



**National School Archives SIG**  
**Pre-Conference One-Day Program Schedule**  
**Monday 10 November 2025**  
**9:00am – 4:00pm**

2025 ASA Conference – “Telling Our Stories: Community, Connection, Resilience”

Join the National School Archives SIG for a dynamic day of professional development, networking, and exploration, as part of the ASA Sydney Conference pre-conference proceedings. With **three optional components** to choose from, you can tailor your experience based on your interests and availability. **Separate registrations are required for each event.**

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**OPTION ONE: National School Archives SIG - Tour of Sydney Town Hall**

**Date & Time:** 8:45 am – 11:00 am

**Location:** Sydney Town Hall, George St, Sydney

*Join City of Sydney Historian, **Laila Ellmoos**, for an exclusive tour of the iconic **Sydney Town Hall** – a major landmark in the heart of the city, with its grand steps perhaps Sydney’s most popular rendezvous point.*

*Laila will guide you through the building’s rich history, focusing on **The Vestibule** and **The Great Hall**. As the largest and most ornate late 19th-century civic building in Australia, Sydney Town Hall is renowned for its magnificent high Victorian interiors and elaborate decorative detail.*

*Following the tour, Laila will give a short talk on the **Civic Collection display**, after which you are invited to explore the display at your own pace.*

**Who Can Attend:** Limited to School Archivists.

**Note:** Spaces are limited. Register to secure your spot for this unique opportunity to delve into Sydney's civic heritage.

- Meeting point: 8:45 am on the steps of Sydney Town Hall for a 9:00 am start.



## OPTION TWO: National School Archives SIG - Networking Lunch

**Date & Time:** 11:45 am – 1:30 pm

**Location:** The Edinburgh Castle Hotel, Corner of Pitt and Bathurst Streets, Sydney CBD.

- Venue accessible by metro, light rail, train, and bus services.

*Take a break and join fellow school archivists for a casual networking lunch in the heart of the Sydney CBD. This is a great opportunity to connect with other archivists from across the country, exchange ideas, and discuss common challenges faced in the field.*

**Who Can Attend:** Open to all School Archivists.

**Note:** Lunch is at your own cost. Please register to confirm your attendance and help us manage numbers.

- Arrive at 11:45pm for a 12pm start.

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## OPTION THREE: National School Archives SIG - Networking Meeting

**Date & Time:** 1:45 pm – 4:00 pm


**Location:** St Andrew's Cathedral School – Chapter House, Sydney Square, 474 Kent St, Sydney.

**Host:** Mr Kelton Jarvis, Archivist, St Andrew's Cathedral School

*The **National School Archives SIG Networking Meeting** brings together school archivists from across Australia for an afternoon of professional learning, discussion, and collaboration. This engaging session will feature three key components, each focusing on current issues and opportunities in school archives practice:*

1. **TROVE Presentation**

Discover how your school archive or library can become part of the **Trove Partner network**, joining over 30 schools and educational institutions already contributing to this national platform. The **free Trove Content Contributor package** allows schools using a Trove-compatible collection management system to export catalogue records directly to Trove and access partner rates for digitisation projects.



Even if you're not ready to become a partner, **Trove Collaborative Services** offers opportunities to digitise significant materials – such as school magazines and newsletters – so they can appear directly on Trove. Examples of schools already participating include: Beacon – Coffs Harbour High School; Portal – Brisbane Boys' College; The Seagull – Tweed River High School; The Canberran – Canberra Grammar School; Karbai – Bamaga State High School; and Daramalan College Magazine.

These digitised collections not only preserve heritage but also strengthen school communities by enabling alumni and researchers to engage with, and even enhance, the records as Trove Correctors.

## 2. **Stories from Our Archives**

Reflect on and share stories from your archives that connect to the 2025 ASA Conference theme: "Telling Our Stories: Community, Connection, Resilience." Participants are encouraged to bring a story that highlights community engagement, connection, or resilience within their school archives.

## 3. **Round-Table Discussion on RRDS**

This open discussion will focus on the implementation and practical application of the **Records Retention and Disposal Schedule (RRDS)** within school archives.

Representatives from different states and territories will share insights into how the schedule is being interpreted and applied across various jurisdictions. The session will explore both comprehensive and flexible approaches to managing records in accordance with the RRDS, recognising that schools operate with differing capacities and requirements. Participants will be encouraged to exchange experiences, challenges, and ideas to support effective and compliant recordkeeping across the school archives community.

**Who Can Attend:** Open to all School Archivists.

**Note:** The event will be held both in person and online. Zoom links will be provided for online attendees after registration closes on Friday, 7 November 2025.

- Arrive in person by 1:45 pm for a 2:00 pm start.