

## QUEENSLAND STATE ARCHIVES

### General Information

Queensland State Archives collects public records only, i.e., records of state government departments, state courts and local government authorities. Our records relate only to Queensland. The Archives does not collect manuscripts, newspapers, photographs, books or private archives such as business, church or society records.

Although the Archives does have some records predating the Separation of Queensland from New South Wales in 1859, most of our records come within the period 1859 to the mid-twentieth century. Most public records prior to 1859 are held by the New South Wales Archives Office, State Archives Building, Globe Street (The Rocks), Sydney, N.S.W. Departments usually retain their more recent files in their own custody. In general, records over thirty years old held at the Archives are open to the public. In a small percentage of cases records are closed for longer periods, usually to protect the privacy of individuals mentioned.

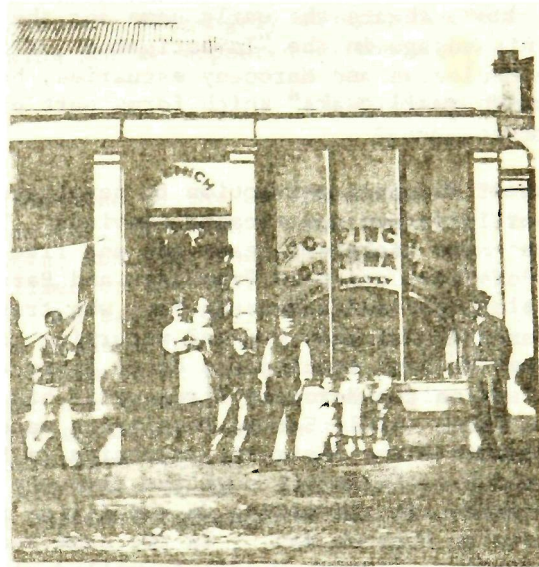
Researchers unfamiliar with archival records may find them rather confusing and difficult to use. Most records which we receive are preserved in their original order together with the finding aids created by the relevant department. The difficulty for researchers is that, in general, they are not indexed by name, geographical location or very specific subjects. Therefore, locating the required information is often a very time-consuming process involving a search through large quantities of records with no certainty that any relevant information will be found. As we have only a small staff and our main work is in service to government departments, we cannot undertake extensive and time-consuming research for private individuals. Our main role is to collect, arrange and describe public records and to make them available in our Reading Room so that members of the public may use them. The Reading Room is open from 8.15a.m. to 5p.m. on weekdays and a Reference Officer is on duty to assist where required. Members of the public are requested to visit the Archives Reading Room to undertake their own research wherever possible. For persons unable to visit the Archives personally, staff will, where possible, do a limited amount of research on those series of records which are adequately indexed. The staff will answer requests for specific items of information but large projects such as compiling complete histories of schools, families or localities are beyond our resources.

In order to preserve our records for as long as possible, certain restrictions are placed on the use and copying of originals. No photocopying of bound volumes is permitted as this tends to damage the spine as well as the pages. Loose documents, maps and plans can be photocopied at a cost of 10 cents per foolscap size sheet provided they are in good condition. Originals of some series of records such as immigrant passenger lists and naturalizations have been withdrawn from public use due to the damage being caused by extensive handling. Instead these records can be consulted on microfilm in our Reading Room. Printouts can be taken off the microfilm at a cost of 10 cents per sheet. We can also provide photographs (although this is a good deal more expensive) where the original is in good condition. A statement of the print sizes and current costs follows.

Black and white prints	5" x 4"	\$1.50 each
	8" x 6"	\$1.50 "
	10" x 8"	\$2.00 "
	20" x 16"	\$6.00 "

Prices for negatives and microfilm are available on request.

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Another example of Wet Plate photography.

This photograph depicts an early firm in Edward Street, Brisbane.