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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

10AM to 4:30PM

Closed Public Holidays

Check the Facebook Page for local and corporate closures

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

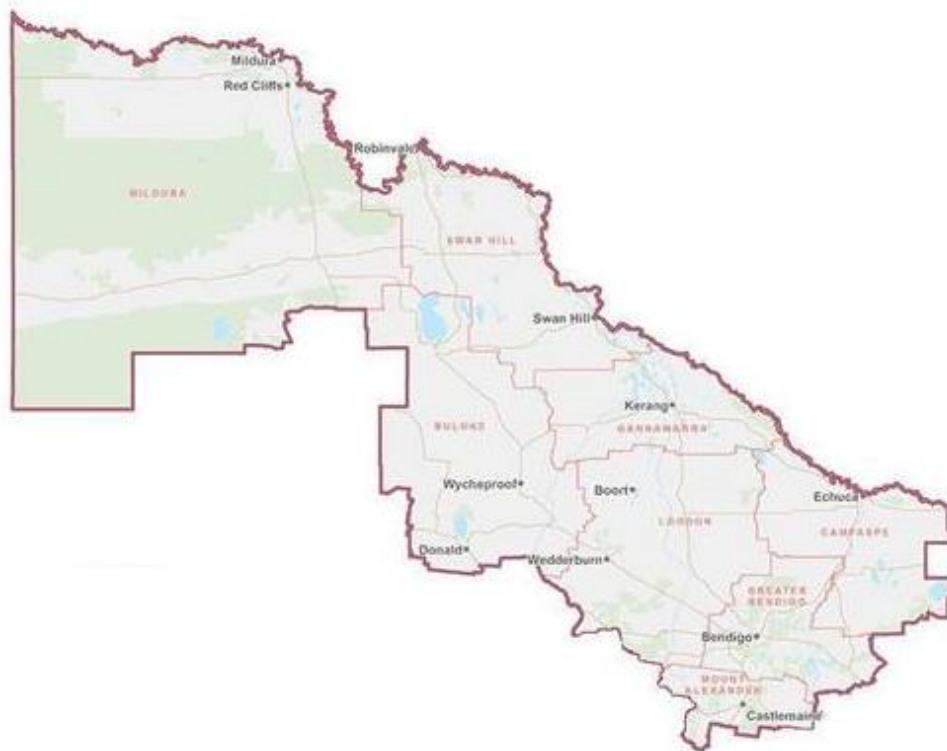
Still can't find the answers you need?

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. BRAC enables the recorded history of central and north-western Victoria to be preserved, housed and accessed, in or near to their place of origin. Two, built-for-purpose approved places of deposit (POD), house records that can then 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. BRAC staff can assist you in locating the correct agency for your research.

BRAC's collection is constantly evolving and many record sets are being reviewed for relocation to the Bendigo repositories to ensure easier access for researchers.

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	

Councils

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

Houses

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

Schools

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 Internment 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 agency information can be found by searching for any of these agencies on the PROV website home page.

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.

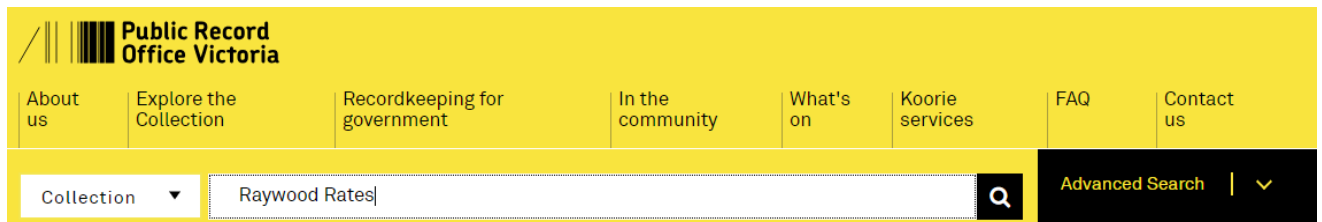
For example, correspondence for the Echuca East Primary School is held with the overall Education Department collection at North Melbourne even though Echuca falls in the BRAC coverage area.

How to access physical records at BRAC

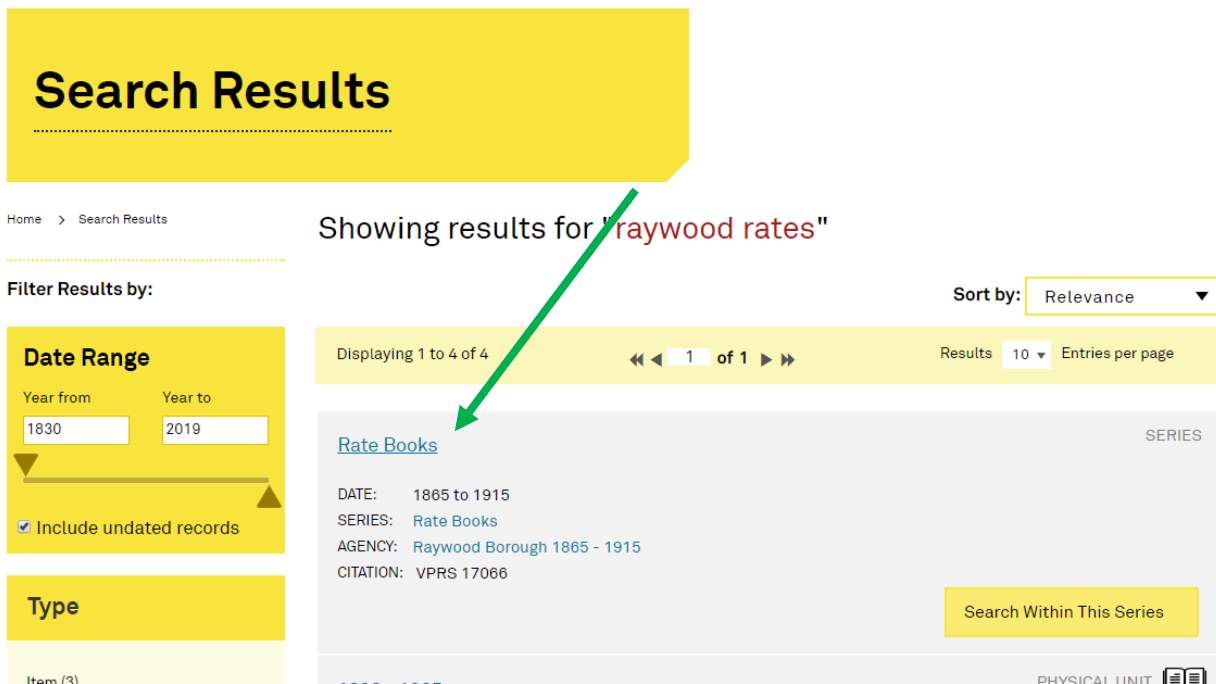
Finding & Ordering Records

To order public records, you need to log in on the PROV website (or set up an account) using the "Log in or create an account" link at the bottom of the PROV home page (www.prov.vic.gov.au).

The PROV website has a basic search function at the top of the home page. Simply enter the name of the record and/or agency from the list above:



In the search results, click the record of interest:



The following page can provide information about the record series – which Agency created it, what information you might be likely to find and what else might help. Click on a blue arrow to show more detail. To order the record, click the 'Accessing the records in this Series' tab:

Public Record Office Victoria

Searching | Ordering | **My Details** | Login

Series VPRS 17066
Rate Books

About this Series	Related Series	Accessing the records in this Series
Date Range:	<i>Series</i> 1865 - 1915	
	<i>Series in Custody</i> 1865 - 1915	
	<i>Contents</i> 1865 - 1915	
Public Access:	Open	
Location:	Bendigo	
Format of Records:	Physical	
<ul style="list-style-type: none">▶ Agency which created this Series▶ Agency currently responsible for this Series▶ Description of this Series▶ More research resources		

To show more information under any heading within a tab, click the blue arrow.

Sometimes a series will have been received by PROV in batches (consignments); first click on the 'P number' for the relevant date range of the record/s you want:

Series VPRS 17066

Rate Books

About this Series | Related Series | Accessing the records in this Series

▼ List/s of records in this series

Display 20 entries per page

Consignment Number	Contents Date Range	Public Access	No. of Units
P0001	1865 - 1915	Open	3

▶ Indexes and Registers
▶ More research resources

If the record shows 'Open', it can be ordered - check the box next to the record/s you want to order, then click "Order selected entries".

Consignment Details

Series title: Rate Books
 Series number: [VPRS 17066](#)
 Consignment number: P0001
 Consignment description:
 Public access: Open
 Format: Physical

▼ A list of records in this Consignment

Order selected entries

Display 20 entries per page

All	Unit No.	Item	Description	Date Range	Access	Location
<input type="checkbox"/>	1		1865 - 1883	1865 - 1883	Open	Bendigo
<input checked="" type="checkbox"/>	2		1896 - 1905	1896 - 1905	Open	Bendigo
<input type="checkbox"/>	3		1906 - 1915	1906 - 1915	Open	Bendigo

To view Wednesday morning to Thursday afternoon – before **3PM** Tuesday

To view Wednesday afternoon or Thursday – before **11AM** Wednesday

The Nolan Street Repository is off-site and records here may take longer to retrieve. A guide to where various record sets are held is available on our website.

Your order will be available to view at the Reading Room for **nine open days** after your order is placed before being returned to the shelves.

Visiting the Reading 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. A Copyright Form (available at the sign in desk) must be completed and submitted for any photos taken of the records. 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, including highlighters
- Food or drinks (sealed 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 door for a \$2 refundable deposit (change is available from the Library Reference Desk on this floor)
- Calls on mobile phones must be taken outside the reading room

Bendigo Library & Reading Room Access



How to access digital records for BRAC & PROV

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

BRAC

19th Century Petitions to the Bendigo Council

19th Century Bendigo Council Rate Books

Court Petty Sessions (various, via website Find My Past)

PROV

Bendigo Receiving Ward Register of Patients

Wills and Probate & Administration Papers

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 photos of any records in the Reading Room but you must complete and submit a **Copyright Declaration** form (available at the sign-in desk). 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.

Further detail 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>

If you are unable to visit the Bendigo or North Melbourne Reading Rooms, PROV does offer a copying service – visit here for the fee schedule and ordering procedure:

<https://prov.vic.gov.au/copying-services-public-users>

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 different 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.

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 click the Email Signup link on our Facebook Page.

Facebook

The BRAC Facebook Page is regularly updated with newsletter links, news on our archive and agencies, photos of the collection, and events coming up 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>).

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

10AM to 4:30PM

03 5449 2700

brac@ncgrl.vic.gov.au

www.brac.vic.gov.au

 @BendigoArchives

A partnership between:

