt 1dr
12			AN E annual single number	E77/3 - E82/641	1977 - 1982		2dr
13			SAR E annual single number series (Head Office Signal & Communication + Drawings)	E27/4 - E76/343	1924 - 1976		5dr
14			Vacant				1dr
14			Civil Pigeon Hole plans two number series	PH233 & PH247			1dr

## Room 1

14			Station Yard Diagrams	Various numbering sequences includes C and PH Plans			1dr
14			Curves and Gradients	Various booklets and plans including PH plans			1dr
14			Bridges	Specifications and various plan series including some Pigeon Hole Plans			1dr
14			Rollingstock Diagrams	Various SAR and CR books			1dr
15			SAR Civil Drawer Plans, two number series	DR202 - DR472 Note no apparent dates on some redrawn tracings but 202/12 Mount Gambier Station Yard supeseded by 368/32	C1880s - C1960s		6dr
16			Civil Pigeon Hole plans two number series	PH37 - PH70 No apparent dates on some includes sequence of over size plans	C1880s - C1960s		6dr

## Room 1

17			Civil Pigeon Hole plans two number series	PH1 - PH36 and PH1 - PH285 No apparent dates on some includes sequence of over size plans	C1880s - C1960s	6dr
18			Civil Pigeon Hole plans two number series	PH250 - PH305	C1880s - C1960s	6dr
19			Civil Pigeon Hole plans two number series	PH71 - PH233	C1880s - C1960s	6dr
20			CR Signal Drawings RA1 annual single number series	RA1.85.001 - RA1.94.001 Only shows to 1989	1985 - 1994	6dr
21			SAR Signal Drawings RA single number series	RA1 - RA37 plus other series	1927 - C1984	1dr
21			SAR Signal Drawings RB single number series	? - RB308 Plus other series		1dr
21			SAR Signal Drawings RH, RK, RM, RN single number series			1dr
21			SAR Signal Drawings RE single number series	RE76 - RE84		3dr
22			Non drawing contents			
23			Non drawing contents			
24	On top next to		Australian National Rollingstock Inventory	Printout with parameters used in inventory	20/11/1992 and 18/02/1995	1 Vol

## Room 1

			Photocopy of Metric Car Drawing Register Sections CM, CD, PCD ref only form CME 149 System came into operation 1/3/1973			
24	On top next to		Plant Design Office Drawing Register Sections CM, CD, PCD, LM, D, S, SCHEME and GRAPH	1973 - ?		1 Vol
24	C61 UPPER MPC		MO Personal			2dr
24	C61 UPPER MPC		Adelaide -Crystal Brook and Broken Hill-Peterborough plans and sections	Includes lists of drawings, plans etc transferred from Central region to Northern region: Port Pirie to Broken Hill line, Peterborough to Quorn line and Gladstone to Wilmington line 1978		1dr
24	C61 UPPER MPC		Land Acquisition Plans Stirling North - Marree and Stirling North - Marree plans and sections in CCE drawings single number series	C1955		1dr
24	C61 UPPER MPC		M and L Plans, single number series relating to Port Pirie - Port Augusta line plan and sections			1dr

## Room 1

24	C61 UPPER MID	PC	CAR (Central Australian Railway working plan and sections in CCE drawings, single number series				1dr
25	C61 LOWER MID		Port Augusta Station Yard Plans	Some with CCE single numbers			2dr
25	C61 LOWER MID		[CAR, TAR and Marree] Station [and Stock] Yards, single number series	First drawer labelled Leigh Creek Line Contains lists of TAR 1T - 61T, then CAR 62AC - 118 plans			3dr
25	C61 LOWER MID		Contract and specifications for provision store Port Augusta and miscellaneous plans	Eg Cook Station Yard and copy of WAGRC plan 44394A Kalgoorlie State & Commonwealth Railways 1955			1dr
26	C62MID	PC	Foreign Drawings, two number series and miscellaneous	Eg [Schedule of] buildings and facilities at Stations TAR, 1959 - 1960			1dr
26	C62MID	PC	Port Augusta Civil sketches EWW, then CCE single number series	EWW S/5 - S2604 1 parcel marked sketches scanned	1918 - 1989		5dr
27	C61 TOP	PC	AN Port Augusta Civil Drawings E single number series	E-1 - E-281	1972 - 1993		1dr

## Room 1

27	C61 TOP	PC	Port Augusta Civil Drawings R single number series	R-1 - R-24 Includes unregistered plan "Spencer Gulf Approach to Port Augusta " dated 27/3/1946	1977 - 1980		1dr
27	C61 TOP	PC	Port Augusta Civil Drawings D and E single number series	D-1 - D-539 E-136 Sheet 2 - E-221	1973 - 1996		2dr
27	C61 TOP	PC	Port Augusta Civil Drawings C single number series	C-1 - C-218	1976 - 1994		2dr
28	C62 TOP	PC	Port Augusta Civil Rolled Drawings single number series, sometimes with EWW or CCE D/ prefix	EWB Drawing 152 - CCE2498 laminated lists in drawers from EWW48- CCE2498, but no apparent order in drawers	C1930 - 1974		5dr
28	C62 TOP	PC	Port Augusta Foreign Drawings two number series	16 - 20			1dr
29	C62BOT		Servicing Shop cranes rolled plans miscellaneous	Crane & Engineering, Hydromech P/L also includes SAR Loco Dept plan 9570(?) arrangement of lavatory carriage 1908 - 1910	1971 - 1978		1dr

## Room 1

29	C62BOT		Z Y-T-P-R-400-Class Loco arrangements rolled plans	Possibly collection of originals and copies from other series filed in "File Engine Drawer"	C1892 -		3dr
29	C62BOT		SAR Drawer Plans	Various numbering sequences includes Drawing 190 Sheet 19+ Darwin Pine Creek working section division C	C1885 -		2dr
30	C61BOT		Pocket sections and particulars of curves	A miscellany of records for TAR, CAR, Marree Line and Port Pirie to Broken Hill, some xref to CCE drawings			1dr
30	C61BOT		TAR Land Acquisition Books single number series	5 books	C1921		1dr
30	C61BOT		Vacant Murray Bridge				1dr
30	C61BOT		Rolled Plans N single number series	Possibly VR			1dr

## Room 1

				M1 - M398 also includes plan 1167/1-3 sheets "Eastern leg of Karonie triangle and spur line to Cardonia Rocks" N.D and rolled plans C4 " Tatiara & Bordertown Railway Water Supply to Border- Town Station			
30	C61BOT		SAR Murray Bridge M plans, single number series		C1954 - 1963		1dr
30	C61BOT		Vacant				1dr
31		Book case	Inprotrans reference publications			1m	
32		Book case	Various copies of indexes and registers			1.4m	
33			Non drawing contents				
34			Non drawing contents apart from				
34	Drawer L		CR Drawings single number series	Port Augusta Whyalla Railway Working Plan and Section DRG 1936 Sheets 1-	1968		1dr
34	Drawer N		Port Augusta Whyalla Railway Land Acquisition Plans L and other series		1972 - 1993		1dr

## Room 1

Ante-room		3 Card cabinet	Aperture cards	MO initially claimed that these were his property, because they are only copies of what is already in an archival collection. Nevertheless they are seen as an integral part of the collection.			9dr
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No	Alt No		Series Title	Description	Date Range	Metres	No of Vols
		Loose on built in cu	Course notes AN Locomotive movement 500 Class Locomotive (Penrice Soda Products Osborne)	Aim: to qualify an employee with basic locomotive operational techniques	ND		1
			Drawing register '750 Class, (Indian Pacific), (Public Transport Commission of New South Wales) and 'Bradford Kendall Drawings and	750 Class' on cover and 'Bradford Kendall Drawings' on spine. 750 Class Locos heading then cols for VR Foreign Print, Victorian Railways No and Description 137 - 447/ 5855. 1to 13 Indian Pacific Commonwealth, Foreign Print and Description CC16180, then 2C-2/ 238/13 - DC14859/ 238/32 NSW, Foreign Print Description 98445/ 35 - 89416/ 104 BK Drawings Foreign Print No BK Drawing No and Description 721/ 730 - 7 c-7538/ 5794			
			Plan Register A1 - V144	Arranged by alphabetical Sections, A1-21, B1-37, C1-497, E1-2, F1-3, G1-5, H1-3, I1, J1-3 + Aircraft Schedule No A/C1 Description (Lincoln Aircraft Spares. Special Work Order, Taken Out By, L1-141; L142- 379 (in place of N), M1-30, P1-183 [refer Memo ZPL/142 Plant Engineer to maintain Register in future 19/11/63, R1-5 and RC88, S1-378, V1 - 144, W1- 4 and material control forms (No.5) in Office at back	C1947 - c1963		
			Gradient charts 1-4 1 Adelaide Division Murray Bridge Division Peterborough Division Port Lincoln Division	Folder to be kept in Dynamometer Car scanned 24 & 25/10/2007 Gradient. Copies of C, D & E two number series, numbered by page number for various sections of line	C1933 - c1960		4

			SAR Maintenance Manual diesel locomotives and rail cars	Mechanical Branch Maintenance Reference Manual for Diesel Electric Locomotives , Rail Cars, Rail Car Trailers & Miscellaneous	1976		
			Index cards to drawings of various rolling stock (cars)	Photocopies of index cards arranged by type of car eg Dining Car Da, Dc, DD, De, Df, NDB with refs to Drawings AC, BC, BW, CC, CM, DC, EC, AST, BST, CST single number, single number with RS suffix and other two number with alpha infixes	ND		
			Register of arrangement and detail drawings 1C- 25C and S (Standard Fittings) and 1-CT - 2-CT	'System to come into operation on 12 April 1954' Photocopies of form CME 149 with printed columns for Drawn, Title, Supersedes, Size, No., Class	1954 - ?		
			CR Index cards to drawings and sketches Aa - Zu	Subject heading then 2 cols for Number and Particulars of Subject starting at Alice Springs Railway and ending with Zones. Several sequences A, B, C, D (Drawings), HO, I, M, R, S (Sketches), SA and SD single number sequences and F two number	ND		
			Train Control Graph?				
			Loan record book	Small black book divided into columns across adjacent pages for Date, Sketch, Field, Level and to whom loaned (on right rhs)	07/09/1937 - 25/02/1974		
		CRS D5402	SAR S&C ELEC Station Yards & Misc	Flip index Adelaide Station - Wirrappa, then Misc A-B - Misc To-Z			2
		CRS D5402	CR Commonwealth ex Melbourne	Flip index A-BRA - WAS-Z (Cards CR340 divided into columns for Description, Scale, Date, Melbourne Drg No., Foreign Drg No. and Where Filed			1

		CRS D5402	Civil Misc & Perway	Flip index Misc A-Ch - Misc T-Wi (cards with refs to DR and C, D and E plans), then Closed A-Ch - Closed U-Y (cards annotated with date of closure and refs to PH, DR and D,E and F plans)			1
		CRS D5402	Civil Bridges & Culverts	Flip index Alawoona-Loxton - Yelanna-Mt Hope, then Cont. Plans A-D - Cont. Plan T-Y (Contract Plans and Contract Sections in PH plans and other related material in DR and C, E and F plans)			1
		CRS D5402	Civil Station Yards	Flip index Adelaide Yard - Yunta, then proposed railways, the Perway A-CR - Perway Ti-Wr, then Pt Pirie-Broken Hill A-F - Pt Pirie-Broken Hill G-O			2
			Locomotives, cars wagons etc	Flip index includes index (list) ASK drawings ASK1 - ASK420			5
			Relay diagram books [Line relaying and weight diagrams for Divisions and North Line]	South Line and Murray Bridge Division Index shows Pages 1-198 for Adelaide and metro lines taken by STA Line relaying and weight diagrams for P17 Dry Creek Loop Line Pp199A - 241C Southern Line Pp242 - 259 Victor Harbour Line, Milang Mount Pleasant, sedan, then Pp1A - 58A Southern Line, Pinnaroo, Paringa, Barmera, Wiakerie, Peebinga, Loxton , (SE) Wolseley Naracoorte, - Mt Gambier Vict Border Line and other volumes	C1881 - c1985		7

			Permanent Way Plan Index	Plans designated with a W prefix and a four or five figure number with exceptions for proposal plans, sheep yard, cattle yardplans, cattle grids still numbered as PH, DR , C, D, E or F size plans and drawings of experimental items indexed under the same heading as permanent way 'specials' grouping of drawings. All W drawings grouped so that drawings of a similar kind are together. Wxxxx (four figures) - W9xxxx (five figures)	08/08/1967 - c1994	1
			P Register	Also incorrectly labelled Plant Register Form CME divided into sections for 1-P Buildings 1- 274 2- P Machines (Productive) 1 - 1435 3- P Cranes and Handling Equipment 1 - 1995 4- P Layouts 1 - 689 5-P Tooling & Testing 1 - 521 6-P 1-159 (formerly 10-P retitled Industrial Heat Equipment) 7-P Appurtenances 1 - 1031 (formerly 6-P and retitled Miscellaneous Workshop Equipment) 8-P Mains & Services 1 - 373 (formerly 8-P & 9-P) retitled Mains, Services and Power Generation Plant) 9-P 1-83 10-P 1 - 175 Industrial Heating Equipment 11-P 1 - 231 1- CC 1 2- CC 1-27 3- CC 1-25 1- WC 1-24 (Kept n Loco Drwg Office) - 11WC	ND	1 Vol

			Index to P Register - Shops	A-E (Blacksmith Shop 2-P), F-W (Wood machine and Timber Yard 11-P)	ND		2 Vols
			Index to P Register - Depots	Dry Creek Bogie Exchange 1-P - Tarpaulin Shop Adelaide 1-P	ND		1 Vol
			STA Rail Division ST (Service Test) files, single number series	Form No 6934 Service test - examination service and CME 20 ANR Mechanical Branch Service Test Advice and Instructions ST annual single number with cross ref to requests on CME AN files. ST760A - ST899 14 files	1979 - 1984	0.2	
			SAR SL (Load) files, single number series	Files relating to proposed load schedules for various locomotives over specified tracks. SL1 - SL69 also TF 72 Test folder for test to increase load	1935 - C1957	0.2	
			SAR TF (Test Folder) files, single number series	TF 72 Test folder for test to increase load	1963 - 1971		1
			Track material cards Group 2250	20 cards	ND		
			Standard Practice Cards + Procedure Bulletin	Extracts from Franklin Railway Supply Co. Inc New York Standard Practice plans MS single number series, 1914 - 1923 and Both Standard Practice Cards and Standard Practice Procedure Bulletin, single number series SPC5 - SPP55	1928 -1952		1 folder
			SAR Mechanical Department folder of recommended practices	Eg recommended practice for repairing syphons	C1943		1 folder
			SAR CME Instructions Standard Lateral Clearance	Drawn plans, some numbered	1936 - 1938		1 folder
			SAR Workshops Islington, then AN SCHEMES plans, single number series with alpha prefixes	Loose collection of rolled and flat plans. Refer also Unit 63 C/SCHEME 648 - AO/Scheme 1610	1958 - 1990		C250 plans
			Product catalogues, TD manuals, service manuals etc	See also Unit 35		0.5	

	Under desk	Port Lincoln Plans	Marked Port Lincoln and Port Lincoln leases not scanned			2 boxes
35	6 shelf static	Product catalogues, TD manuals etc	Notwithstanding the way this material was collected Inprotrans has been advised that any SAR and AN publications, at least, are likely to be considered permanent records that would be integrated into the State collection. MO advises that much of this was retrieved from bins etc and, except for Mechanical Engineering Standards volume considers it his property. Nevertheless the value of these publications should be considered in the context of adding value to maintenance and other operational requirements. TD1802/1 has (at least) 2 parts The Budd Co. Philadelphia Rail Diesel Car Vol General Manual and Rolokron Anti Wheel - Slide Equipment Model "B". C502 has 3 parts/1 - /3 also registered with Catalogue numbers (M-O leaflets) A77, 78 and 80 and another number 502/20 - 22 respectively Metcalfe - Oerlikon Air and Vacuum Brake Equipment		4m	
35		Mechanical Engineering Standards R (Rollingstock) single number series	Summary lists R1 - R44, but contents only R1 - R34 maintained by Rollingstock Engineer, Islington (multiple copies on distribution list)	1983 - 1992		1 folder
35	Shelf 6	SAR Civil Design Files Metric Survey books, single number series	Photocopies of Books 1 - 26; cover contains cross reference to index no. single number eg Book 10 has x ref to index No. 111 with laminated list of books	ND		26 vols

			Mechanical Details	Various drawings aggregated	C1950 - C1988	
			Level Crossings and accidents	Printout	09/09/1987	
			Lavel crossing accidents study		1974 - 1984	
			LM, D, S, SCHEMES, Graphs [Register and] Index	Suspension folder with handle Form CME 149 divided into columns for Class, Drawn, Title, Supersedes, Size, No. arranged by schedule for each series		1vol
			Foreign Prints [Register and] Index	Suspension folder with handle Form CME 149 divided into columns for Class, Drawn, Title, Supersedes, Size, No. arranged by schedule for each series		
			L and WC [Register and] Index	Suspension folder with handle Form CME 149 divided into columns for Class, Drawn, Title, Supersedes, Size, No. arranged by schedule for each series 1-L - 56-L, 1-T - 16-T, 1-LT, WC1 12-WC and PLD (Proposed Loco Diagrams)		
36			GRAPH	Size B-E		2dr
36			RTS, TC, TS			1dr
36			GRAPH	Size B 1-800 Gondola		1dr
36			LM	Size B-E		2dr
36			DE			6dr
36			C	1-C - 25-C		25dr
36		Rolls under	Single number	#1 - #42 County and other scanned 27/9 - 5/10.2006		42 Rolls
37			Blank			1dr
37			Section 3-P			1dr
37			Blank			1dr
37			WC	1-12 WC		2dr
37			PCD	Size B-E		2dr
37			Section 11-P			2dr
37			BRILL			1dr
37			Blank			1dr

37			Section SCHEMES	1201 - 1350 F Class			1dr
37			C	1-C			1dr
37			S				1dr
37			C	2C - 25C			16dr
37			Section 1-LT				1dr
37			C	5-C-6210 - 8-C			3dr
37			DT	7-DT size B			1dr
37		Rolls and flat parcels	Port Lincoln	Rolled plans not scanned			14 Rolls
37		Rolls and flat parcels	Port Lincoln	Flat parcels			16 parcels
38		Boxed on top	Boxes				2 boxes
38			Cylinders H-K				3 Cyls
38			Combolet size A, B, D				1dr
38			DT				2dr
38			Martin's R 1 <sup>st</sup> con				1dr
38			Martin's R 2 <sup>nd</sup> con				1dr
38			D	Size B-E			2dr
38			Section SCHEMES	601-900			2dr
38			DT				2dr
38			Section RC	CDE size			1dr
38			CD	1-6401+			4dr
38			LM	519-617			1dr
38			D	D2-D705			1dr
38			L	1-L-5 - 35-L-526			3dr
38			RDC	1-RDC-7 - 48-RDC-5			1dr
38			RC	RC2418 - RC5316			1dr
38			L	36-L-11 - 56-L-101			2dr
38			DE	1-DE-1 - 41-DE-5			4dr
38			C	1-C-40 - 8-C-7004			1dr
38			RC	1-RC-6203 - 1-RC-6561			1dr
38			L	47-L-71 - 56-L-101			1dr
38			C Oversize				1dr
38			C	10-C-7257 - 24-C-6767			3dr
38		Rolls under	Port Lincoln	Scanned			40 Rolls
		Boxed on top					4 boxes

39			Section RC plans, two number series with 'RC' prefix	Shelved by map size Section 1- RC B size - E size 1-RC-9			5dr
			CT	1-3CT Size B-E			1dr
			M	M size B - E			2dr
			RDC	1-50 RDC size B-E			2dr
			DT	3-DT size C-E			1dr
			Locomotive Department SAR Adelaide plans, single number series	16 - 13460 May also contain other early unregistered plans	1878 -		25dr
		Loose under					
			Ex Murray Bridge parcels	Not scanned wrapped in brown paper			
			SCH boxes, single number series	SCH1 -			
			P rolled plans, two number series	1P1 - 3P14 Rolled in brown paper			
			D rolled plans, single number series	D23 - D32 Rolled in brown paper			
			Aerial photo mosaics and plans of railway sidings etc	14 rolls with multiple maps			1 box
			Miscellaneous unregistered rolled plans	12 rolls with multiple plans			2 boxes
			Brill Company Rolled plans, two number series with alpha infixes	For example 10-G-422 relates to Motor Rail Car 5'-3" Gauge V2058 and V3386, Order No. 22282 & 83 SAR Front Vestibule - Full size 24/4/1926 Each roll is taped with sticky tape to prevent unrolling and damage(?)	C1925 - C1926		1 box
40	6DATOP	MC	SAR Islington RDC two number series	B/3-RDC-1 - C/50-RDC-5	C1951 - c1975		5dr
40	6DATOP		SAR Islington WC (Wrecking Cranes?) two number series	B/1-WC-28 - B/12-WC-271	C1953 - C1979		1dr
41	6DABOT		SAR Islington WC (Wrecking Cranes?) two number series	D/1-WC-40 - D/12-WC-275	C1953 - C1979		1dr
41			SAR Islington CD and LM single number series and AN LT two number series		C1975 - C1992		1dr
41			SAR Islington CD and LM single number series		C1975 - C1992		1dr

			SAR Islington CD single number		C1975 - C1992	1dr
			SAR Islington D single number series and RC two numbr series		C1931 - C1985	2dr
42	4DV		SAR Islington Carriage and Wagon Metric CM two number series	AO/1-CM-2 - A1/25-CM-4	1974 - 1988	
43	4SV	VP	AN TR single number series	TR-01 - TR-03 Filed on outside front	1995	
43	4SV	VP	AN F (Fabrication Shop) single number series	F36, F38, F39	1995 - 1996	
43	4SV	VP	AN H single number series	H22	1997	
43	4SV	VP	AN W two number series	A1/W1-4 - A2/W8-120 Islington Carriage and Wagon Metric	1989 - 1997	
43	4SV	VP	AN S two number series	AO/S1-9 - A3/S1-114	1991 - 1996	
43	4SV	VP	AN C two number series	AO/C1-0001 - A3/C8-69	1987 - 1996	
43	4SV	VP	AN L two number series	A2/L1-2 - A1/L8-60	1989 - 1997	
44	1FC	4dFC	BK (Bradford Kendall Ltd) Foreign Prints, single number series	BK FOREIGN PRINT 1 - BK 1830		4dr
45	3FC	4dFC	BK (Bradford Kendall Ltd) Foreign Prints, single number series	BK1831 - BK 2503		2dr
45	3FC	4dFC	WHB (Westinghouse Brake (Australasia) Pty Ltd) Foreign Prints, single number series	WHB1 - WHB450		2dr
46	6FC	4dFC	PTC NSW (NSW Railways) Foreign Prints, single number series	PTCNSW1 - PTCNSW329 with handwritten listing		2dr
46	6FC	4dFC	COMM STEEL Foreign Prints, single number series	COMM STEEL1 - COMM STEEL51 with photocopy of Loco Design Office Foreign Print Index Commonwealth Steel Co. Ltd incorporating Industrial Steels Ltd		1dr
47	N01 Filing	4dFC	1-CRANE Foreign Prints, single number series	1-CRANE1 - 1-CRANE70 with handwritten listing		1dr
47	N01 Filing	4dFC	V.R. C&W Foreign Prints, single number series	V.R. C&W1 - V.R. C&W506 with handwritten and typed lists		3dr
48	MFC2		Commonwealth Engineering Foreign Prints	Some single numbering, but filed by ?		3dr
48	MFC2		Z Drawings, single number series	Clyde Engineering Co Z400+		1dr

49			Removed			
50	3SV		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	12-C-6501 - 13-C-6550	C1927 - C1972	
51	3DV		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	13-C-6651 - 25-C-6100	C1927 - C1972	
	MFC5		Contract Drawings, single number series			1dr
	MFC5		SKF Drawings, single number series	Typed index		1dr
	MFC5		Assorted Drawings, single number series	Various companies including BK, AE Goodwen, Comeng, Tulloch Ltd, Clyde		1dr
	MFC5		J Stone and Co and Machine Truing Drawings			1dr
	MFC3		Victorian Railways Drawings, single number series	VR1 - VR228		1dr
			NSW Railways Drawings, single number series	NSW1 - NSW286		1dr
			New Zealand, Tasmanian, Queensland, Western Australian government Railways	NZ1 - WAGR78		1dr
			Commonwealth Railways S single number series	S723 - S1290	C1927 - C1952	Pt 1dr
			S Register	Small black book divided into columns across adjacent pages title and number S1 - S1290		Pt 1dr
52	2SV		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	8-C-7301 - 9-C-7000	C1927 - C1972	
53	2DV		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	9-C-7001 - 12-C-6500	C1927 - C1972	
54	1DV		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	7-C-7001 - 8-C-7300	C1927 - C1972	

55	1SV		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	1-C-0001 (actually 2-W-159) - 6-C-7000	C1927 - C1972	
56	10DTPR		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	Size A rolled plans 9-C-6000 - 13-C-All numbers	C1927 - C1972	10dr
57	10DBOTR		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	Size A rolled plans 14-C-6000 - 24-C-All numbers	C1927 - C1972	6dr
57	10DBOTR		SAR then AN Islington (Carriage and Wagon Metric) two number series with CM infix	A size rolled plans A/1-CM-4 - A/20-CM-19	C1975 -	2dr
57	10DBOTR		SAR Islington two number series with RDC infix	A size rolled plans A/1-RDC-1 - A/4-RDC-17	1933 -	Pt 1dr
57	10DBOTR		SAR Islington two number series with DE infix	A size rolled plans A/2-DE-195 - A/9-DE-128	1933 -	Pt 1dr
57	10DBOTR		SAR Islington two number series with DE infix	A size rolled plans A/2-DE-195 - A/9-DE-128	1933 -	1dr
57	10DBOTR		SAR Islington LM, CD, WC, D, COMBOLET two number series with infixes	Unable to open drawer A size rolled plans		1dr
58	10TOPL		SAR Islington two number series with DE infix	A size rolled plans A/1-DE-3 - A/41-DE-50		4dr
58	10TOPL		SAR Islington two number series with RDC infix	A size rolled plans A/1-RDC-5 - A/50-RDC-7		2dr
58	10TOPL		SAR Islington two number series with DE infix	A size rolled plans A/22-DE-245 - A/32-DE-97		1dr
			ANR NR FP single number series	ANR NR FP126/6 (sheet) -		1dr
58	10TOPL		SAR Islington two number series with DE infix	Rolled plans		1dr
58	10TOPL		SAR Islington two number series with DE infix	Rolled plans		Pt1dr
58	10TOPL		SAR Islington BK Foreign Prints, single number series	Rolled plans		Pt1dr

59	10BOTL		SAR Islington (Carriage and Wagon) two number series with C infix [may have started with W infix]	Size A rolled plans 1-C-101 - 8-C-8074			10dr
60	CVP2	VP	CR Pt Augusta CCE A Plans, single number series	A1 - 102	1975 - 1987		Pt 1dr
60	CVP2	VP	CR Pt Augusta CCE B Plans, single number series	B1 - B556	1973 - 1995		Pt 1dr
61	6DTOPR	MC	SAR then AN Railway Workshops Islington E Plans two number series	B/1-E-9 - B/12/E/20	C1951 - c1982		1dr
61	6DTOPR	MC	SAR then AN Railway Workshops Islington DLE Plans two number series	Rolled plans			5dr
62	6DBOTR	MC	SAR then AN Railway Workshops Islington DLE Plans two number series				1dr
62	6DBOTR	MC	SAR then AN Railway Workshops Islington CE Plans two number series				4dr
62	6DBOTR	MC	SAR then AN Railway Workshops Islington E Plans two number series				1dr
62	6DBOTR	MC	Lecture material				1dr
63	6DTOPL	MC	SAR Workshops Islington RDC single number series with alpha prefixes	A/RDCM-9 - A2/RDCM-67	C1956 - 1985		1dr
63	6DTOPL	MC	SAR Workshops Islington PCD single number series with alpha prefixes	B/PCD-31 - A1/PCD-455	C1950 - 1989		2dr
63	6DTOPL	MC	SAR Workshops Islington SCHEMES single number series with alpha prefixes	D SCHEME-E8 - B SCHEME-1511	C1970 - 1984		Pt1dr
63	6DTOPL	MC	SAR Workshops Islington SE single number series with alpha prefixes	E/SE-1 - E/SE11	1967 - 1984		Pt 1dr
63	6DTOPL	MC	SAR Mechanical Branch Speed Curve Graphs single number with alpha prefixes	C1025 - B1065	C1961 -?		1dr
63	6DTOPL	MC	SAR Mechanical Branch Speed Curve Graphs single number with alpha prefixes	D897 - Graph 1332/1-25	C1959 - 1982		Pt 1dr
63	6DTOPL	MC	SAR Workshops Islington S single number series with alpha prefixes	E/S-100 - A3.S-455	C1947 - 1995		Pt 1dr
64			Port Augusta 17000 Series				

65	MVP9	VP	Size B Plans 13000 - 1700, single number with alpha infixes + Islington	BW-13006 - BC 17935	1966 - 1986		
66	MVP7	VP	Size B Plans 5.000 - 13000, single number with alpha infixes	BP-12992 - BSK-7 BP C, P and W infixes at least Run in descending order	C 1953 - 1966		
67	MVP6	VP	Size 1 Plans	1B-5 - 1W-139	c1972 - c1987		
67	MVP6	VP	Size 2 Plans	2B-1 - 2W169	C1971 - c1987		
68		VP					
69	CVP1	VP	AO plans, annual single number series	AO.90001 - AO.96001	1990 - 1996		Pt CVP1
69	CVP1	VP	SAE Peterborough Division Standard Gauge Project CS (Construction/Contract?), annual single number series	Cs 63/1 - Cs 71/1	1963 - 1971		Pt CVP1
69	CVP1	VP	SAE Peterborough Division standardisation project DS (Design), annual single number series	Ds 63/0 - Ds 71/2	1963 - 1971		Pt CVP1
70	MVP4	VP	CR Pt Augusta CCE A Plans, single number series with alpha infixes	AC-14986 - AW17000	C1969 - 1971		
71	MVP5	VP	CR Pt Augusta CCE A Plans, single number series with alpha infixes	10000 - 13999			
72	MVP43	VP	CR Pt Augusta CCE A Plans, single number series with alpha infixes	AC-5231 (5000 - 9999)	C1955 -		Pt MPV4
72	MVP43	VP	CR Pt Augusta CME RS Plans, single number series with RS suffix	5185 RS - 5187 RS	ND		Pt MPV4
72	MVP43	VP	CR Pt Augusta CCE ASK Plans, single number series with alpha infixes	ASK8 - ASK448	C1955 - 1974		Pt MPV4
73	MVP1	VP	SAR Workshops Islington ME P plans two number series with alpha prefixes	Listed as AO but contains various sizes AO/1-P-260 - D/9-P-8	C1948 - C1989		
	Row 1						
	Row 2						3 Vols

				<p>The first volume has "Index Contracts - Engineer-in-Chief" embossed in gold lettering on the front cover. The spine is badly damaged and has been taped with masking tape to hold it together. There are some loose pages. The alphabetical index at the front of the volume is indexed by name, subject and location with reference to contract title and annual single number. The pages are numbered with each page divided into columns for No. of Contract, Year, Authority, Undertaking, Contractor's Name and Date. Entries are made by year and then by single number for each year from pages 1-115. From pages 118 (116-117missing) there are summaries of contracts for each railway line in SA and NT, Beetaloo Waterworks P196-198, a register of sewers specifications 1-53 and 6/97 P205-206 25/07/1879 - 1897, and a register of specifications Hydraulic Engineers Department 1-117A P207-210 03/08/1878 - 12/02/1894</p> <p>Vol2 has "Index Contracts. Engineering Dept. Voll." embossed in gold on spine. Pages 1-23 has contract details and from p191 summaries on contracts by railway. Vol 3 has a taped spine. Pages 1- 81 have record then entry See Volume IV Brown Cover" after last entry. Railways and</p>	
Row 3	WS	[CRS D1714] [Register and] Index contracts - Engineer-in-Chief, single number series		(1) 04/07/1866 - 14/01/1916 (2) 05/04/	

			Record of Contracts - Railways Commissioner	This volume has "Record of Contracts - Railways Commissioner - Vol.3 embossed in gold on spine and front cover. Numbered adjacent pages are divided into columns for Progressive Number, Description, Contractor's Name, Estimate (lhs) and Amount of Contract, Date Tenders Opened, Date contract Accepted, Date for Completion, Reference to Correspondence (SAR, CME, SPD annual single number or MRD single number series) and Remarks (rhs)	20/04/1967 - 15/06/1978	1 Vol
74			Schedules (of parts required) and BOM (Bills of Materials) and parts lists alphabetical single number	2C - 41C, B52, A13 Covers various classes of locos May be at least 3 series, some unregistered	C1932 - C1964	54 Vol
		CRS D1818	Bridge reports	Plans for DR 321/6 - DR 352/75 for Port Lincoln, Peterborough Division, Adelaide South District and other lines [MO states that many reports filed in NAA in different series] and note book plotted 1984 metro lines	1949 - 1979	2 box Type 5
			Aperture cards	Archive set A1-A3.90 -93/	1990- 1993	2 boxes + 3
			Alteration forms to rollingstock	3 series for cars, locos	C1966 C1984	12 Vols
			SAR Workshops Islington Register of component standard drawings, S single number series	E/S-4 - E/S-369	C1947 - 1972	1 Vol
			SAR Workshops Islington Tool Standard Drawings register, RTS two number series with alphabetical infixes	E/RTS-K2-1 - E/RTS-A1-14 maintained by Tool Director Office	C1950 - C1958	1 Vol
			SAR CME Instruction Book	CME Instructions in the Drawing Office 1-291 (actually 301)	1923 - 1947	1 Vol

			VRC&W foreign prints, single number series and other miscellaneous plans from other series	28 rolled plans For example V.R. C&W F/P 391/22 (sheet 22) relates to VR Drawing number ALF 13/.1 to .4 - Underframe fittings	C1963 -C1982		1 box
			Copies of mechanical standards, standard procedures and work instructions				11 Vols
			Register of Debit Orders	-60000	1937 - 1942		1 Vol
			Register of Drawings, single number, then P drawings, two number with P infix	64651-65905 and 1-P-1 - 11-P-37	1942 - 1946; 1946 - 1952		
			Calculation book indexes, single number	Volls I - II with guide to indexing system (A - Adelaide to W-Weirs)	ND		2 Vols
			Handbook of schematics and components for various electrical equipment	Automatic telephones - NSU's (non switching units)	C1929 - C1980	1.2m	1 Vol
			Conversion Books, single number series	DB Parsons Book 1-10 Conversion of Narrow Gauge Rolling Stock to Standard Gauge Peterborough Division	1952 - 1966		10 Vols
			Copies of Australian Standards		C1929 - C1980	1.2m	
			Numerical plan location registers	Numerical 1- 13461, CW 296- 5999, 8-C - 10-C, 1-DE - 22-DE, 1-Rc- 9-RC	1946 - C1984		10 Vols
			Miscellaneous roll plans				5 Rolls
			Contract 485 Annexure g	Design, manufacture & Delivery of Diesel Electric Locomotives Drawings	1987		1 Vol
			Miscellaneous Foreign Prints				1 Bundle
			Plan index to Munition Works	Small pocket book with index to Hendon, Cheltenham and Salisbury in various SAR series	C1942 - C1942		1 Vol
			(AN) Rolled Plans miscellaneous	Rolled plans wrapped in brown paper, some contained within boxes			Approx 100 I
75	Above 75		Rolled Plans miscellaneous	Rolled plans wrapped in brown paper			Approx 500 I
75	MW1TOP		CR Port Augusta C Plans (17000 Series)	CW 5215 - CP (17500+)	c1969 -		
76	MW1MID		Port Augusta 17000 Series	CSK1-CSK450	1955 - 1976		

76	MW1MID		Port Augusta 17000 Series	CA-1 - CA-33	1967 - 1971		
76	MW1MID		Port Augusta 17000 Series	CAM-10/1 - CAM33	1968 - 1971		
76	MW1MID		Port Augusta 17000 Series	3 AM-40	1979 - 1984		
76	MW1MID		Port Augusta 17000 Series	CST-49	1968 - 1971		
76	MW1MID		Port Augusta 17000 Series	DW 5046 - DC 17919	C1948 - C1976		
76	MW1MID		Port Augusta 17000 Series	DA-2 - DA-24	1967 - 1968		
76	MW1MID		Port Augusta 17000 Series	DAM-2 - DAM-36	1963 - 1975		
76	MW1MID		Port Augusta 17000 Series	DST-44 - DST-45	1967 - 1968		
76	MW1MID		Port Augusta 17000 Series	DSK2 - DSL-432	C1959 1972		
76	MW1MID		Port Augusta 17000 Series	156RS -5041RS	1915 - C1964		
77	MW1BOT		Port Augusta 17000 Series	B size RS plans 65RS -	1913 - C1964		
77	MW1BOT		Commonwealth Engineers (NSW) Pty Ltd Plans two number with various alpha prefixes	Indian Pacific Cars various sizes	C1967 - C1971		
78	CVP4	VP	CR M plans, single number series	M4 - M602	1921 - 1970		
78	CVP4	VP	CR SD plans, single number series	SD48 - SD			
79	MVP1	VP	CR Port Augusta O Plans	OC1 - OW52	1973 - 1985		
79	MVP1	VP	CR Pt Augusta 9 series plans	9B-1 - 9W-5	1973 - 1979		
79	MVP1	VP	AST Drawings	AST-34	1966		
79	MVP1	VP	ASK Drawings	ASK137 - ASK399	1966 - 1968		
79	MVP1	VP	A Series (ExVP9)	AC-5734 - AM17844	C1950 - 1968		
80	MD1 BOTR		Stainless Steel Indian Pacific Cars	Size L and LL 1- 88+			
80	MD1 BOTR		Darwin Workshops	Handwritten listing As constructed drawings, but may be copies only from several series			
81	MD1BOT MID		COMRAIL Pay Van Classes 'PA' and 'NPA'C, D series superceded	Rolled plans			
81	MD1BOT MID		GM Locomotives 11-21 Sepia				
81	MD1BOT MID		AN Central Region Electrical				
81	MD1BOT MID		AN Northern Region Port Augusta Unnumbered plans				
82	Above 82		Rolled Plans miscellaneous	Wrapped in brown paper			
82	MD1TOPR		Port Augusta Metric Series	2, 3, 4 series superceded, but other series evident			
82	MD1TOPR		Port Augusta Metric Series	C, D series superceded			
82	MD1TOPR		Port Augusta Metric Series	A series superceded			

82	MD1TOPR		Port Augusta Metric Series	1B series superceded			
82	MD1TOPR		Port Augusta Metric Series	B series superceded			
82	MD1TOPR		Port Augusta Metric Series	A series superceded			
82	MD1TOPR		Port Augusta Metric Series	C, D series superceded			
82	MD1TOPR		Port Augusta Metric Series	C, D series superceded			
82	MD1TOPR		SWF Hoists & Industrial Equipment plans	D/P-3/2011 etc	1990		
82	MD1TOPR		Freighter Industries Ltd MRF Containers				
82	MD1TOPR		Commonwealth Engineers (NSW) Pty Ltd Stainless Steel Indian Pacific Car Size R&N				
83	MD1TOP MID		Vickers Hoskins Pty Ltd Parkeston Gantry Crane		1959		
83	MD1TOP MID		Tulloch Ltd Brake and Crew Vans		1967		
83	MD1TOP MID		Standard train plans alpha and PH size				
83	MD1TOP MID		Crane Engineering diesel shop		1971 - 1972		
83	MD1TOP MID		Clyde Engineering Coy Pty Ltd RL Locomotive		1969 - 1983		
83	MD1TOP MID		Clyde Engineering Coy Pty Ltd NJ Class		1970 - 1976		
83	MD1TOP MID		Islington painting of rolling stock in corporate colours		1981 - 1983		
83	MD1TOP MID		Islington windows, mirrors and upholstery		1971 - 1972		
83	MD1TOP MID		Islington BK and FP ride control bogies				
84	MD1TOPL		Islington D Metric but various series				
84	MD1TOPL		Port Augusta Metric Series	3M-1 - 3M-155	1971 - 1988		
84	MD1TOPL		Port Augusta Metric Series	3W-1 3W-106	1971 - 1989		
84	MD1TOPL		Port Augusta Metric Series	3S-1 - 3S-23	1972 - 1990		
84	MD1TOPL		Port Augusta Metric Series	3T-8	1978 - 1979		
84	MD1TOPL		Port Augusta Metric Series	3C-1 - 3C-126	1972 - 1987		
84	MD1TOPL		Port Augusta Metric Series	3L-1 - 3L-40	1972 - 1987		
84	MD1TOPL		Port Augusta Metric Series	3E-1 - 3E-30	1973 - 1988		

84	MD1TOPL		Port Augusta Metric Series	3B-1 - 3B-110	1972 - 1986		
84	MD1TOPL		CHARTS		1975 - 1987		
84	MD1TOPL		Commonwealth Engineers (NSW) Pty Ltd Plans single number series with alpha prefixes size P 60' diesel RC		1953		
84	MD1TOPL		Islington E metric but various series				
84	MD1TOPL		Port Augusta Metric Series	4W-1 - 4W-41	1971 - 1989		
85	MD1 BOTL		Port Augusta Metric Series	4S-1 - 4S-11	1973 - 1986		
85	MD1 BOTL		Port Augusta Metric Series	4M-1 - 4M-85	1971 - 1989		
85	MD1 BOTL		Port Augusta Metric Series	4L-1 - 4L-13	1974 - 1987		
85	MD1 BOTL		Port Augusta Metric Series	4E - EMPTY			
85	MD1 BOTL		Port Augusta Metric Series	4C-1 - 4C-67	1974 - 1987		
85	MD1 BOTL		Moore Crane & Engineering Coy Pty Ltd 15 ton gantries plans		1956		
85	MD1 BOTL		Blank paper				
85	MD1 BOTL		Paper & Cardboard				
85	MD1 BOTL		Port Augusta Metric Series	4B-1 - 4B-153	1972 - 1986		
86			GRACE plan storage carton T2 stored above				25 boxes
86	MPH TOP		Pigeon Hole Plans single number with N suffix	1N - 30N Various other numbers on rolled plans but filed by pigeon hole			
87	MPH MID		Pigeon Hole Plans single number with W suffix	1W - 29W BL Locos Various other numbers on rolled plans but filed by pigeon hole			
87	MPH MID		ASK Drawings	CR	C1960 - C1970		
88	MPH BOT		CR RS plans, single number series with 'RS' suffix	1RS - 5056RS [There are some copies]	1914 - C1955		
89	5SV	VP	SAR Islington Workshops DE (diesel Electric) Plans, two number series with 'DE' infix				
90	5DV	VP	SAR Islington Workshops DE (diesel Electric) Plans , two number series with 'DE' infix	1-DE-4 - 22-DE-698	C1964 - C1988		

91	6SV	VP	SAR Islington Workshops C Plans , two number series with 'C' infix'	18-C-6551 - 25-C-6100	C1965 - C1980	
	MFC1	4dFC	Z Drawings, single number series	Z1 - Z399		
	MFC7		Contract Drawings, single number series			
	MFC7		BK (Bradford Kendall Ltd) Foreign Prints, single number series			
	MFC7		1-CRANE Foreign Prints, single number series	1-CRANE72 - 1-CRANE120 with handwritten listing		
	MFC7		Drawings for various equipment	Eg Slack adjusters, Brake cylinders		
	MFC6		Wagon contracts, single number series			
	MFC6		Wagon contracts (Kinki Sharyo), single number series			
	MFC6		Bogies BK 6 and 8 wheels contracts, single number series			
	MFC6		BK Coupler contracts, single number series			
92	5DV	VP	SAR Islington Workshops DE (diesel Electric) Plans , two number series with 'DE' infix'	1-DE-4 - 22-DE-698	C1964 - C1988	
			CR and SAR miscellaneous rolled plans	Contains CR M series, SAR plans relating to Port Lincoln lines, including working plans of Port Lincoln Line and a box marked "Darwin Station Yard Drawings"		
93	C101 Top	PC	Comalco Wunderlich Windows Port Augusta Apprentice Training Centre	Windows etc details	1982	1 dr
93	C101 Top	PC	CCE Station Yards unregistered		ND	1 dr
93	C101 Top	PC	AWC Dept of Interior then Works and Services DoI Adelaide C plans, single number series for CR	C151 - C179	1942 - 1943	1 dr
93	C101 Top	PC	CR EWW (Engineer Way and Works), then CCE (Chief Civil Engineers) Drawings, single number series	1951-2000 - 2401-2500	22/05/1918 - c1975	7dr

94	C101 Mid	PC	CR EWW (Engineer Way and Works), then CCE (Chief Civil Engineers) Drawings, single number series	1001-1100 - 1901-1950	22/05/1918 - c1975	10 dr
95	C101 Bot	PC	CR EWW (Engineer Way and Works), then CCE (Chief Civil Engineers) Drawings, single number series	1-100 - 901-1000	22/05/1918 - c1975	10dr
96		VP	CR M plans, single number series	M257 - M734	-1971	
96		VP	NT reference maps			
96		VP	CR SD drawings, single number series	SD47 - SD400/106	C1926 -	
		Built in cupboards	Product catalogues, TD manuals etc	As per contents described in shelving unit 35. Because of the weight of records stored on top of them in various shelving or boxes, many of the sliding cupboards cannot be opened until the shelving and boxes are removed.		

## Room 3

No	Alt No		Series Title	Description	Date Range	Metres	No of Vols	How Stored
92 - 105			Port Augusta Foreign	Removed or relocated				
			FP (Foreign Plan) plans, single number series	FP 648 - FP 3007+ May contain a set of plans in each folder		3.6m	C675 plans	Type 4 boxes
			RTC plans, single number series	RTC 1 - RTC 553 + Chief Draughtsman's Foreign Prints complete with Drawing Issue Record (card CME 182) SAR Mechanical Branch Islington		1.6m	C675 plans	Type 4 boxes

## Kitchen

No	Alt No	Series Title	Description	Date Range	Metres	No of Vols
			The kitchen contains various boxes labelled indexes, loose papers and 3 storage cabinets containing a miscellany of plan registers (copies and originals that will probably be the key to identification of prefixes and form the basis for production of series registrations and consignment lists etc. Some are working copies of the Drawing Office and Plant Design Office. Some examples are listed below. No attempt has been made to list these in detail at this time, however these would be the first batch sorted to identify preliminary listings that can be used to start the listing processes for the various plan series that they relate to.			
		Plant Design Office Car Drawing Register 1C-10C		1954 - ?		
		Electrical Design Office Drawings	Car Electrical CE, Locomotive Electrical LE, Diesel Loco Electrical DLE, Plant Electrical E, Standard (Common) Details SE and Schemes Scheme E each being a separate series			
		Plant Design Office Drawing Register Rail Diesel Cars RDC				
		A, B, D & E Registers of Drawings		1973 - ?		
		Index to Places Book	A leather bound alphabetical index with numbered pages Adelaide & Port Ry - Yurgo with refs to contract plans, PH and DR plans, then C, D, E & F plans	C1850s - C1940s		
		AN TA File single number series	TA 1812			
		Photograph albums				