

ISAAR (CPF) DRAFT AUTHORITY RECORD FORM

FULL EXAMPLE (Corporate Body) from Australia

5.1 IDENTITY AREA		
5.1.1 Type of entity		Corporate body
5.1.2 Authorized form of name		Australia. Department of Defence Co-ordination. Central Office
5.1.6 Identifiers for corporated bodies		AU NAA CA 37
5.2 DESCRIPTION AREA		
5.2.1 Dates of existence		13 November 1939 – 14 April 1942
	Dates ISO 8601	1939-11-13/1942-04-14
5.2.2 History		<p>On 13 November 1939, separate Departments of Navy, Army and Air were established and the Department of Defence [II] then became the Department of Defence Co-ordination.</p> <p>The Department controlled the following higher direction and joint machinery:</p> <ul style="list-style-type: none"> . War Cabinet (CA 1468) which replaced the peacetime Council of Defence. The Department was responsible for the secretarial work of the War Cabinet, including the maintenance of its records. . Advisory War Council (CA 495) . Defence Committee (CA 289) . Chiefs of Staff Committee . Board of Business Administration [II] (CA 101) . Manpower Committee . National Register Board (CA 161) . Advisory Works Panel . Accountancy Panel <p>With the arrival of United States Staff Officers in Australia in January 1942, an Administrative Planning Committee was established to assist the Americans in arranging through the appropriate Australian Departments, for the establishment of their base organisations in Australia.</p> <p>Ministerial responsibility for the Department was vested in the Prime Minister who thereby could control the direction of the war effort.</p> <p>On 14 April 1942, the Prime Minister announced that the title of the Department was to be changed to the Department of Defence [III] (CA 46). It was considered a more appropriate statement of his functions as Minister, having regard to the new organisation of the Allied Forces in the South-West Pacific area.</p> <p>Ministers to the Department were:</p> <p>13 Nov 1939 - 29 Aug 1941 : Hon Robert Gordon Menzies (CP 54) 29 Aug 1941 - 7 Oct 1941 : Hon Arthur William Fadden 7 Oct 1941 - 14 Apr 1942 : Hon John Curtin (CP 258)</p> <p>Secretary to the Department was:</p> <p>13 Nov 1939 - 14 Apr 1942 : Sir Frederick G Shedden (CP 320)</p>

5.2.3 Places		Melbourne, Australia
5.2.4 Legal status		Department of State
5.2.5 Functions, occupations and activities	NAA Functions Thesaurus	Defence Co-ordination Internees
	Narrative	<p>The Department of Defence Co-ordination was responsible for the co-ordination of defence activities, and in particular, for the following:</p> <ul style="list-style-type: none"> (i) Defence policy: All matters of Defence policy in their relation to the Departments of Navy, the Army, Air and Supply and Development (ii) Administrative co-ordination and review: <ul style="list-style-type: none"> (a) Co-ordination of the activities and requirements of the Navy, Army and Air Departments in the administrative sphere. (b) Higher co-ordination between the Departments of the Navy, Army, Air and Supply and Development in its relation to the requirements of the several services. (c) Co-ordination of all joint-service matters. (d) Co-ordination of Civil Staff matters (other than Public Service) as may be determined. (iii) Financial Co-ordination and review: <ul style="list-style-type: none"> (a) Co-ordination of the financial requirements of defence policy affecting Departments of Army, Navy, Air, Supply and Development, and defence Co-ordination. (b) Review of major financial proposals and expenditure of the Departments referred to in (a). (c) General control of funds allotted for the carrying out of Defence Policy, together with the supervision of audit authorisations and expenditure (d) Co-ordination of the financial regulations of the Departments of the Navy, the Army and Air. (iv) Works Co-ordination and review: <ul style="list-style-type: none"> (a) Co-ordination of the works requirements of the Service Departments and the Department of Supply and Development. (b) Maintenance of uniform standards and specifications. (c) Inspection and review. (d) General schemes of office accommodation for the Department of Defence Co-ordination, Navy, Army and Air, including the Victoria Barracks area. (v) Commonwealth War Book: <ul style="list-style-type: none"> (a) Maintenance of the Commonwealth War Book (b) General Administration of the National Security Act and Regulations and co-ordination of departmental action thereunder. (vi) Civilian defence and State Co-operation: Advice on plans for civil defence and co-ordination of activities of States in relation thereto.

5.2.6 Mandates/sources of authority		<p>Creation: Executive Council Meeting No. 72 (Prime Minister's Department No.167) of 13 November 1939 Abolition: Executive Council Meeting No.59A (Prime Minister's Department No.13) of 14 April 1942</p> <p>The Administrative Arrangements Orders of 29 November 1939 (Commonwealth of Australia Gazette, No. 153 of 30 November 1939) listed the Acts administered by the Department as:</p> <p>Defence Act 1903-1939 (except in relation to the organisation and control of the Naval Forces or the Military Forces) Defence Equipment Act 1924, 1928, 1934, 1936, 1937, 1938, 1939 Defence (Visiting Forces) Act 1939 Geneva Convention Act 1938 National Registration Act 1939 National Security Act 1939 Telegraph Act 1909 War Precautions Act Repeal Act 1930-1934, Section 22 (with the exception of sub-section (f))</p>
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5.3 RELATIONSHIPS AREA

First Relation

5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Defence (II) (Central Administration)
	<i>Identifier</i>	AU NAA CA 19
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship		Previous agency
5.3.4 Dates of the relationship		13 November 1939
	<i>ISO 8601</i>	1939-11-13

Second Relation

5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Home Security. Directorate of Civil Defence and State Co-operation
	<i>Identifier</i>	AU NAA CA 43
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship		<p>Subsequent agency</p> <p>The Department of Home Security, formed in June 1941, assumed responsibility for advice on plans for civil defence and co-ordination of the activities of States in relation thereto.</p>
5.3.4 Dates of the relationship		26 June 1941
	<i>ISO 8601</i>	1941-06-26

Third Relation

5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Transport (II). Central Office
	<i>Identifier</i>	AU NAA CA 44
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship	<i>Title</i>	Subsequent agency
	<i>Narrative</i>	Assumed responsibility for the organization of transport for an emergency
5.3.4 Dates of the relationship		26 June 1941
	<i>ISO 8601</i>	1941-06-26

Fourth Relation

5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Treasury. Central Office
	<i>Identifier</i>	AU NAA CA 11
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship		Subsequent agency
	<i>Narrative</i>	Assumed responsibility for financial matters, Board of Business Administration and civil staff matters.
5.3.4 Dates of the relationship		1 December 1941

	<i>ISO 8601</i>	1941-12-01
<i>Fifth Relation</i>		
5.3.1 Name/identifier of the related entity	Authorized form of name	Australia. Department of Treasury. Defence Division
	Identifier	AU NAA CA 68
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship		Subsequent agency
	<i>Narrative</i>	In December 1941, the Treasury Defence Division assumed responsibility for Financial Co-ordination and Review, the Board of Business Administration, the Treasury Committee, and the function of co-ordination of civil staff matters (other than the Public Service).
5.3.4 Dates of the relationship		1 December 1941
	<i>ISO 8601</i>	1941-12-01
<i>Sixth Relation</i>		
5.3.1 Name/identifier of the related entity	Authorized form of name	Australia. Department of Labour and National Service. Central Secretariat
	Identifier	AU NAA CA 40
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship		Subsequent agency
	<i>Narrative</i>	The Directorate of Manpower, established in January 1942, in the Department of Labour and National Service, became responsible for manpower matters and replaced the Manpower Committee and the National Register Board.
5.3.4 Dates of the relationship		1 January 1942
	<i>ISO 8601</i>	1942-01-01
<i>Seventh Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Defence (III). Central Office
	<i>Identifier</i>	AU NAA CA 46
5.3.2 Category of relationship		Temporal
5.3.3 Description of relationship		Subsequent agency
	<i>Narrative</i>	On 14 April 1942, the Prime Minister announced that the title of the Department was to be changed to the Department of Defence [III] (CA 46). It was considered a more appropriate statement of his functions as Minister, having regard to the new organisation of the Allied Forces in the South-West Pacific area.
5.3.4 Dates of the relation		14 April 1942
	<i>ISO 8601</i>	1942-04-14
<i>Eighth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. National Register Board
	<i>Identifier</i>	AU NAA CA 161
5.3.2 Category of relationship		Hierarchical
5.3.3 Description of relationship		Controlled agency
	<i>Narrative</i>	
5.3.4 Dates of the relation		13 November 1939 – 31 January 1941
	<i>ISO 8601</i>	1939-11-13/1941-01-31
<i>Ninth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Prime Minister's Department
	<i>Identifier</i>	AU NAA CA 12
5.3.2 Category of relationship		Hierarchical
5.3.3 Description of relationship		Superior agency
	<i>Narrative</i>	
5.3.4 Dates of the relationship		13 November 1939 – 14 April 1942
	<i>ISO 8601</i>	1939-11-13/1942-04-14

<i>Tenth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Defence Co-ordination. Accountancy Advisory Panel
	<i>Identifier</i>	AU NAA CA 638
5.3.2 Category of relationship		Hierarchical
5.3.3 Description of relationship		Controlled agency
5.3.4 Dates of the relationship		13 November 1939 – 25 February 1942
	<i>ISO 8601</i>	1939-11-13/1942-02-25
<i>Eleventh Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Defence Co-ordination. Board of Business Administration
	<i>Identifier</i>	AU NAA CA 101
5.3.2 Category of relationship		Hierarchical
5.3.3 Description of relationship		Controlled agency
5.3.4 Dates of the relationship		29 December 1939 – 11 February 1942
	<i>ISO 8601</i>	1939-12-29/1942-02-11
<i>Twelveth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Australia. Department of Defence Co-ordination. Man Power Committee
	<i>Identifier</i>	AU NAA CA 421
5.3.2 Category of relationship		Hierarchical
5.3.3 Description of relationship		Controlled agency
5.3.4 Dates of the relationship		13 November 1939 – 14 April 1942
	<i>ISO 8601</i>	1939-11-13/1942-04-14
<i>Thirteenth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Lewis, Essington, 1881-1961
	<i>Identifier</i>	AU NAA CP 111
5.3.2 Category of relationship		Associative
5.3.3 Description of relationship	Title	Chairman, Board of Business Administration
5.3.4 Dates of the relationship		13 November 1939 – 21 May 1940
	<i>ISO 8601</i>	1939-11-13/1940-05-21
<i>Fourteenth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Menzies, Sir Robert Gordon, 1894-1978
	<i>Identifier</i>	AU NAA CP 54
5.3.2 Category of relationship		Associative
5.3.3 Description of relationship	Title	Minister
5.3.4 Dates of the relationship		13 November 1939 – 7 October 1941
	<i>ISO 8601</i>	1939-11-13/1941-10-07
<i>Fifteenth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Sheddon, Sir Frederick, 1893-1971
	<i>Identifier</i>	AU NAA CP 320
5.3.2 Category of relationship		Associative
5.3.3 Description of relationship	Title	Secretary
5.3.4 Dates of the relationship		13 November 1939 – 14 April 1942
	<i>ISO 8601</i>	1939-11-13/1942-04-14
<i>Sixteenth Relation</i>		
5.3.1 Name/identifier of the related entity	<i>Authorized form of name</i>	Curtin, John, 1885-1945
	<i>Identifier</i>	AU NAA CP 258

5.3.2 Category of relationship		Associative
5.3.3 Description of relationship	Title	Minister
5.3.4 Dates of the relationship		7 October 1941 – 14 April 1942
	<i>ISO 8601</i>	1941-10-07/1942-04-14
	<i>Dates ISO 8601</i>	1978/1989
5.4 CONTROL AREA		
5.4.1 Authority record identifier		AU NAA CA 37
5.4.2 Institution identifier(s)		National Archives of Australia
	<i>ILL Code</i>	AU NAA
5.4.3 Rules and/or conventions		<p>- ISAAR (CPF) – <i>International Standard Archival Authority Record For Corporate Bodies, Persons and Families</i>, Draft 2nd ed., Madrid: International Council on Archives, 12-15 June 2002.</p> <p>- Commonwealth Record Series Manual, Canberra, National Archives of Australia, 2000.</p> <p>- ISO 8601 - <i>Data elements and interchange formats –Information interchange—Representation of dates and times</i>, 2nd ed., Geneva: International Standards Organization, 2000.</p> <p>- ISO 3166 - <i>Codes for the representation of names of countries</i>, Geneva: International Standards Organization, 1997.</p> <p>- ISO 15511 - <i>Information and documentation - International Standard Identifier for Libraries and Related Organisations (ISIL)</i>, Geneva: International Standards Organization, 2000.</p> <p>- ISO 639-2 - <i>Codes for the representation of names of languages - Part 2: Alpha-3 Code</i>, Geneva: International Standards Organization, 1998.</p> <p>- ISO 15924 - <i>Codes for the representation of names of scripts</i>, Geneva: International Standards Organization, 2001.</p>
5.4.4 Status		Revised
5.4.5 Level of detail		Full
5.4.6 Dates of creation and revision	<i>ISO 8601</i>	1987-09-30; revised 2002-11-01
5.4.7 Languages(s) and script(s)		English
	<i>ISO 639-2</i>	En
	<i>ISO 15024</i>	Latn
5.4.9 Maintenance notes	Creator of authority record	Exapno Mapcase

6 RELATING CORPORATE BODIES PERSONS AND FAMILIES TO ARCHIVAL MATERIALS AND OTHER RESOURCES

First Group of Related Resources

6.1 Identifiers and titles of related resources
and
6.4 Dates of related resources and/or relationships

The following 47 series were recorded by this agency and are held by the National Archives of Australia:

- A471 Courts-Martial files [including war crimes trials], single number series, 1939-1942;
- A663 Correspondence files, multiple number series with 'O' prefix (primary numbers 1-224), 1940-42;
- A664 Correspondence files, multiple number series (Class 401), 1939-1940;
- A816 Correspondence files, multiple number series [Classified 301], 1939-1942;
- A817 Correspondence Australian Comforts Fund, Defence Liaison Officers Series, 1940-1942;
- A818 Index to Correspondence Australian Comforts Fund, Defence Liaison Officers Series, 1940-42;
- A828 Colonial and Commonwealth Army List, 1940-1942;
- A830 Royal Australian Air Force Lists, 1939-1942;
- A1194 Library Material, Single Accession Number Series with Decimal Classification, 1939-1942;
- A1567 Correspondence files, multiple number series, (numbers 665/4 - 678/1) (civilian personnel), 1939-42;
- A1830 Printed Library Catalogues, 1939-1942;
- A1942 Subject registration booklets for CRS A664, correspondence files multiple number series, 1939-40;
- A1943 Subject index cards ('Staff Policy Index') for CRS A664, correspondence files, 1939-1940;
- A1944 Name index cards for correspondence files, series, CRS A664, A663, A1567 and A1952, 1939-1942;
- A1952 Correspondence files, multiple number series (primary numbers 401-665) ('Old Military'), 1939-41;
- A2689 Daily War Summaries from the Dominions Office (First Series), 1939-1941;
- A2758 Daily War Summaries from the Dominions Office (Second Series), 1942;
- A4396 Subject registration booklets (L14's) for CRS A663, correspondence files, multiple number series with 'O' prefix (primary numbers 1-224), 1940-1942;
- A4397 Subject registration booklets (L14's) for CRS A1567, correspondence files, multiple number series (primary numbers 665/4-678 (personnel), 1939-1942;
- A4398 File registration booklets (L14's) for CRS A816, Correspondence files, multiple number series, 1939-42;
- A4520 Name index cards for CRS A816, Correspondence files, multiple number series, 1939-1942;
- A4521 Subject index cards for CRS A816, correspondence files, multiple number series, 1939-1942;
- A4524 Subject index cards for CRS A663, correspondence files, multiple number series with 'O' prefix (primary numbers, 1-224), 1940-1942;
- A4526 Subject index cards for CRS A1567, correspondence files, multiple number series, (primary numbers 665/4 - 678) (personnel), 1939-1942;
- A4564 Nominal index to reports of deaths and casualties for CRS A663, correspondence files, multiple number series with 'O' prefix, 1941-1942;
- A4565 Contributions index for CRS A663, correspondence files, multiple number series with 'O' prefix, (primary numbers 1-224), 1940-1942;
- A4601 Subject index cards ('Staff Index') for correspondence files, multiple number series, CRS A664, CRS A1567 and CRS A1952, 1939-1940;
- A5954 'The Shedden Collection' [Records collected by Sir Frederick Shedden during his career with the Department of Defence and in researching the history of Defence Policy], two number series, 1939-1942;
- A6388 War Book Office: correspondence folders, 1939-1942;
- A6389 War Book Office; register of correspondence folders, 1939-1942;
- A7711 Report on the Directorate of Prisoners of War and Internees, Melbourne, 1939-1942;
- A7942 Defence Committee Papers, 1939-1942;
- A8416 Correspondence files, binders, books, viewgraphs, and maps created by the Director-General, Operations and Plans, Army, single number series, 1939-1942;
- A8447 Chiefs of Staff Committee (COSC) minutes and agenda, annual single number series, 1939-42;
- A9791 Records, correspondence, reports associated with meetings of the Council of Defence [other than minutes and agenda], single number series, 1939-1942;
- AA1979/605 Subject registration booklets (L 14's) for correspondence files, multiple number series ('old military series') (portion relating to arbitration, 665/2 and 665/37, 1939-1941;
- B5156 Medical records of miscellaneous prisoners of war, alphabetical series, 1941;
- CP745/1 General Correspondence, 1939-1942;
- MP353/1 Copy of report of proceedings, exhibits and miscellaneous papers of Board of Enquiry into the ordering and purchase of canvas from General Motors-Holden Ltd. 1941;
- MP353/2 Copies of report of proceedings, exhibits, and miscellaneous papers of Board of Enquiry into the ordering and purchase of electric cable from Olympic Tyre & Rubber co., 1941;
- MP353/3 Copies of report of proceedings, exhibits and miscellaneous papers of Board of Enquiry into the ordering and purchasing of mechanical vehicles from General Motors-Holden Ltd and the Ford Motor Co of Australia, 1942;
- MP535/1 Correspondence re staffing and organisation of the Directorate of Civilian Defence, 1941;
- MP535/4 Papers relating to civil defence in Australia, 1941-1942;
- MP1074/1 Classified outward signals (confidential), 1939-1942;
- MP1074/4 Unclassified inward signals, 1939-1942;
- P1234 War Book of the Commonwealth of Australia, 1939-1942;
- P2238 Commonwealth War Book, 1939.

6.2 Types of related resources	Archival series	
6.3 Nature of relationships	Creator and/or recording agency	
<i>Second Related Resource</i>		
6.1 Identifier and title of related resource	<i>Title</i>	Records of H. L. Port, Defence Committee Secretariat
	Unique Identifier	AU AWM 174 (Australian War Memorial)
6.2 Type of related resource		Archival series
6.3 Nature of relationship		Recording agency
6.4 Dates of related resource and/or relationship		1939-1942
<i>Third Related Resource</i>		
6.1 Identifier and title of related resource	<i>Title</i>	Paul Hasluck, The Government and the People, 1939-1941, Canberra, Australian War Memorial, pp. 442-447.
6.2 Type of related resource		Monograph extract
6.3 Nature of relationship		Subject
6.4 Dates of related resource		1952