THE FIRST GOVERNMENT HOUSE SITE
BRIDGE AND PHILLIP STREETS, SYDNEY

A GUIDE TO THE SITE RECORDS
AND AN INDEX TO THE RECORD COLLECTION

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THE BRIEF

This Report fulfils that part of the Contract between Anne Bickford and the NSW Department of Planning and Environment (DEP) for the Forth Phase of archaeological investigation of the First Government House Site, Bridge and Phillip Streets, Sydney:

Section 3.2

The consultant will:

Prepare a Report to accompany the Excavation Records which will act as a guide. This should consist of an index to the Record collection.

The Guide and Index were compiled and written by Alexandra Kelly under the supervision of Anne Bickford.
GUIDE TO THE SITE RECORDS

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THE EXCAVATION RECORDS

The excavation records have been grouped according to excavation Phase, Area of site, and Numerical Grid Order. (See Figure 1: Schematic Diagram of Phase, Area, and Sub-area Groupings).

EXCAVATION PHASES

The archaeological excavation of First Government House, Sydney was undertaken in 3 Phases or Stages:-- I, II and III.

The records have been grouped together according to the excavation Phase in which the work they relate to was undertaken.

Phase I = February-March 1983
Phase II = June-December 1983
Phase III = February-June 1984

Therefore the Phase I records have been kept together as have the Phase II and Phase III records.

Records of additions and reworking of an area done in a later Phase than the original work have been filed with the original Phase's records.

That is, records of additions and reworking of Phase I squares done in Phase II and III have been put with the Phase I records unless it seemed more suitable for them to be in the Phase II or III records because the majority of work was done in either of those Phases.

The records of additional work done in Phase III in Phase II areas in all cases apart from the Bike Parking area have been put with the Phase II records as the bulk of the work was done in that Phase. The Phase II records of work done in the Bike Parking Area have been included in the Phase III records.

AREAS

For the purpose of organizing the excavation records the First Govt. House Site has been divided into three major areas. These areas relate to the three most distinct functional areas of the First Government House period:--

1) Main House
2) Outbuildings
3) Stables

The First Government House remains in these areas, extend further east, west, north or south, but for the present purpose the boundaries of each area relate only to the
boundaries of the 1970 Car Park, the Bike Parking area, and the Young Street and Phillip Street Terraces.

1) Main House Area: That part of the site that lies to the north of the grid line 24 and to the east of the R18 line. (Reference Points = N-W 41R18, S-W 24R18, N-E 40R40, SE 24R42).

2) Outbuildings Area: That part of the site that lies to the north of the grid line 8 and west of the R18 line. (Reference Points = N-W 41R00, S-W 8R4, N-E 41R18, SE 8R18).

3) Stables Area: That part of the site that lies to the south of the 24 line and 8 line (west of the R18 line) and east of the R18 line and R2 line (south of the 8 line). This area includes 4 sub-areas:

   a) The Phillip St. Terraces - North Area (rear of No.39).
   b) The Phillip St. Terraces - South Area (rear of Nos.41-47).
   c) The Bike Parking Area - the area that during the period of the Car Park was east of the Car Park brick wall and west of the Phillip St. pavement.
   d) The South-East Quadrant of the 1970's Car Park.

(Figure 2 - shows the 3 main Areas of the Site and the 4 sub-areas of the Stables Area.)

The bulk of the work done during the different excavation Phases falls within these three main areas:-

Phase I - concentrated on the Main House Area.
Phase II - concentrated on the Main House Area and the Outbuildings Area.
Phase III - concentrated on the Stables Area.

GRID ORDER

Within the Phase and Area divisions the records for each excavated square have been arranged in numerical order according to the Excavation Grid co-ordinates.

The grid point used as the identifying name for each square is the grid point in the north-west corner of that 2 metre square.
The grid lines running north-south run from 0 in the south at 2 metre intervals to the north i.e. 0, 2, 4 .... 40, 42, etc. The R lines or east-west lines start at 0 at a point on the western side of the site and also run at 2 metre intervals going east i.e. R0, R2, R4, etc. To the south of the 0 northing line the grid continues at 2 metre intervals with minus numbers increasing to the south i.e. 0, M2, M4, M6, etc. Similarly with the R lines to the west of R0, i.e. R0, RM2, RM4, etc. The excavation grid is therefore able to be extended in all directions.

Following this system the excavation records are arranged in grid order by putting all the eastings on one northing line in numerical order and then the next northing and its associated eastings e.g. the records for square 28R4 are followed by the records for sq. 28R6, sq. 28R8 .... sq. 28R14 then sq. 30R6, 30R8, sq. 32R4 etc. or in the case of the minus numbers sq. M2R12, Sq. M2R14, sq. M2R16, Sq. M4R12, Sq. M4R14 etc.

METHOD USED TO ORGANIZE THE FIELD NOTES

All records on loose sheets are filed in Spring Folders - Foolscap, A3 or A2.

The records for each excavated square or 50 cm Trench are not necessarily filed in separate folders. The quantity of the records for each square determines the number of squares filed in each folder. Some folders have only one square's records, some have several squares' records and some squares may require two folders in which case the folders are marked Folder 1 of 2 and Folder 2 of 2.

Each folder is labelled on the front cover and spine with the details of Site name, Phase, Area and the squares contained within.

Ordering of Notes for Squares and associated 50 cm Trenches

In Phase I the total 2 metre area of the excavated squares was nearly always excavated first and then the excavation of the square continued in the form of a 50 cm wide trench after the first or second layer had been removed. In this situation the records for the square come first and are followed by the records for the 50 cm trench.

In Phase II the converse was mostly the case, so the records for 50 cm north-south or east-west trenches are filed before the records of the square of the same grid number.
INDEXING

Each folder has an index of contents inserted at the front.

Folders containing only one square's notes have an index to that square's records. Folders with more than one square's notes have an index listing the square or trenches in the folder and then an individual index for each square's records. (See Figure 3: Example of an Index to a Folder and Figure 4: Example of an Index to a Square's Records).

The index to the square's records includes details of records not filed in the folder and details of where those records can be located, e.g. Final 1:10 Plan in Phase II A3 Plans and Sections Folder etc.

The records for each square or north-south or east-west trench, as its index indicates, include the following items and are arranged in the following order:-

a) Feature List/Summary with a summarized description of each feature.

b) Harris Matrix and/or Feature Phasing.

c) List of Section and Plan drawings (this includes details of drawings that cross more than one square and indicates whether a copy or original is filed behind).

d) List of General Photographs (D.E.P. and Site Cameras).

e) List of Section and Plan View (Final) Photographs (D.E.P. and Site Cameras).

f) Summary: if the summary deals with one square only it is filed with that square's records, but if the summary deals with a group of squares the summary is filed in the Phase II or Phase III Summaries folders. Feature Correlation Charts are filed with the summary. The Harris Matrix in some cases is included in the summary.

g) The Stratigraphic Record Sheets in Feature number order.

h) Plans.

i) Sections.
FIELD NOTES FOR EACH SQUARE

Within each square, each excavated feature has a running number and is recorded on a separate Stratigraphic Record Sheet. (See Figure 5: Example of a filled-in Stratigraphic Record Sheet - Phase II, and Figure 6: Example of a blank Stratigraphic Record Sheet - Phase III.)

Stratigraphic Record Sheets - are filed in feature number order. Where there is more than one sheet for a feature all the related sheets have been marked to show that they are one of a number of sheets e.g. if there are 3 sheets for feature 10 each sheet is marked 1-3, 2-3, 3-3 or 1/3 or 1 of 3.

Feature numbers are always enclosed in a circle, e.g. 10.

All sheets have been cross-referenced with photographic information, details of other drawings (i.e. on separate sheets of paper), finds information, special finds information and special samples information.

The reverse of each sheet has a plan of the feature or refers to details of the whereabouts of a plan of the feature.

Unstratified Finds (resulting from section cleaning or cleaning up rain damaged/slumped areas) are recorded on Stratigraphic Record Sheets and filed in date order at the rear of the feature sheets.

Section and Plan Drawings - Section and plan drawings on foolscap or A4 graph paper are filed with the square's records after the Stratigraphic Record Sheets section. If more than one square is included on a section or plan drawing, a photocopy of that drawing has been filed with the records of each of the squares involved, apart from one square which has the original. The copies are marked in red ink with the location of the original drawing.

Each plan or section drawing is marked with the date drawn; name of drawer/s; square number; name of section, feature planned or final plan; grid references; scale; north arrow; key to symbols used, and description of features.

Plans and Sections are arranged in date order.

Where larger drawings were done e.g. on A3 or A2 graph paper, the square's index refers to the details and folder in which those drawings are filed.
There are three folders of excavation records for Phase I, forty-five folders for Phase II, and seven folders for Phase III.

The numbers of Summary folders and Plans and Sections folders for each Phase are listed in the appropriate sections below.

At the end of the index, for the square's records contained in a particular folder, there is a section concerned with records for the square that are not filed in that folder.

Here are listed the details and locations of A3 and A2 plans and/or section drawings, the summary, the field notebooks, and Latex Sections and associated plastic section tracings if appropriate.

A3 and A2 Plans and Sections

These drawings are filed in A3 or A2 folders according to the Phase to which they relate. Within the Phase division they are divided into Area divisions and within that into grid order.

Several plans for one square may exist and these are filed in date order with the final plan marked Final Plan and filed at the back of the other plans.

There is one A3 Plans and Sections folder for Phase I and Phase II, and three A3 Plans and Sections folders and one A2 folder for Phase III.

Field Notebooks

Each supervisor kept field notebooks which contain details of each days work, weather, daily team members, squares being worked in, ideas on interpretation, etc.

The contents of these notebooks have been indexed and an index attached to or written in the inside front cover of each notebook. A separate index for Phase II and Phase III notebooks is filed in the folder called Phase III - Miscellaneous.

The index for each notebook consists of a list of excavation squares mentioned in that book and any general matters that might need to be referred to in the future.
Each notebook is marked on the front cover with the site name, phase, supervisor's name, the dates covered by the book, and the notebook number e.g. 3/4 (third of four books).

The field notebooks from Phase III are marked on the top and bottom of the spine with black marker ink for ready identification, in addition to the front cover labelling.

In Phase III notebooks, references to squares excavated in Phase II can usually be assumed to refer to details of backfilling, particularly after the 31st March 1984. There are however some references to further work and re-interpretation details.

The relevant field notebooks referring to a particular square are listed in that square's index.

There are 44 field notebooks for Phase II and 12 for Phase III.

**Latex Sections and Plastic Tracings**

During Phase II, Associate Professor Isobel McBryde of the ANU came to the site to take latex sections. Parts of four sections from various parts of the site were traced onto sheets of plastic prior to these areas of sections being coated with a latex solution and strips of gauze bandage. Once dry, the latex and bandage consolidation was peeled off. The surface of each stratigraphic layer adheres to the latex so that an exact replica, in mirror image, of each section treated was obtained.

The plastic tracings are stored in the plan chest and the latex peels are stored flat in the same room as the large finds.

**SUMMARIES**

Each supervisor has written a summary of the squares and features in their area of supervision, and an interpretation of the stratigraphy.

The Phase II summaries fill two folders, Vol. 1 and Vol. 2. Each folder is indexed with the details of the summaries in both folders, the particular folder's contents being outlined in red ink.

The summaries are filed under the name of the supervisor who wrote them, and have the areas discussed in each summary marked on each internal divider.
The Phase III summaries are filed in one folder and ordered along the same lines as the Phase II summaries, by author's name. Unlike the Phase II summaries the Areas of the site are also used as a distinguishing factor in this folder.

The index to each square's records includes details of the relevant summary and details of the folder in which it is filed.

MISCELLANEOUS RECORDS

The folder labelled Phase III - Miscellaneous, contains the Phase II and Phase III Field Notebook Indices, a list of Phase III Surface Collection Finds, and a list of Photographic Positions - Phillip St. Terraces Area.

The latter gives an explanation of which rooms in the various Phillip St. Terraces were used by photographers to photograph the South and North Area. Included also is a list of which commercial buildings were used to take photographs of the total area of the North and South Areas and Main Site for the weekly progress shots during Phase III.

EXTRA FIELD RECORDS

There is a combined folder for both Phase II and Phase III containing Notes on excavations outside the boundaries of the Site. These notes are records of archaeological deposits related to First Government House that were exposed during the digging of trenches by the Sydney County Council, the Sydney City Council, and the Australian Gas Light Company in relation to gas pipes and council services in Bridge, Phillip and Young Streets - the streets surrounding the First Government House Site.

The records of the excavation that was carried out in Macquarie Place at the instigation of the Soil Scientist, Roy Lawrie of the Department of Agriculture, are also filed in this folder. The excavation in Macquarie Place was undertaken in order to record an undisturbed natural soil profile, off site, for use in comparison with the soil profiles on site.
MORTARS AND SOILS

All discussions with Dr. G. S. Gibbons on mortars and R. Lawrie on soils were written up by the supervisor involved and filed in a separate folder for ready access. Copies or references to these notes are included in each square's records.

A sample of the undisturbed natural soil profile was taken on site and the description and diagram of this can be found in this folder and in R. Lawrie's report on the soils of the First Government House Site, 1983.

The mortar and soil samples taken, are recorded on printed forms and filed separately in one folder. (Figure 7: Example of filled-in Mortar Sample Form.)

Details of what has been analysed and the whereabouts of these samples are described on the forms. The soil samples whose analysis is completed are listed separately, with the amounts that remain, should further analysis be necessary. The results of the soil analyses are discussed in R. Lawrie's report listed below in the Section on Specialists' Reports.

The results of the mortar samples that have been analysed are included in the folder with the notes on G. S. Gibbons and R. Lawrie discussions.

All mortar and soil samples have been cross-referenced onto the relevant Stratigraphic Record Sheets.

The soil samples, complete or post-analysis remains, are stored at the Site.

BACKFILLING RECORDS - PHASE III

Records of the backfilling of each excavated area were kept by the Conservator J. Begg, and the supervisor responsible for that area.

There are two folders of notes written or compiled by the conservator on the backfilling process. One includes specific information on daily progress, water movements, descriptions of methods used in individual areas etc. The second folder contains general information on backfilling materials, suppliers, chemicals, etc. There is also a folder that contains the notes and diagrams made by supervisors describing the backfilling methods applied to each square, or area of squares under his or her supervision. These records are filed under the supervisor's name. This folder also includes a list of backfilling photographs, and a section with backfilling letters, quotes, plans, etc.
PHASE IV

During Phase IV two areas, prepared in Phase III for inspection, were opened. The notes describing these inspections have been filed in a separate folder. As re-inspections will be a continuing phenomenon at specific intervals of time, changes can be monitored more conveniently if the information is kept together.

This folder remains current and is therefore not fully indexed.

PHOTOGRAPHIC ARCHIVE

Two sets of photographic records of the excavation exist - one set taken by the Department of Environment and Planning photographer and one set taken by excavation staff with the site cameras.

Department of Environment & Planning (D.E.P.) File 390

The negatives and proof sheets and original record sheets for both the Black and White and Coloured photographs taken by the D.E.P. photographer are held in the Photographic Section of the D.E.P.

A duplicate set of Black and White proof sheets and record sheets for Phases I, II and III are held on site. In addition for Phase III a duplicate set of coloured slide record sheets are stored on site.

Neither slide record sheets for Phases I and II nor duplicate colour proof sheets for any Phase are held on site.

Therefore while Black and White negative numbers and details have been cross-referenced onto the Stratigraphic Record Sheets the coloured slide details could only be cross-referenced onto the Phase III Stratigraphic Record Sheets.

The coloured slide record for Phase I and Phase II should invariably be more or less the same as the black and white record, except for the obvious details of roll number and frame number, as a black and white and matching coloured slide were taken together, at least for specific excavation photographs. Thus the date of the black and white photograph will be the same as for the slide, and so the slide may be located by date.

As the coloured slide record was not made available on site these details could not be included in the excavation records.
Seven folders of black and white proof sheets and two folders of associated record sheets are held on site.

These cover all three phases of the excavation.

The D.E.P. record sheets have been marked with yellow adhesive tabs where corrections have been made by supervisors, so that D.E.P. records can be altered during Phase V.

Site Cameras

**Phase I**: The Phase I photographic record is contained in a single folder—record sheets, black and white proof sheets, and negatives.

The slides are stored separately in plastic slide pocket sheets filed according to roll number.

**Phases II & III - Photographic Record** (Figure 8: Photographic Record Sheet designed for Site Camera Records). 

Black & White: There are two folders of black and white proof sheets and record sheets covering both phases of excavation. Each proof sheet is filed with its associated record sheet and filed in roll number order: Rolls 1-49. Internal dividers separate the Phase II and Phase III records.

The negative numbers have been added to the record sheets and the grid reference and feature number and/or description of each frame written beneath each frame on the proof sheet. Each proof sheet is marked with the site name (F.G.H.), roll number, and the dates it covers.

Coloured Prints: The record sheets for the coloured prints are filed in one folder for both Phase II and Phase III in roll number order.

The roll numbers for coloured prints are prefixed by "P". The print record runs from P.1a – P.21, (i.e. 22 rolls).

The prints have been filed in roll order in photograph albums. Each print is marked with the site name, date, grid reference, feature number and/or description, negative number and roll number.

In addition to the official record there is a file of copies of relevant photographs taken with private cameras.

**Slides**: The slide record sheets for Phase II and III are filed in roll number order in one folder. Rolls 01-052.

The roll number for slides is prefixed by "0".
The slides are stored in plastic slide pocket sheets, each holding 24 slides, so that there are two sheets per roll.

The sheets are marked with the site name and the roll number. Each slide is marked with the site name (F.G.H.) and the roll number on one side, and the date, grid reference, and feature number and/or description on the other.

During Phase IV 2 rolls of slides, Rolls 053 and 054, were taken. The record sheets for these two rolls are filed at the back of the Phase II and III folder and the slides are stored in plastic slide pocket sheets behind the Phase III slides.

Negatives: The black and white and coloured print negatives are filed in sheets of negative sleeves in one folder. These are separated into Phases and colour categories.

Each sheet of negative sleeves is marked with the site name, the roll number, and the date range.

The D.E.P. and Site Cameras photographic information has been checked by the supervisor responsible for each excavated area and the details transferred to the relevant Stratigraphic Records Sheet/s.

Phase IV - Special Finds Studio Photographic Record - D.E.P. File 390: Two folders relating to the photographing of the Special Finds are held on site.

One contains the black and white and coloured slide record sheets and general notes on the photographing of the Special Finds. The other contains the black and white proof sheets.

The photographing of the complete collection of Special Finds has not yet been completed. Therefore these folders are considered to be current and are not fully indexed.

The D.E.P. holds the black and white and coloured proof sheets, the black and white negative and coloured transparencies, and copies of the photographic record sheets.

THE EXCAVATED FINDS

During the three excavation phases all finds were sorted into material types and bagged and labelled with the details of the site name, the date excavated, the grid reference of the square or trench, the feature number (in a circle), the type of material, and the initials of the supervisor and excavators.
Finds are in plastic or paper bags depending on material, and delicate objects are packed in small boxes.

The number of bags for each type of material is recorded on the relevant feature's Stratigraphic Record Sheet.

The bags or boxes of finds are catalogued on Finds Catalogue Sheets arranged in grid order. There is a separate sheet or sheets for each square and the number of bags per material type per feature are marked on that sheet (date of excavation included) [See Figure 9: Example of the Finds Catalogue Sheet].

The finds bags are stored in Archive Boxes which are labelled with the grid reference for the square, the feature numbers associated with the finds, and the dates of excavation.

There is a separate folder of Finds Catalogue Sheets for each of the three excavation phases.

The Archive Boxes for each phase are stored in grid order in separate rooms in the Young Street Terraces as can be seen on the attached floor plan (Figures 10 and 11).

Each room has a plan on the back of the door showing the direction in which the grid order runs in that room. There are also labels at intervals along the rows of boxes that allow easy identification of arbitrary points in the grid order.

All ceramic finds have been washed and returned to the relevant Archive Boxes for storage.

985 boxes of general finds are stored on site.

SPECIAL FINDS

All finds that were given Special Finds status are recorded on Special Finds forms and were given a running number. (Figure 12: Example of Special Finds Form).

Phase I - Special Finds Nos. 1-28 (Phase I special finds were known as Recorded Finds)

Phases II & III - Special finds Nos. 01-028, 29-553.

The first twenty-eight Phase II Special Finds numbers are prefixed by "0" to distinguish them from Phase I numbers.
The Special Finds forms are filed in running numerical order in four folders.

The details of each special find are recorded on the relevant feature's Stratigraphic Record Sheet. The special finds number is identifiable by being enclosed in a triangle, e.g. 43.

Special Finds located during excavation were plotted on the plan of the associated feature and grid co-ordinates and the level below datum were recorded. However, during the sorting and washing of ceramics and the sorting of other types of finds, diagnostic objects were given Special Finds status, and in these instances the grid co-ordinates and level below datum could not be recorded beyond the general bounds of the feature in which they occurred.

Surface collection Special Finds information is recorded only on the Special finds forms as there are no other relevant reference sheets.

There is one folder which contains a cross-index of Special Finds catalogues by type, e.g. bone, ceramic, glass, etc. This covers all three excavation phases.

113 boxes of Special Finds are stored on site.

FINDS CONSERVATION RECORDS

All Special Finds were examined and treated or partially treated by the Conservator during Phases II and III.

Each find has a separate Conservation Examination and Treatment Form (Museum of Applied Arts and Sciences format) [See Figure 13], with the details of condition and treatment recorded. Some treatments have been completed while others are still in progress.

Phase I: There is a folder of Conservation Examination and Treatment forms for Phase I Special Finds. This includes the treatment forms for general finds which needed immediate conservation treatment.

Phase II: There are 3 folders of Phase II Conservation Examination and Treatment forms for the Special Finds, and one folder of forms for ordinary Phase II finds which required emergency treatment.

Phase III: There are 3 folders of Phase III Conservation Examination and Treatment forms for Special Finds, and one folder of treatment forms relating to conservation work in progress. This
latter folder is therefore current and when treatment is completed each form will be returned to its numerical place in one of the other folders. This folder should eventually become obsolete.

In addition, for Phase III there is a Conservation General folder containing notes on equipment, instructions for equipment, suppliers, special treatments of finds, wet weather jobs for excavation staff, and a plan of the Young Street Terraces showing the storage locations of the different Phases' finds and the different categories of finds.

GENERAL RECORDS

Architectural

There are two folders of notes by the Architectural Assistants which refer to the drafting of plans, measurements of the site for planning, and notes on historic plans relating to the site.

The Plan Catalogue folder contains a catalogue of the plans and drawings filed in the Plan Chest. No individual trench or square plans are filed in this apart from copies of some of the Final 1:10 Plans. The only plans referring directly to the excavation work are the weekly progress plans for the total site which were produced by the Architectural Assistants in Phase II and Phase III. The originals on tracing film, and copies and reduced copies are filed here.

The majority of plans in the Plan Chest are overlays of historic plans on the excavation grid, historic plans of the site and the Young Street and Phillip Street Terraces, and plans of the various structures that were erected on the site.

Historic Pictures and Plans

There are three folders, one A2, one A3 (blue) and one foolscap (red), containing xeroxed copies of historic plans and pictures that are relevant to the First Government House Site and the surrounding area.

Each folder is indexed and the contents annotated with the date and source.
Historical Research

There are two folders which contain information gathered from interested members of the public and records of discussions with visiting specialists. Information supplied by the Mining Museum archivist and the Metropolitan Water Sewerage and Drainage Board archivist is also filed in these folders.

Education

Examples of the different types of reading matter on excavation techniques which were supplied or lent to all excavators are filed in this folder.

Reading material was provided for untrained excavation staff to encourage interest in and understanding of the methods being used on site. The first group is instructions for use on site; the second group is a collection of extracts which were lent to all staff.

SPECIALIST REPORTS

The soils on the First Government House Site were identified and analysed by Roy Lawrie of the Department of Agriculture. The details and results of his work are compiled in his Report on the Soils of the First Government House Site, Corner of Phillip and Bridge Street, Sydney 1983. A copy of this report is held at the site and a copy is held by the Department of Environment and Planning.

A copy of the Draft Report on the conservation of First Government House by Dr. G. S. Gibbons, N.S.W. Institute of Technology, is held at the site and a copy is held by the D.E.P.

A pollen analysis was carried out by Dr. H. A. Martin, School of Botany, University of N.S.W. on a sample from First Government House. The report on this is held at the site and is filed with other botanical information relating to the First Government House Site.

ADMINISTRATIVE RECORDS

Records of the names and addresses of Volunteers, Staff, and Wage Pause/C.E.P. staff, are filed in folders according to the Phase of the excavation.
There is one folder which contains the details of Voluntary Staff who worked on the Site in Phase I and the details of people interested in working in Phase II.

During Phases II, III and IV all Staff, Wage Pause/C.E.P. staff, Volunteers and Public Servants (Phase II only) signed the Sign On - Sign Off Attendance Book as they arrived and left the site. The category under which they were employed, i.e. Wage Pause, Volunteer, etc. was also included in this book. The information for each day was then transferred by the Administrative Assistant to individual Site Attendance Record Sheets. (See Figure 14: Example of Site Attendance Record Sheet).

There is a sheet/s for every person who worked on the site. These provide a record of their name, address and the days that they worked. The sheets are grouped into Volunteer, Wage Pause/C.E.P. and Staff categories and within those divisions are filed in alphabetical order.

Payment for the total number of days, recorded on the Site Attendance Record Sheets, that each person had worked in the pay fortnight, was claimed for in the fortnightly Pay Letters.

The basic details relating to payment were recorded on Col Plan Sheets for each category of salary.

During Phase II Volunteers and Public Servants were rostered to work on the Site. The records of this were kept on Roster Charts.

There are four folders, one Sign On - Sign Off Attendance Book, and four sheets of Rosters (Public Servant and Volunteer), and nine pages of Col Plan Sheets relating to Phase II Staff and Salaries.

For Phase III there are three folders, one Sign On - Sign Off Attendance Book, and 6 pages of Col Plan Sheets.

Phase IV has one folder of Site Attendance Record Sheets and shares a pay letter folder with Phase III. The Sign On - Sign Off Attendance Book is the continuation of the Phase III book.

There are also two Administrative Assistant's Diaries - one for Phase II and one for Phases III and IV in which daily business is recorded. In Phases II and III the Administrative Assistant kept a field notebook in which to record errands and shopping lists.
There is a folder for Phases II and III containing lists of Equipment and Stationery Purchases, a list of suppliers, and lists of keys held by Staff members. There is a separate folder for Phase IV containing similar information.

Included in the Phase II General Administrative Records is the original for the Volunteer Roster and also the charts of the Project Programme (Critical Path) that were drawn up during this excavation Phase.

First Aid Guidelines and Accident Report Forms are listed under the category of General Administrative Records. These were written by Dr. J. Walker who worked as an excavator and was employed as the Site Doctor during Phase II.

FINANCIAL RECORDS

Financial Records for Phases II, III and IV have been maintained by the Site Bookkeeper. These are complete and up to date. The Financial Records are stored at the site under lock and key.
FIGURE I

PHASE

MAIN HOUSE AREA

OUTBUILDINGS AREA

STABLES AREA

NORTH AREA

SOUTH AREA

BIKE PARKING AREA

SOUTH-EAST QUADRANT

Grid Order

Grid Order

Grid Order

Grid Order

Grid Order

Grid Order

Grid Order
First Government House.

Phase II - Outbuildings Area

INDEX TO FOLDER

Square : 38 R 9-10
Square : 38 R 10
Square : 38 R 12

At the front of each squares notes there is a separate index of that squares records.
First Government House

Phase II - Outbuildings Area.

Grid reference: Sq 20 R 4

Index

Feature summary

Harris Matrix

List of Plans and Sections

List of general photographs and of final plan views and section photographs.

Diagram showing imperial measurements of the structures in 20 R 4.

Stratigraphic record sheets detailing Feature No. 1 to 24.

Sections: North South East West (3 sheets).

Records for 20 R 4 not in this folder.

Plans:

1:10 plan feature 11
1:10 plan features 13 and 14
Final plan - scale 1:10 drawn 11-9-83 amended 12-11-83
Plans are filed in Phase II A3 plans and sections folder.

Summaries and Interpretation:

1) Phase II Summary (C5) Summary (6)
   p. p. 110 17R4, 16R4, 15R4, 14R4, 20R4, 22R4,
   18R10, 22R6, 24 R 6, 28R10 (includes
   feature correlation chart) Summary Folder Vol.
2-2

FIGURE 4b
(Reduced from Foolscap)

2. Phase II summary: Gojak summary (C) p. 1-54.
   18 R6, 18 R8, 20 R4, 20 R6, 20 R8, 22 R4, 22 R6, 22 R8, 22 R10, 24 R6, 24 R9, 25 R4, 25 R6, 26 R6, 28 R8, 28 R10.


Field note books relating to sq 20 R4:
   S. Mc Intyre Field note book 2 (Phase II) 31.1.83 → 9.4.83.
   S. Mc Intyre Field note book 3 (Phase II) 9.9.83 → 11.10.83.
   D. Lautrec Field note book 1 (Phase II) 24.6.83 → 31.7.83.
   D. Mead Field note book 1 (Phase II) 21.7.83 → 9.4.83.
   D. Gojak Field note book 1 (Phase III) 28.2.84 → 28.3.84.
   D. Gojak Field note book 2 (Phase III) 30.3.84 → 3.5.84.
   D. Gojak Field note book 3 (Phase III) 17.3.84 → 22.5.84.
   R. Stocks Field note book 1 (Phase III) 7.2.84 → 19.5.84.
   S. Kelly Field Note Book I (Phase III) 15.6.83 → 10.8.83.
   S. Kelly Field Note Book I (Phase III) 7.2.84 → 14.4.84.
FIRST GOVERNMENT HOUSE, SYDNEY

STRATIGRAPHIC RECORD SHEET

DAT: 2-3/9/83

SQUARE/ TRENCH: 40R14

FEATURE NUMBER: 17

LAYER, SPIT, OTHER: [area]

EXCAVATOR(S): [Name]

SUPERVISOR: [Name]

DESCRIPTION OF FEATURE: Grey-green sandy silt clay and brick rubble.

Rest dug out today in this section and

along eastern boundary.

(18) dug separately.

To the north (5th besides lower part of wall (21) (17) excavated where it is grey. A low small sandstone wall 15cm thick past it. Theory is view that fill of brick next to (21) but lane cut over the

area that is (19). See west section at 40R15.70.

3 small pieces of sandstone thrown away.

RELATION TO FEATURES ABOVE, AROUND, AND BELOW IT:

Above (18).

SPECIAL FINDS = -

OTHER DRAWINGS: [Details]

PHOTOGRAPHS: [Details]

NUMBER OF BAGS = [Details]

WOOD / SHELL / BUILDING MATERIALS: [Details]

SPECIAL SAMPLES TAKEN: [Details]

FORM COMPLETED BY: [Name] 1983

© A. BICKFORD 1983
**MORTAR SAMPLES**

**NUMBER:** M12

**SQUARE:** 40R14

**IN FEATURE:** 12

**REFERENCE DATUM LOCATION:** 38°20'15.20"

**DEPTH BELOW DATUM:** 2.2375'

**PLANNED IN IN PLAN OF FEATURE NO:** 12

**OTHER DRAWINGS:**

**DESCRIPTION OF FIND:** Lumpy plaster with red-and-set color

Painted white cream. Pale yellow green

with small white flecks lying just above wall (13) Part of rubble of pulled-down wall

**PHOTOGRAPHS:** B/W 16.9 - S East. Before removal

**RECORDER:** R. Stocks

---

**NUMBER:** M13

**SQUARE:** 40R14

**IN FEATURE:** 12

**REFERENCE DATUM LOCATION:** 38°20'15.20"

**DEPTH BELOW DATUM:** 2.2375'

**PLANNED IN IN PLAN OF FEATURE NUMBER:** 12

**OTHER DRAWINGS:**

**DESCRIPTION OF FIND:** Lumpy plaster (grey-white) with pink then orange-paste coats

Found with above (and above (13) above)

Sue M12

**PHOTOGRAPHS:** B/W 16.9 - S East. Before removal

**RECORDER:** R. Stocks

© A. BICKFORD 1983 (Reduced from Foolscap)
<table>
<thead>
<tr>
<th>NO.</th>
<th>DATE</th>
<th>CER</th>
<th>GLS</th>
<th>MTL</th>
<th>BNS</th>
<th>SDH</th>
<th>B.M.</th>
<th>OTHER (SPECIFY)</th>
</tr>
</thead>
</table>

**COLUMN: CHECK BAG LIST WITH STRAT SHEETS. TICK IF CORRECT**

© A. BICKFORD 1983

(Reduced from Foolscap)
PLAN OF THE FIRST FLOOR
YOUNG ST. TERRACES.

L. = Light Working

Scale: 1 cm. = 75 cm.
0.5 cm. = 38 cm.
PLAN OF THE GROUND FLOOR

YOUNG ST. TERRACES

L. = Light Working

Scale: 1cm = 75cm
0.5cm = 38cm

LARGE FINDS
BACKFILLING SUPPLIES

EXIT → STAIRS

FEMALE CHANGE ROOM

PLAN OF THE GROUND FLOOR

BRICKS, PHASE III

PHASE III FINDS

EMPTY (Very Dark)

BOX ROOM

STATIONERY CUPBOARD

STAIRS

STATIONERY

HALL

CONFERENCE ROOM

SLIDE ROOM

FIGURE 11
(Reduced from Foolscap)
**Museum of Applied Arts and Sciences**

**CONSERVATION UNIT**

**OBJECT SURVEY/TREATMENT REPORT**

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>REGISTRATION NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERAMIC SERVING-DISH FRAGS</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>OWNER/CURATOR</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26-4-84</td>
</tr>
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<table>
<thead>
<tr>
<th>NO. OF PIECES</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 (TWENTY-ONE)</td>
<td>2-6-84</td>
</tr>
</tbody>
</table>

| DIMENSIONS (mm)        |                   |
| (RECONSTRUCTED) HEIGHT | ≈ 40-50mm (1½-2") |
| WIDTH                  | ≈ 39cm (ca. 15")  |

<table>
<thead>
<tr>
<th>SOURCE/BRIEF HISTORY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>26-4-84 M.O'HEA</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BODY &amp; RIM SHERDS OF WHITE-WARE OVALOID SHALLOW SERVING DISH</td>
<td></td>
</tr>
<tr>
<td>W/SCALLOPED EDGES. INT: DECORATED W/GREEN TRANSFER PRINT: DAISY FLORAL/ENSCROLLED</td>
<td></td>
</tr>
<tr>
<td>BORDER WITH GREEN DOTTED BACKGROUND, CENTRAL GREEN: TONDO MOTIF OF FLORAL DESIGN ON</td>
<td></td>
</tr>
<tr>
<td>WHITE B'GROUND. NO MANUFACTURER'S MARK VISIBLE.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXAMINED BY</th>
<th>TREATED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. O'HEA</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PHOTOGRAPH (IDENTIFICATION, BEFORE/AFTER TREATMENT)</th>
</tr>
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</table>
### WORK REQUESTED

<table>
<thead>
<tr>
<th>Immediate purpose:</th>
<th>Inspection</th>
<th>Analysis</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Restoration</td>
</tr>
<tr>
<td>Preservation</td>
<td></td>
<td>Restoration</td>
</tr>
<tr>
<td>Repair</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (record discussions with Owner/Curator on proposed treatment)

### WORKING OBJECT

(working condition, feasibility of restoring to working condition etc.)

### PREVIOUS TREATMENT

(including reports, materials and processes used, condition and position)

### RECEIPT CONDITION AND TREATMENT SUMMARY

**CONDITION:** SURFACE DIRT; HEAVY IRON STAINING & SOME BLACK ORGANIC STAINING ON ALL SURFACES, GLAZE CRAZED IN PATCHES, VERY FRAGMENTED BUT 19 FRAGS WILL REJOIN TO ONE LARGE FRAC., OTHER 2 REJOIN SEPARATELY.

**TREATMENT:** WASHED IN TAP H₂O AND AIR-DRIED, STORED IN PLASTIC BAG & PLACED IN "TO BE MENDED" BOX.

### FURTHER TREATMENT RECOMMENDATIONS

(Conservation Service Request No. refers)

### FULL TREATMENT REPORT

Available from Conservation Laboratory

This is all you get!

### STORAGE AND DISPLAY RECOMMENDATIONS
FIGURE 14
(Reduced from Foolscap)

FIRST GOVERNMENT HOUSE PROJECT STAGE:

SITE ATTENDANCE FORM

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>STAFF/ VOLUNTEER/ PUBLIC SERVANT/ OTHER:</th>
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<th>SALARY/ EXPENSES/ UNPAID:</th>
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</table>

<table>
<thead>
<tr>
<th>DAYS ON SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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FIRST GOVERNMENT HOUSE, SYDNEY

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<th>Contents</th>
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</thead>
</table>
| 1) Folder | Elevation of Car Park Wall Diagram  
Elevation of Ground Outside Car Park Wall  
East-West Trenches: 32R18  
32R20  
32R22  
32R24  
Square 32R26  
East-West Trench 32R26  
Square 32R28  
East-West Trench 32R28  
Square 32R30  
East-West Trench 32R30  
North-South Trench 32R31.50  
Square 32R32  
East-West Trenches: 30.5R32  
30.5R34  
30.5R36  
North-South Trench 34R31.50 |
| 2) Folder | Square: 36R30  
North-South Trench 36R31.50  
Squares: 36R32  
38R24  
38R26  
38R28  
38R30  
North-South Trench 38R31.50  
Squares: 38R32  
40R26  
40R28  
40R30  
38R30 |
| 3) Folder | Phase I: Excavation General:  
P.W.D. survey of F.G.H. Site  
Plans of Site and Overlays  
Finances  
List of Plans and Sections  
General excavation notes  
Lists of Equipment borrowed from the Heritage Council, B.C. & M. and N.P.W.S.  
Wallet with 3 plans of F.G.H. Site with Grid Overlay and excavated area and Record Sheets designed by A. Bickford. |
<table>
<thead>
<tr>
<th>Folders</th>
<th>Contents</th>
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<tr>
<td>1) Folder</td>
<td>North-South Trench 12R8</td>
</tr>
<tr>
<td>2) Folder</td>
<td>Squares: 14R4 14R8 15R8 15R8/14R8 North-South Trenches: 14R6 14R8</td>
</tr>
<tr>
<td>3) Folder</td>
<td>Square 16R4/17R4</td>
</tr>
<tr>
<td>4) Folder</td>
<td>North-South Trenches: 16R6 16R8 Square 17R6 North-South Trenches: 18R6 18R8</td>
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<tr>
<td>5) Folder</td>
<td>Square 20R4</td>
</tr>
<tr>
<td>6) Folder</td>
<td>North-South Trenches: 20R6 20R8</td>
</tr>
<tr>
<td>7) Folder</td>
<td>Square 22R4 North-South Trenches: 22R6 22R8</td>
</tr>
<tr>
<td>8) Folder</td>
<td>Squares: 22R8 22R10 22R14</td>
</tr>
<tr>
<td>9) Folder</td>
<td>North-South Trench 24R6 Square 24R6 North-South Trench 24R8 Square 24R9 North-South Trench 24R14</td>
</tr>
<tr>
<td>10) Folder</td>
<td>Squares: 25R4 25R6 26R6 26R14 North-South Trench 26R14</td>
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<td>11) Folder</td>
<td>Square 28R6</td>
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<tr>
<td>Folders</td>
<td>Contents</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>12) Folder</td>
<td>Squares: 28R8, 28R10, 28R14</td>
</tr>
<tr>
<td>13) Folder</td>
<td>Square 32R8</td>
</tr>
<tr>
<td>14) Folder 1 of 2 Folders</td>
<td>Square 35R14</td>
</tr>
<tr>
<td>15) Folder 2 of 2 Folders</td>
<td>Square 35R14</td>
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<tr>
<td>16) Folder</td>
<td>Squares: 36R5-6, 38R5-6</td>
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<tr>
<td>17) Folder 1 of 2 Folders</td>
<td>Square 38R6-9 (includes 38R6-7, 38R6-8 and 36R6-9)</td>
</tr>
<tr>
<td>18) Folder 2 of 2 Folders</td>
<td>Square 38R6-9 (includes 38R6-7, 38R6-8 and 36R6-9)</td>
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<td>19) Folder</td>
<td>Squares: 38R9-10, 38R10, 38R12</td>
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<td>20) Folder</td>
<td>Square 38R14</td>
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<tr>
<td>21) Folder</td>
<td>Squares: 38R16, 40R00</td>
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<tr>
<td>22) Folder</td>
<td>Squares: 40R8, 40R10</td>
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<tr>
<td>23) Folder</td>
<td>Square 40R12</td>
</tr>
<tr>
<td>24) Folder</td>
<td>Square 40R14</td>
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<td>25) Folder</td>
<td>Square 40R16</td>
</tr>
<tr>
<td>26) Folder</td>
<td>Squares: 41R10, 41R12, 41R14, 41R16</td>
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Phase II - Field Notes: Main House Area

<table>
<thead>
<tr>
<th>Folders</th>
<th>Contents</th>
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<tbody>
<tr>
<td>27) Folder</td>
<td>Darling's South-West Corner: Squares: 26R26, 28R23, 28R26, 30R22, 30R24, 30R26</td>
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<tr>
<td>Folders</td>
<td>Contents</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>28) Folder</td>
<td>Darling's South-East Corner :-&lt;br&gt;Squares: 26R32&lt;br&gt;27R32&lt;br&gt;28R32&lt;br&gt;30R32&lt;br&gt;30R34</td>
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<tr>
<td>29) Folder</td>
<td>Squares: 34R22&lt;br&gt;34R24</td>
</tr>
<tr>
<td>30) Folder</td>
<td>Square 34R36</td>
</tr>
<tr>
<td>31) Folder</td>
<td>Square 34R38</td>
</tr>
<tr>
<td>32) Folder</td>
<td>Squares: 36R22&lt;br&gt;36R24&lt;br&gt;36R29&lt;br&gt;36R30&lt;br&gt;36R32&lt;br&gt;36R34</td>
</tr>
<tr>
<td>33) Folder</td>
<td>Square 36R36</td>
</tr>
<tr>
<td>34) Folder</td>
<td>Square 38R18</td>
</tr>
<tr>
<td>35) Folder</td>
<td>Square 38R20</td>
</tr>
<tr>
<td>36) Folder</td>
<td>Squares: 38R23&lt;br&gt;38R24&lt;br&gt;38R26&lt;br&gt;*40R26&lt;br&gt;*40R26</td>
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<tr>
<td>37) Folder</td>
<td>Square 38R34</td>
</tr>
<tr>
<td>38) Folder</td>
<td>Square 38R36</td>
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<tr>
<td>39) Folder</td>
<td>Square 40R18</td>
</tr>
<tr>
<td>40) Folder</td>
<td>Square 40R20</td>
</tr>
<tr>
<td>41) Folder</td>
<td>Squares: 40R32&lt;br&gt;40R34</td>
</tr>
<tr>
<td>42) Folder</td>
<td>Square 41R18</td>
</tr>
<tr>
<td>43) Folder</td>
<td>Square Test Trench 41R20&lt;br&gt;41-40R20</td>
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</tbody>
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* See also Phase I excavation records.
44) Folder (Blue)  
Contents
Notes relating to the Areas supervised by A. Wilson - Darling's South-East Corner Squares 26-30R32 and 30R34
Square 17R6
Squares:
34R36
34R38
36R36
38R34
38R36
40R32
40R34

45) Folder

Phase II - Field Notes: Stables Area

Folders

Contents
South-East Quadrant 1970's Car Park (South end of Site): - North-South Trench: 0R22-22R22 East-West Trenches: 0R22-0R28 2R22-2R28 6R22-6R28 10R22-10R30 14R22-14R32

Phase II - Field Notebooks

Supervisor
R. Aitken
A. Bickford
D. Gojak
S. Kelly
D. Lautrec
S. McIntyre
D. Mead
M. Pearson
D. Rhodes
R. Stocks
A. Wilson

No. of Books
2
5
6
4
5
3
1
1
2
4
11

See separate Index of Contents of Field Notebooks. Contents are also listed on the inside front cover of each notebook.
Phase II - Summaries

1) Folder Vol.1

1) R. Aitken: Darling's South-West Corner Square 28R23 et al.

2) D. Gojak Summaries:
   a) 22R14-28R14
   b) 17R4/16R4, 14R4, 16R4, 20R4, 22R4, 18R6, 22R6, 24R6, 28R10
   c) 18R6, 18R8, 20R4, 20R6, 20R8, 22R4, 22R6, 22R8, 22R10, 24R6, 24R9, 25R4, 25R6, 28R6, 28R8, 28R10
   d) 12R8, 14R4, 14R6, 14R8, 15R8/14R8, 16R6, 16R8, 17R6

2) Folder Vol.2

1) S. Kelly Summaries:
   a) 35R14
   b) 35R14
   c) Pylon Square I 38R18, 38R20, 40R18, 40R20, 41R18, 41R20

2) D. Lautrec: 38R6-9, 38R5-6

3) M. Pearson: Darling's South-West Corner 28R26

4) D. Rhodes: 32R8

5) R. Stocks Summaries:
   a) 17R4, 20R4, 22R4
   b) 38-40R8-12, 41R10-16, 38-40R14-16
   c) 40RO0

6) H. Temple Summaries:
   a) 36R23
   b) 38R24
   c) 38R26
   d) 36R29
   e) 36R30
   f) Additional notes by S. Kelly

7) J. Wade Summaries:
   a) 34R22 and 36R22
   b) 34R24
   c) 36R24
   d) Additional notes by S. Kelly
8) A. Wilson Summaries: -
   a) Darling's South-East Corner Squares 26-30R32 and 30R34
   b) 17R6
   c) 40R32, 40R34, 38R34, 36R36, 34R36, 34R38

9) S. McIntyre: North-South Trenches 14R6-24R6, Squares 16R4 and 17R4, Square 24R6

**Phase II - Plans and Sections - A3**

(N.B. Foolscap and A4 Plans and Sections are filed in the folder with the relevant square's records)

1) Folder - A3 size : Phase II A3 Plans and Sections (includes Phase I Final Plan of Squares 40R30 and 38R30)

   Contents:
   - Symbols used for Feature Plans
   - Working guides - showing progress of 1:10 Final Plans 5 sheets
   - Phase I : Main House Area - 1 Plan
   - Phase II : Outbuildings Area - 58 Plans (57 sheets)
   - Phase II : Main House Area 31 Plans (32 sheets)
   - Phase II : Main House Area 3 sections

**Phase II - Plastic Section Tracings and Latex Sections**

Plastic Section Tracings: -

1) Outbuildings Area : Square 28R8 Tracing of part of North Section (40 cms wide)

2) Main House Area : Square 34R38 Tracing of part of the East Section (60 cms wide)

3) Main House Area : Square 38R30 Tracing of part of the East Section (79 cms wide)
4) Main House Area : Square 40R18 Tracing of part of the West Section (10 cms wide)

Latex Sections:
1) Outbuildings Area : Square 28R8 Latex Peel of part of the North Section (40 cms wide)
2) Main House Area : Square 34R38 Latex Peel of part of the East Section (60 cms wide)
3) Main House Area : Square 38R30 Latex Peel of part of the East Section (79 cms wide)
4) Main House Area : Square 40R18 Latex Peel of part of the West Section (10 cms wide)

Phase III - Field Notes : Stables Area

Folders          Contents
1) Folder        : Phillip St. Terraces - South Area :- North-South Trenches 1 to 4
2) Folder        : Bike Parking Area South End and Phillip St. Terraces - North Area :-
                   Squares:
                   M6R16
                   M4-4.78R32
                   M4-4.27R30
                   M4R16
3) Folder        : Phillip St. Terraces - North Area :-
                   Squares:
                   M2R14
                   M2R16
                   M2-4R20

4) Folder        : Bike Parking Area South End and Phillip St. Terraces -
                   North Area :-
                   Squares:
                   M2R30
                   M2R32-36
                   0R12
5) Folder: Bike Parking Area South End and Phillip St. Terraces - North Area:
Squares: OR14, OR16, OR30, OR32, 2R30, 2R32

6) Folder: Bike Parking Area:
Backhoe excavation records

Phase III - Field Notes: Outbuildings Area

7) Folder: Squares:
14R10, 14R12, 14R14

Phase III - Field Notebooks

Supervisor | No. of Books
---|---
A. Bickford | 2
D. Gojak | 3
S. Kelly | 2
D. Rhodes | 4
R. Stocks | 1

See separate Index of Contents of Field Notebooks. Contents are also listed on the inside front cover of each notebook.

Phase III - Summaries

1) Folder: Outbuildings Area:
D. Gojak
Summary of North-South Trench 12R8, North-South Trench 14R8, Squares 14R8, 14R10, 14R12, 14R14, 15R8, 15R8/14R8 and North-South Trench 16R8
2) **Stables Area: R. Stocks**
   Sandstone bedrock associated with North Area - Phillip St.
   Terraces, South Area North-South Trenches 2 and 3 and the Bike Parking Area - South End

3) **Stables Area: R. Stocks**
   North Area - Phillip St.
   Terraces - Squares OR12, OR14, M2R14, OR16, M2R16, M4R16, M6R16, M2-4R20

4) **Stables Area: D. Rhodes**
   Bike Parking Area - south end, Squares: 2R32, OR32, M2R32, M2R30, M4-4.78R32, M4-4.27R30, OR30, 2R30

5) **Stables Area: D. Rhodes**
   South Area - Phillip St.
   Terraces: Excavation, Stratigraphy and Summary of the North-South Trenches 1-4

---

**Phase III Plans and Sections - A3 and A2**

(N.B. Foolscap and A4 Plans and Sections are filed in the folder with the relevant square's records)

1) **Folder - A3 size**
   - Outbuildings Area :-
     a) Plans of 20th. century features - South end of 1970's Car Park - 1 composite plan original and one copy
     b) Plans - 1970's Car Park Wall and Ground Surface - 7 plans
     c) Plan of Iron Drain Covers Squares 20R8 and 20R10
     d) Final Plans: 14R10, 14R12, 14R14 - 3 plans

2) **Folder - A3 size**
   - Stables Area - Plans :-
     a) Phillip St. Terraces - North Area - 18 sheets
     b) Bike Parking Area East-West Trench 2 - 2 sheets
     c) Bike Parking Area - South End 11 sheets
3) Folder - A3 size
   : Stables Area - South Area, Phillip St. Terraces:
     a) Plans of Phillip St. Terraces and Surface Plans with levels - 6 Plans
     b) Surface Plans - South Area - 46 Plans
     c) Plans after removal of Feature 1 - South Area - 16 Plans
     d) Sections: North-South Trenches 1, 2, 3, 4 - 15 sheets
     e) Final Plans of North-South Trenches 1, 2, 3, 4 - 13 sheets

4) Folder - A2 size
   : Stables Area:
     a) Sections: Bike Parking Area East-West Trench 2 - 2 sheets

Phase III - Miscellaneous

1) Folder
   : Phase III - Miscellaneous:
     a) Phase II - Index of Field Notebooks
     b) Phase III - Index of Field Notebooks
     c) Phase III - Surface Collection Finds
     d) Phase III - Photographic Positions - Phillip St. Terraces Area

Phases II and III

1) Folder
   : Contains Notes on Excavations outside the boundaries of the site:
     a) Phase II Macquarie Place Excavation
     b) Phase III Bridge St. S.C.C. Trench
     c) Phase III Young St. Gas Pipe Trench
     d) Phase III Phillip St. Gas Pipe Trench
Phases II and III - Mortar and Soil

1) Folder : Gibbons and Lawrie :-
a) Supervisor's notes on discussions with Dr George Gibbons - mainly concerning mortar
b) Supervisor's notes on discussions with Roy Lawrie, Department of Agriculture, on soils
c) Report on 3 Dimensional plans of the Chocolate Layer in A. Wilson's Area, by R. Aitken for R. Lawrie
d) R. Lawrie - Block Diagram showing Position of Chocolate Layer

2) Folder : Phase II and III Mortar & Soil Samples :-
a) Mortar Samples M1-M50
b) Soil Samples S1-S11
c) List of Soil Samples analysed and the amounts remaining

BACKFILLING

Phase III - Backfilling Records

<table>
<thead>
<tr>
<th>Folders</th>
<th>Contents</th>
</tr>
</thead>
</table>
| 1) Folder 1 of 2 | Conservator J. Begg's Records:-
a) 2 Field Note Books
b) Plan with Inspection Points Shown
c) Daily Backfilling Progress Diagrams
d) Details of Water movements, spraying, etc.
e) Reports on Individual Areas - Descriptions of backfilling method
f) Sand testing |
**Folders**

2) Folder 2 of 2

: Conservator J. Begg's Records:
  a) Supplies
  b) Hollywood Sands receipts
  c) General backfilling information
  d) Special information
  e) Drainage - P.W.D. Plans, etc. Notes
  f) Fungicide
  g) Product information
  h) Extra general backfilling notes and diagrams

3) Folder

: a) Supervisor's notes on backfilling
   b) Backfilling Photographs - List
   c) Backfilling letters, quotes, details and plans, etc

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**Phase IV - Backfilling Records**

1) Folder

: Notes on re-inspection of Inspection Points (current folder)

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**PHOTOGRAPHIC ARCHIVE**

Department of Environment and Planning: **File 390**

Black and White Proof Sheets:

**Folders**

1) Folder 1 of 7

: Phase I and Phase II
  a) Proof Sheets Phase I:
     23/2/83-25/2/83 Neg. Nos. 1-94
  b) Proof Sheets Phase II
     17/6/83-17/7/83 Neg. Nos. 95-303

2) Folder 2 of 7

: Phase II
  a) Proof Sheets 20/7/83-28/8/83
     Neg. Nos. 304-855
<table>
<thead>
<tr>
<th>Folders</th>
<th>Contents</th>
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<tr>
<td>3) Folder 3 of 7</td>
<td>Phase II</td>
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<tr>
<td></td>
<td>a) Proof Sheets 31/8/83-7/10/83</td>
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<tr>
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<td>Neg. Nos. 855-1410</td>
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<tr>
<td>4) Folder 4 of 7</td>
<td>Phase II</td>
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<tr>
<td></td>
<td>a) Proof Sheets 12/10/83-28/10/83</td>
</tr>
<tr>
<td></td>
<td>Neg. Nos. 1411-1582</td>
</tr>
<tr>
<td>5) Folder 5 of 7</td>
<td>Phase III</td>
</tr>
<tr>
<td></td>
<td>a) Proof Sheets - Photos of Historic Pictures</td>
</tr>
<tr>
<td></td>
<td>b) Duplicate/Misnumbered Proof Sheets</td>
</tr>
<tr>
<td>6) Folder 6 of 7</td>
<td>Phase III</td>
</tr>
<tr>
<td></td>
<td>a) Proof Sheets 14/2/84-31/3/84</td>
</tr>
<tr>
<td></td>
<td>Neg. Nos. 1583-2006</td>
</tr>
<tr>
<td>7) Folder 7 of 7</td>
<td>Phase III</td>
</tr>
<tr>
<td></td>
<td>a) Proof Sheets 3/4/84-30/5/84</td>
</tr>
<tr>
<td></td>
<td>Neg. Nos. 2007-2443</td>
</tr>
</tbody>
</table>

D.E.P. Photographic Record Sheets:

<table>
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<th>Folders</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Folder 1 of 2</td>
<td>Black and White Photo Record Sheets - L. Kerr and N. Lee.</td>
</tr>
<tr>
<td></td>
<td>a) Phase I 23/2/83-25/2/83</td>
</tr>
<tr>
<td></td>
<td>Neg. Nos. 1-94</td>
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<td></td>
<td>b) Phase II 17/6/83-28/10/83</td>
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<td>Neg. Nos. 95-1582</td>
</tr>
<tr>
<td>2) Folder 2 of 2</td>
<td>Black and White Photo Record Sheets - J. Gillis</td>
</tr>
<tr>
<td></td>
<td>a) Phase III 14/2/84-30/5/84</td>
</tr>
<tr>
<td></td>
<td>Neg. Nos. 1583-2443</td>
</tr>
<tr>
<td></td>
<td>b) 35mm Colour Record Sheets -</td>
</tr>
<tr>
<td></td>
<td>Phase III 14/2/84-30/5/84</td>
</tr>
</tbody>
</table>

N.B. Phase I and II. There are no record sheets or proof sheets for the coloured slides taken by the D.E.P. held on site. These are held by the D.E.P.

Phase III - Record sheets for Black and White Slides and Black and White Proof Sheets held on site. Coloured Slide Proof Sheets held by the D.E.P.
Phase IV - D.E.P. File 390

Folders | Contents
--- | ---
1) Folder | a) Black and White and Coloured Slide photographic record sheets of the Special Finds Studio Photographs - J. Gillis 30/10/84-7/11/84
b) Notes on the photographing of the Special Finds

2) Folder | : Black-and White Proof Sheets of Special Finds Studio Photographs 30/10/84-7/11/84

Photographic Record : Site Cameras

Folders | Contents
--- | ---
1) Folder | : Phase I
a) Photographic Record Sheets - Black and White and Coloured Slide
b) Black and White Proof Sheets
c) Black and White Negatives

2) Folder | : Phase II - B&W
a) Black and White Photo Record Sheets and Proof Sheets 25/6/83-10/11/83 Rolls 1-30
b) Miscellaneous Photo Proof Sheets - Visitor's photos supplied for the records

3) Folder | : Phase II and Phase III - B&W
a) Black and White Record Sheets and Proof Sheets 11/11/83-12/6/84 Rolls 31-49

4) Folder | : Phase II and Phase III - Prints
a) Coloured Print Record Sheets Rolls P.1a-P.21 12/11/83-12/6/84
b) Conservator J. Begg's Print Record Sheets
c) Records of Prints - private cameras

5) Folder | : Phase II, Phase III and Phase IV Slides
a) Slide Record Sheets 30/6/83-14/6/84 Rolls 01-052 - Phase II and III
b) Slide Record Sheets 23/10/84 Rolls 053 and 054 - Phase IV
6) Folder

Contents

Folder: Phase II and Phase III - Negatives

a) Phase II B&W Negatives
25/6/83-22/12/83 Rolls 1-37
b) Phase III B&W Negatives
8/3/84-12/5/84 Rolls 37-49
c) Phase II Colour Print
Negatives 11/11/83-29/1/84
Rolls P.1a-P.5
d) Phase III Colour Print
Negatives 29/1/84-12/6/84
Rolls P.6-P.21
e) B&W negatives given by
visitors to the Site

Phase II and Phase III - Coloured Prints

Site Cameras:
19 Photograph Albums of Coloured Prints
Rolls P1a-P.21 11/11/83-12/6/84

Conservator J. Begg Camera:
2 Photograph Albums of Coloured Prints
a) Rolls JB1 and JB2
b) Rolls JB2 and JB3

Copies from Private Cameras:
19 Photograph Albums of Coloured Prints
relevant to First Government House Site

Slides:
Phase I - 5 rolls of slides (not all complete rolls)
Phase II - 36 rolls of slides
Phase III - 16 rolls of slides
Phase IV - 2 rolls of slides

FINDS RECORDS

Folders

Contents

Phase I

1) Folder

Phase I Finds Catalogue
a) Finds per feature per square
Folders

Phase II

2) Folder

Contents

Phase II Finds Catalogue
a) Finds per feature per square
b) Finds from the Bike Parking Area
c) Finds from Macquarie Place
d) Catalogue of Bricks

Phase III

3) Folder

Contents

Phase III Finds Catalogue
a) Finds per feature per square from Stables Area, Outbuildings Area and Main House Area
b) Finds from Phillip St. Terraces - South Area North-South Trenches
c) Finds from the Bike Parking Area
d) Surface Collections
e) Young St. Gas Pipe Trench - Finds

SPECIAL FINDS RECORDS

Folders

Phase I

1) Folder

Contents

a) Phase I Special Finds Forms Special Finds Nos. 1-28
16/2/83-3/3/83
b) List of Phase I Finds given Special Finds Numbers in Phase III

Phase II and III

2) Folder

Contents

Phase II and III Special Finds Forms Nos. 01-275
(Includes Bike Parking Area Special Finds, February 1984)
23/6/83-29/2/84

Phase III

3) Folder

Contents

Phase III Special Finds Forms Nos. 276-528 6/3/84-26/4/84 (Includes Phase I and II Finds given Special Finds Status in Phase III)
Folders

4) Folder

Phase III Special Finds
Forms Nos. 529-553 27/4/84-2/6/84

Phases I, II and III

5) Folder

Cross Index of Special Finds
Catalogued by type e.g. bone, ceramic, glass etc. Covers all three excavation phases

FINDS : CONSERVATION RECORDS

Folders

Contents

Phase I

1) Folder

a) Conservation Examination and Treatment Forms - Special Finds Nos. 1-27
b) C.E and T. Forms for general finds from Phase I that were treated.

Phase II

2) Folder

Conservation Examination and Treatment Forms - Special Finds Nos. 01-100 June-September 1983

3) Folder

Conservation Examination and Treatment Forms - Special Finds Nos. 101-200 August-October 1983

4) Folder

Conservation Examination and Treatment Forms - Special Finds Nos. 201-300 October-November 1983

5) Folder

Emergency Treatments - ordered by Square Number (Not Special Finds) - G. Marsh, Conservator

Phase III

6) Folder

Conservation Examination and Treatment Forms - Special Finds Nos. 301-400
Folders

7) Folder : Conservation Examination and Treatment Forms - Special Finds Nos. 401-500

8) Folder : Conservation Examination and Treatment Forms - Special Finds Nos. 501-553

9) Folder : Conservation Work in Progress - J. Begg, Conservator

10) Folder : Conservation - General Notes, J. Begg:
    a) Conservation Supplies, Purchases, General Equipment notes and Instructions and Suppliers
    b) List of Special Treatments, loans, etc
    c) General guidelines for the treatment of finds and wet weather jobs
    d) Plan of Young St. Terraces showing contents of Finds Rooms

GENERAL RECORDS

Phase II and Phase III

Architectural

1) Folder : Phase II - R. Stafford: Miscellaneous Notes

2) Folder : Phase III - Notes on the Drafting of Plans by P. Belton and G. Happ

3) Folder : Plan Catalogue (Catalogue of Plans filed in the Plan Chest)

4) Plan Chest : Plans and Drawings:
    a) Backfilling
    b) Phase II Progress Prints
    c) Phase III Progress Prints
    d) Negatives - Originals
    e) Specialist Drawings
    f) Mortimer Lewis Plans
    g) Phillip St. Terraces
    h) The "Tin Shed"
    i) Street Plans
    j) Illustrations
    k) Plastic Tracings of Sections
Historic Pictures and Plans

1) Folder (Red) : Field Copies of Site Plans and Pictures
2) A3 Folder (Blue) : Historic Picture File of First Government House and Environ (copies of Historic Pictures)
3) A2 Folder a) Copies of Historic maps and plans of F.G.H. Area of Sydney
             b) Copies of Maps and Drawings of Council Services to the Area of the Site

Historical Research

1) Folder : Historical Research - Mining Museum and Other :-
            a) Interview with Mr Alfred Bramly re "The Tin Shed" - Phase III
            b) Notes on the discussion with Mr J. Mulhall re Drainage Pipes - Phase II
            c) Notes on the Young St. Terraces and the Mining Museum - Phase II
            d) Notes from Charles and Robert Power - Phase II
            e) Notes from M. Graham re Ceramics - Phase II
2) Folder : Notes on the Phillip St. Terraces and "The Tin Shed":-
            a) Record of the Interview with Mr Alfred Bramly on "The Tin Shed"
            b) Information obtained from the Metropolitan Water Sewerage and Drainage Board Archivist
            c) Interview with B. Roser on "The Tin Shed" and the Phillip St. Terraces

Education

1) Folder : Education
           Excavation Instructions:-
            a) Instructions for Excavators - A. Bickford Phase II 1983
            b) Finds - Handling and Care - G. Marsh 1983 Phase II
Archaeological Literature -
Extracts:-
c) Volunteers - extract from
Rescue Archaeology by
P.A. Rahtz 1974
d) Glossary of Soil Descriptions
- from A Factual Key for the
Recognition of Australian
Soils by Keith Northcote -
4th Edition 1979
e) Chapter 3 Investigation by
Excavation from Practical
 Archaeology 2nd Edition 1974
by Graham Webster
f) Sections 5, 6 and 7 from
Principles of Archaeological
Stratigraphy by E.C. Harris,
Academic Press 1979

Specialist Reports
Botanical:
1) Simplick Wallet: Botanical Specimens Records:-
   a) Dr H.A. Martin School of Botany, University of
      New South Wales: Report - The Palynology of a
      Sample from the excavation of the First Government
      House Site 1984
   b) R. Stocks: Notes on the Identification of two
      Fern Specimens growing on the F.G.H. Site -
      National Herbarium of N.S.W.
   c) Two Fern Fronds - pressed

2) Soils
   a) R.A. Lawrie: Chemistry Branch, Biological and
      Chemical Research Institute, Department of
      Agriculture, N.S.W. Report on the Soils of the
      First Government House Site, Corner of Phillip
      and Bridge Streets, Sydney 1983

Conservation:
3) a) Dr G.S. Gibbons: Draft Report Conservation of
      First Government House, Sydney December 1983

ADMINISTRATIVE RECORDS

Phase I and Phase II - Staff

1) Folder
   : Staff and Volunteers Phase
     I and preliminary Phase II:-
     a) Applications for Supervisors'
        Positions and replies,
        volunteers etc
     b) Phase I - Staff
Phase II - Staff

2) Folder : Volunteers
3) Folder : Site Attendance Records
4) Folder : Salary and Wage Pause Letters
5) Book : Sign On/Sign Off Attendance Book
6) Charts
   a) Proposed Public Servant Roster
   b) Actual Public Servant Roster July-September 1983
   c) Volunteer Roster - 2 sheets

Phase II - Salaries

Col Plan Sheets:

1) Record of Expenses paid to Volunteers - 4 pages
2) Record of Wage-Pause Money Paid - 2 pages
3) Record of Salaries Paid to Staff - 3 pages

The Col Plan Sheets show for each pay fortnight:

a) the names of staff, volunteers or wage-pause people;
b) the invoice number of the pay letter;
c) the number of days each person worked;
d) the date the invoice was sent to the D.E.P;
e) the date the cheque was received from the D.E.P;
f) and the date the cheque was paid to the recipient.

Stage II - General

1) Administrative Assistant's Diary: Includes day to day business, information on places to buy equipment and the film processing record for Black and White and Coloured Prints.

2) Phase II Volunteer Roster: Original on tracing film and one blank dyeline copy.

3) Project Programme (Critical Path): Matthew Hall Pty Ltd Charts:
   - 3 dyeline charts - filled
   - 4 plastic film charts - 3 filled, 1 blank
   - 2 blank ruled charts - Dyelines
4) Simplick Wallet (Blue):

   a) First Aid guidelines
   b) Accident Report Forms (blank)

Phase III - Staff

1) Folder:
   : Persons - Volunteers, Staff, Community Employment Programme People - addresses and work availability details

2) Folder:
   : Site Attendance Records

3) Folder:
   : Phase III and Phase IV:-
      a) Letters for Payment Phase III and IV
      b) Letters re C.E.P. and Administrative Assistant Employment Phase III
      c) Miscellaneous letters Phase III

4) Book:
   : Sign On/Sign Off Attendance Book Phase III and Phase IV (Current use)

Phase III - Salaries

Col Plan Sheets:-

1) Record of Expenses paid to Volunteers - 2 pages

2) Record of C.E.P. monies paid - 2 pages

3) Record of Salaries paid to Staff - 2 pages

The Col Plan Sheets show the same details as described above for Phase II.

Phase III - General

1) Field Notebook:
   : Administrative Assistants' Field Notebook I

2) Folder:
   : Phase II and III:-
      a) Equipment Lists
      b) Receipts
      c) Purchases
      d) Key List
      (Most of the information refers to Phase III but there are some Phase II lists also)

3) Book:
   : Phase III and Phase IV
      Administrative Assistants Diary
Phase IV - Staff

1) Folder

The Sign On/Sign Off Attendance Book for Phase IV is a continuation of the Phase III Book. The Letters of Payment for Phase IV are filed in the same folder as the Phase III letters.

Phase IV - Salaries

Col Plan Sheets:

1) Record of Salaries paid to Staff - 1 page

Phase IV - General

1) Folder

   Equipment and Stationery
   Purchases and Key List:
   a) Phase IV Equipment Purchases
   b) Phase IV Stationery Purchases
   c) Phase IV Miscellaneous
   Purchases
   d) Key Lists

2) Book

   Phase III and Phase IV
   Administrative Assistants
   Diary (Phase IV continues in
   the same book as Phase III)

FINANCIAL RECORDS

Cheque Vouchers Folders

1) 15.6.83 to 23.9.83 Phases I and II
2) 24.9.83 to 1.2.84 Phase II
3) 2.2.84 to 16.5.84 Phases II and III
4) 16.5.84 to date Phases III and IV

Books of Account

1) Cash Payments and Cash Receipts Journal
2) Petty Cash Journal
3) General Ledger
4) Wages Journal
5) Deposit Books - all to date
6) Cheque Butts - all to date
Other Folders

1) Receipts
2) Taxation Records and Bank Statements
3) General Notes - Bookkeeper

Simplick Wallets:

1) Blue
   1) 17/6/83 - 9/9/83
   2) 9/9/83 - 1/2/84
   3) 7/2/84 - 21/2/84
   4) 21/2/84 - 8/6/84

2) Brown
   : Phase II Receipts and Bookkeeping Journal
   June - part July 1983
   (Before Petty Cash was established)