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**A** **R** **C** **H** **I** **V** **E** **S**  
**C** **E** **N** **T** **R** **E**

Collecting & Sharing our History

## Guide to the Archives & Reading Room

Upper Floor – Bendigo Library

251-259 Hargreaves Street, BENDIGO

### **Opening Hours**

Wednesday & Thursday

10:00AM to 12:30PM and 1:30PM to 4:00PM

Closed Public Holidays

Check the Facebook Page for local and corporate closures

Bookings preferred

Please visit the BRAC website for further information, guides, templates and resources suggestions.

Use the PROV website to find detailed information about particular records, how to use records, or to order records to the Bendigo Reading Room.

Still can't find the answers you need?

Contact the BRAC team by email or during opening hours by phone – all contact details are on the back of this Guide.

## What is BRAC?

The Bendigo Regional Archives Centre (BRAC) is a unique partnership between the Public Records Office Victoria (PROV), the City of Greater Bendigo and the Goldfields Library Corporation (GLC). BRAC enables records related to central and north-western Victoria to be preserved, housed and accessed, in or near to their place of origin. Two, purpose-built approved places of deposit (POD), house records that can be accessed at the BRAC Reading Room upstairs in the Bendigo Library building.

## Where are BRAC records from?



BRAC's collection includes records sourced from Agencies in the eight municipal areas:

Gannawarra Shire  
Loddon Shire  
Shire of Buloke  
Rural City of Mildura

Shire of Campaspe  
City of Greater Bendigo  
Rural City of Swan Hill  
Mount Alexander Shire

Prior to the many shire amalgamations in 1994, this area was comprised of 35 different shires, and back to 1855, many more. In the Maps & Plans section of our website you can find a spreadsheet of the evolution of municipal districts to help narrow down which original agency's records you need. A timeline on our website can assist you in locating the correct agency for your research, along with maps in the reading room.

## The BRAC Collection

BRAC holds a varied collection of Public Records that can be roughly categorised into seven types, detailed below. Refer to the PROV website for an outline of the type of information that can be found in each type of record. Note that 'Bendigo' and 'Sandhurst' are used interchangeably.

\* Indicates an index, or partial index, is available for this series

### Courts

Bendigo Courts Children's Court Register	Bendigo Courts Petty Sessions Civil Cause Lists *
Bendigo Courts Civil Verdict Books	Bendigo Courts Petty Sessions Criminal Cause Lists *
Bendigo Courts Common Law Register	Bendigo Courts Petty Sessions Record Book
Bendigo Courts Execution & Summons Books	Bendigo Courts Petty Sessions Register
Bendigo Courts General Sessions Criminal Record Book	Bendigo Courts Petty Sessions Register of Cases Relating to the Gold Offences
Bendigo Courts Gold Buyer's Register	Bendigo Courts Record of Power of Attorney & Probate of Wills
Bendigo Courts Index to Convictions	Bendigo Courts Register of Judgements
Bendigo Courts Insolvency Register	Bendigo Courts Small Claims & Residential Tribunal Register
Bendigo Courts Inward Correspondence Register & Books	Bendigo Courts Special Complaints Register
Bendigo Courts Jurisdiction Books	Bendigo Courts Summons Under Imprisonment of Debtors Act Register
Bendigo Courts Mining Warden Lease Applications	Bendigo Courts Supreme Court Cause Books & Indexes to Action
Bendigo Courts Mining Warden's Register	Bendigo Courts Supreme Court Cause List

Bendigo Courts Outward Correspondence Register	Bendigo Courts Supreme Court Judgement Book
Bendigo Courts Petty Session Register of Second-Hand Dealers	Bendigo Courts Supreme Court Orders & Decrees
Bendigo Courts Petty Sessions Register of Warrants	Bendigo Courts Supreme Court Record of Probates & Letters of Administration Payments Register
Bendigo Courts Petty Sessions Attachment Book	Sandhurst Court of Mines
Bendigo Courts Petty Sessions Cause Lists	
Eaglehawk Licencing Register	Eaglehawk Courts Record of Power of Attorney & Probate of Wills
Eaglehawk Court Petty Sessions Register *	Eaglehawk Courts Special Complaints Register
Echuca Courts Roll of Attorneys & County Fee book	
Elmore Courts Electoral Revision Register	Elmore Courts Petty Sessions Cause Lists
Elmore Courts Fair Rents Board Register of Determinations	Elmore Courts Petty Sessions Register
Elmore Courts Indexes to Convictions	Elmore Courts Petty Sessions Warrant Book
Heathcote Courts Special Complaints Register	Heathcote Courts Powers of Attorney & Probate of Wills
Heathcote Courts Petty Sessions Register	
Huntly Courts Petty Sessions Cause List *	Huntly Courts Petty Sessions Register *
Kyabram Courts Petty Sessions Register	Kyabram Courts Special Complaints Register
Rochester Courts Commonwealth Register	Rochester Courts Petty Sessions Register
Rochester Courts Index to Convictions	Rochester Courts Special Complaints Register
Rochester Courts Insolvency Register	Rochester Licencing Court Register
St Arnaud Licencing Court Register	
Tongala Courts Petty Sessions Register	

## Council Operations

City of Bendigo-Sandhurst Committee Minutes	City of Bendigo-Sandhurst Engineer Reports	City of Bendigo-Sandhurst Minutes
City of Bendigo-Sandhurst Town Clerk Reports		
Campaspe Road Board Minutes	Borough of Eaglehawk Minutes	
Shire of Gordon Minutes	Shire of Gordon President's Reports	Shire of Gordon Notices of Motion
Shire of Huntly Minutes	Shire of Marong Committee Minutes	Shire of Marong Minutes
Shire of Mclvor Minutes	Borough of Raywood Minutes	Shire of Rochester Finance Committee Reports
Shire of Strathfieldsaye Minutes	City of Swan Hill Minutes	City of Swan Hill Committee Minutes

## Rates Records

City of Bendigo-Sandhurst Rate Books *	City of Bendigo-Sandhurst Valuation Books
Borough of Eaglehawk Rate Books *	
Borough of Heathcote Rate Books	Shire of Huntly Rate Books
Shire of Mclvor Rate Books	
Marong District Road Board Rate Book	Shire of Marong Valuation Books
Shire of Marong Rate Books	
Borough of Raywood Rate Books	Shire of Rochester Rate Books
Shire of Strathfieldsaye Rate Books	Shire of Strathfieldsaye Valuation Books

## Education

Sunraysia Institute of TAFE	Annual Reports
	Building Plans & Permits
	Purchasing Documentation
	Strategic Plans

	Working Parties Audits
	Board & Council Papers

## Council Correspondence – Inward & Outward

Shire of Mclvor	City of Greater Bendigo *	Shire of East Loddon
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## Cemeteries

Goornong Cemetery Trust Internment and Minute Books

## Infrastructure

Loddon United Waterworks Trust	General Cash Book
	Minute Books
	Correspondence Books
Elmore to Cohuna Railway Construction Trust	Rate Book

Details on date ranges, record availability and more can be found by searching for any of these records in the online PROV catalogue.

For many records, no index exists so it will help to have as much background information relating to your search as possible, including relevant dates, locations and names.

Local history books, [Ancestry.com](https://www.ancestry.com) and [Find My Past](https://www.findmypast.com), as well as a range of databases, are available for free on computers on the upstairs Library Floor (opposite the Reading Room). We can also help identify where other, similar records might be found.

For a complete, searchable list of BRAC holdings, where they are stored, whether an index exists, and if digitised versions are available, visit the [Collection](#) page of our website.

Many record sets are kept together at PROV's primary North Melbourne repository regardless of their geographic origin and can only be accessed at the North Melbourne Reading Room.

## How to access physical records at BRAC

### Finding & Ordering Records

To order public records, you need to be logged into the PROV website. Use the 'Log in/Register' link at the top right of PROV's home page ([www.prov.vic.gov.au](http://www.prov.vic.gov.au)). A complete pictorial, step-by-step guide to ordering, as well as reviewing, extending and cancelling orders, can be found on our website as a PDF and in the Reading Room as a print-out.

The PROV website has a basic search function at the top of the home page. Simply enter the name of the record you're looking for. On the first page of search results, click 'Select record +' for any records you would like to order to the Reading Room:




If you've successfully selected the record, it will change to 'Deselect Record X'. After you have selected your records on that page, scroll to the bottom and click 'Continue to selections'. **DO NOT** go to the next page of results without completing this step or your selections will be cleared. You can use the drop down option at the top to display up to 100 records on the page at one time.



A confirmation will appear – ‘Record added to selection’. If you want to select records on subsequent pages, click ‘Stay on this page’ and then click the grey arrow for the next page of results. If you’re done, click ‘Continue to selections’.





The first step of the My Selections process is to select ‘View at Bendigo’ for each record and then click ‘Confirm order’. If the ‘View at Bendigo’ option doesn’t appear, the record isn’t available to view at BRAC’s Reading Room.


 Please select an order option for the items you wish to add to your cart. Click "Confirm Order" to continue.


**1942-1943**

This record is part of a series: [Rate Books \(VPRS 16333/P0001\)](#)

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 Open record
 VPRS 16333/P0001, 1942-1943
 No date


Greater Bendigo (City 1994-ct)
 Bendigo



View at Bendigo

Order a digital copy

Order a paper copy

Back to Search Results


Remove All Selections

Confirm Order


Next you will see the Order Cart page and you need to select ‘Order now’.

You have 2 Reading Room items previously submitted

**Records to be viewed at Bendigo Reading Room**


 You can request 24 records at a time with a limit of 8 records per delivery. You can change the order of when records will be available by clicking on the arrows on the left. There is no cost for viewing records in the Reading Room. Records are available to view for a maximum of 5 business days.



Available: 2022-06-01 10:30



▼

1942-1943

 VPRS 16333/P0001

**Order summary**

Reading room	Free
Paper copies	\$ 0.00
Digital copies	\$ 0.00
Certified copy processing	\$ 0.00
Delivery cost	\$ 0.00
<hr style="border-top: 1px dotted #ccc;"/>	
<b>Total</b>	<b>\$ 0.00</b>
<small>*Includes GST</small>	

Order now

Cancel order

Logout

Bendigo Regional Archives Centre

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You will need to select 'Continue' on the next page in order for the process to be complete and the order sent to BRAC for picking. You will get an email confirming your order along with details on when you can access them and how long it will be available.

To view Wednesday AM – order before **3PM** Tuesday

To view Wednesday PM or Thursday – order before **11AM** Wednesday

The Nolan Street Repository is off-site and records here may take longer to retrieve. Where various record sets are held is noted in the table on the Collections page of our website.

### Visiting the Reading Room

Enter via the glass door at the far end of the room. On arrival, you will need to sign in at the first desk and then approach the BRAC staff with your details to collect your first batch of records. BRAC records and items in the Library's Local History Collection must remain in the Reading Room. Once you have finished with your order, please return them to staff before signing out.

Laptops, digital cameras and mobile phones are permitted but must be set to silent and non-flash. Notebooks, sketch books, loose paper, wallets, purses, small bags and all types of pencils are allowed.

### Not Permitted in the BRAC Reading Room

- Pens or inks of any description or adhesives of any type
- Food or drinks (screw top water bottles excepted)
- Clipboards, large folders, laptop bags or any other large bags

Lockers are available on the Library Floor directly outside the rear Reading Room entry door for a \$2 refundable deposit (change is available from the Library Reference Desk on this floor).

Phone calls should be taken outside the Reading Room.

## Bendigo Library & Reading Room Access



### How to access digital records for BRAC & PROV

Several record series have been digitized or indexed and can be viewed online or in the library. Visit the BRAC and PROV websites for detail on coverage dates and access to these collections.

#### **BRAC**

19<sup>th</sup> Century Petitions to the Bendigo Council (index to signatories, online)

19<sup>th</sup> Century Bendigo Council Rate Books (index & transcription, online)

19<sup>th</sup> Century Borough of Eaglehawk Rate Books (index & transcription – library)

Court Petty Sessions (via Find My Past)

#### **PROV**

Bendigo Receiving Ward Register of Patients

Wills and Probate & Administration Papers to 1926

Inquest Deposition Files to 1937

Children's Ward Registers

Aboriginal Records

Soldier Settlement Scheme

Divorce Files & Cause Books

Teacher Records & Department of Education Correspondence

Index to Defunct Hotel Licences

Registers of Male & Female Prisoners

Immigration & Passenger Lists

Historic Maps & Plans and Public Works Plans & Files

## Other

Visit the **Links** page of the BRAC website for information on how to find other digitised public records from our catchment area.

## Making Copies of Records

You are welcome to take non-flash photos of any BRAC records in the Reading Room for private research purposes. Items cannot be photocopied or scanned. Copies may be taken from selected books and documents in the Library's Local History Collection – visit the Reference Desk on the Library floor for details.

If you are unable to visit the Bendigo Reading Rooms, you may wish to engage a search agent to attend and take copies on your behalf. A list of agents can be found on PROV's website

<https://prov.vic.gov.au/private-search-agents>

Further details about copyright and gaining permission to use public records can be found on the PROV website and we recommend researchers review:

<https://prov.vic.gov.au/copyright-researchers>

## Who else can help with my research?

To get the best out of your time in the Reading Room, we recommend having as much information as possible about your subject – names, places and especially dates can make sure that you are accessing the right records and make finding what you're looking for much easier.

There are countless resources you can access to help gather this information but we recommend the following as good places to start:

### **Libraries**

Resources for a wide range of subjects and geographic areas, and usually specialty local collections, are offered at most libraries, including free access to subscription records sites like Ancestry and Find My Past. Many libraries also can help in using history resources and know when the BRAC collection might be able to help in your research.

### **Historical, Genealogical & Family History Societies**

Groups that specialise in family and local history have unique databases, books, indexes and local knowledge which can help guide where it will be best to start in the BRAC collection. The Bendigo Family History Group meet near our Reading Room on a Wednesday.

### **Public Record Archives**

Each state has a Records Office, in addition to the National Office:

National Archives of Australia (immigration, war service and more):  
<http://www.naa.gov.au/collection/>

### **Other**

TROVE is the National Library of Australia's digitised, searchable collection of newspapers, magazines, journals, maps and photos from across Australia from the 1820s. Details on people, places and events found on TROVE can often be very useful for your search in the BRAC collection.

<https://trove.nla.gov.au/>

## Information for Agencies

Under the *Public Record Act 1973*, government agencies – such as councils, schools and hospitals – are required to manage the records they create. There is a very specific process for identifying, caring for and transferring permanent records. For detailed information on managing, identifying and transferring government agency records including forms and frameworks, visit the dedicated PROV site:

<https://prov.vic.gov.au/recordkeeping-government>

## How can I find out about new records & events?

### Newsletters

BRAC publishes a quarterly newsletter that is emailed to patrons which is also made available on our website. To subscribe, simply contact us with your email address or subscribe on the Contact page of our website.

### Facebook

The BRAC Facebook Page (@BendigoArchives) is regularly updated with newsletter links, news about our archive and agencies, photos of the collection, and upcoming events hosted by BRAC - simply like and follow from your personal Facebook account.

## PROV

The Public Records Office Victoria publishes *Despatch* monthly. It features information about new collections, new digitisations, events and upcoming records. You can subscribe here to receive it directly by email (<https://prov.vic.gov.au/despatch-subscription>) and read previous issues here <https://prov.vic.gov.au/explore-collection/publications/current-newsletters>.

PROV also publish *Provenance* annually, a free peer-reviewed journal drawing on original records in the Victorian state archives. You can find past issues as well as information about submitting work for publication here:

<https://prov.vic.gov.au/explore-collection/provenance-journal/about-provenance>

Professionals in the archives space might also find *PROV Bytes* of interest, a bimonthly newsletter on industry issues and events, subscription is online here: <https://prov.vic.gov.au/prov-bytes-subscription>

## Bendigo Regional Archives Centre

Reading Room

Upper Floor – Bendigo Library

259 Hargreaves Street, BENDIGO

Wednesday & Thursday

10:00AM to 4:00PM

Closed for one hour from 12:30PM

03 5449 2706

[brac@ncgrl.vic.gov.au](mailto:brac@ncgrl.vic.gov.au)

[www.brac.vic.gov.au](http://www.brac.vic.gov.au)

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