

# Manual Finding Aids

Department of Health and Human Services Archives

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Manual finding aids are used to search for records held at the Department of Health and Human Services Archives that may not be registered in TRIM.

## Accession registers and Series Registers

Accessions registers spanning 1990 – 2005 are stored on open static shelving in the secure compactus room on the left hand side of the corridor leading up to the kitchen on Level 3.

Accession registers contain information about the provenance and transfer information relating to each accession or group of records. For many accessions, the box contents listings held in hardcopy on the accession registers are the only listings held by Archives for files contained within the accession.

Numerous ad-hoc accession registers are also stored in this room.

Series Registers are stored together with the accession registers on the open static shelving in the secure compactus room. The Series Registers contain descriptions and record listings of contents for Series of records. Series are numbered SR 1 through to SR 384. Many of the series collections have corresponding accession numbers, however some records are controlled by their original series number.

Registers containing Victorian Public Record Series (VPRS) listings and other associated lists are in the same room.

## Admission and discharge patient index cards

There are a number of accessions containing index cards recording admission and discharge information for clients and patients for various hospitals and institutions. These accessions are stored in on Level 3 in index card boxes, some of which are identifiable by PROV VPRS markings on the box ends. Many of the boxes of index cards are registered and searchable in TRIM.

## Historical registers

Numerous historical registers are held in secure areas on Level 2 and 3. They are registered in different accessions in TRIM. Oversized registers are stored in the Registers Room on level 2. The Registers Room is recorded as a location on TRIM as Stacks 178 and 179. Most registers are large and heavy and have been covered in protective plastic envelopes.

## Office of Housing volumes

Thirty-three heavy black vinyl covered volumes containing summary listings of Housing records are stored in the secure compactus room. The listings date from c.1960 to c.1989, and cover a wide range of Housing functions, including Tenancy records originating from state-wide Housing offices. These Tenancy records were at one time stored off-site at Recall, a commercial storage provider. Many of the records indexed in the listings are time-expired and have been legally destroyed under the appropriate Retention and Disposal Authorities.

## Microfiche folders

Microfiche folders are shelved in the room containing the microfiche reader on Level 3.<sup>1</sup> The folders contain microfiche copies of pages digitised from the following hospital and institutional records:

- Sunbury Mental Hospital and Aradale Mental Hospital Admission Registers  
TRIM Accession 90/1/82 – the folder is barcode labelled.
- Baltara Reception Centre and Turana History Cards  
TRIM Accession AS/10/69/1 – the folder is barcode labelled.
- Children's Registers Old Series. Admissions 1864 – 1899 and 1876 - 1879  
Children's Registers – Abbotsford. Admissions 1867 – 1885  
Children's Registers – St. Josephs. Admissions 1869 – 1883  
Children's Registers – Receiving House Book. Admissions 1880  
Children's Registers – Ballarat Book. Admissions 1877 – 1897  
TRIM Accession AS/10/57/1 – the folder is barcode labelled.
- Children's Registers – Receiving House Book. Admissions 1880 – 1888  
Children's Registers – Boys Books. Admissions 1868 – 1888  
Children's Registers – Girls Books. Admissions 1868 – 1881  
TRIM Accession AS/10/58/1 – the folder is barcode labelled.
- Community Services Victoria CSV Index to Clients. Children 1868 – 1966  
CSV Index to Clients. Term Expiry 1891 – 1985  
CSV Index to Clients. Parents of Children 1910 – 1980  
AIGS Index to Victorian Children's Register 1850 – 1893  
AIGS Index to Victorian Children's Register 1850 – 1884  
CSV Index to Clients. Children 1864 – 1966  
TRIM Accession AS/10/4/1 – the folder is barcode labelled.
- CSV Index to Clients. Children 1864 – 1966  
CSV Index to Clients. Parents of Children 1910 – 1986  
CSV Index to Clients. Term Expiry Date of Birth 1891 – 1985  
Children's Registers – Old Series. Admissions 1864 – 1899  
TRIM Accession AS/10/4/2 – the folder is barcode labelled.
- Index of Births 1853 – 1882  
TRIM Accession AS/10/72/1 – the folder is barcode labelled.
- Children's Registers. Admissions 1880 – 1966  
The folder is not TRIM barcoded

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<sup>1</sup> Note: The microfiche reader is in a precarious condition and must not be turned off, as it may then not be possible to turn it on again.