

# Research guide

ANZAC Commemorative Naming Project



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# Starting your research

The best places to begin your research of a Victorian's service history in your locality is:

- the local RSL
- a local historical society
- the Australian National Library's digitised newspaper record, TROVE.

Alternatively there are a number of research avenues, many online, which will also be useful sources of information.

## Australian War Memorial

The general website at [www.awm.gov.au](http://www.awm.gov.au) will provides access to an array of categorised information.

### First World War Embarkation Roll

This shows the names of 330,000 members of the First Australian Imperial Force (1st AIF), Australian Naval and Military Expeditionary Force, the Australian Flying Corps and the Royal Australian Navy Bridging Train as they embarked for overseas. This list does not include those who enlisted but did not serve overseas.

The list shows name/service number and unit in which a person initially served. By clicking on the name a screen appears that shows further personal information.

Also available on this site is a link to the digitised list. This is a photocopy of the original record and shows additional information such as name/rank/age/trade or calling/marital status/ address at time of enlistment/name of next of kin (NOK)/religion/date of joining/pay rate.

### First World War Nominal Roll

This shows names/service numbers/units/dates of leaving Australia/date of return to Australia (or date killed in action (KIA)). This list was used to assist in the repatriation of those returned from overseas service. It is photocopies of the original typed records.

### Roll of Honour

This records the names of all Australians killed in action in all active service operations, not just the First World War. Clicking on the name will give you the date of death, burial details and sometimes a photograph of the soldier or burial place. It contains all the names shown on the commemorative panels at the Australian War Memorial in Canberra.

It also allows you to search by unit name. For instance, if a particular unit (for example, 24th Battalion) was formed in your locality, you will be able to find all the names registered in that unit.

### Commemorative Roll

This shows the names of those who died during or as a result of wars in which Australia was involved, but were not serving in the Australian Armed Services and were therefore ineligible for inclusion in the Roll of Honour. This roll includes those serving in allied forces, the Merchant Navy, philanthropic organisations attached to the armed services and war correspondents or photographers.

### Remembrance Book

This shows the names of Australian Defence Force members designated as non-warlike service and its equivalent who died during operations after 30 June 1947, including hazardous service, peacekeeping service or humanitarian peacetime service.

## First World War Red Cross Wounded and Missing Files

These files contain about 32,000 records of people reported wounded or missing in the First World War (WWI). There is also a digitised list, which includes photocopies of the original records and some very moving hand-written reports.

## AMF Prisoners of War and Missing in the Far East and South West Pacific Islands

These records show the names of approximately 23,000 members of the Australian Defence Forces who were prisoners of war or reported missing from operations in the Far East or South West Pacific Islands as at 30 June 1944.

# The AIF Project, Australian Anzacs in the Great War 1914–1918

The AIF Project website at [www.aif.adfa.edu.au](http://www.aif.adfa.edu.au) details the service of men and women who fought in the First World War. It is useful for researching surnames, specifically by state. It also collates much of the information found in military dossiers in the National Archives of Australia.

## Department of Veterans Affairs

### Second World War (WWII) records

The website for Second World War records is at [www.ww2roll.gov.au](http://www.ww2roll.gov.au).

The website holds details of more than 1 million service men and women who served in the Australian Defence Force and the Merchant Navy in the Second World War between 3 September 1939 and 2 September 1945.

Note: all people who served are listed – the inclusion of a name does not indicate that they had operational service. It does not include those in Allied Forces, the Land Army, Red Cross or other philanthropic organisations.

### Korean War records

The website for Korean War records is at [www.koreanroll.gov.au](http://www.koreanroll.gov.au).

The roll shows details of approximately 17,000 people who served in the Australian Defence Forces in Korea or in waters adjacent to Korea between 27 June 1950 and 19 April 1956.

**Note:** eligible veterans have the option of having their names removed from the roll.

### Vietnam War records

The website for Vietnam War records is at [www.vietnamroll.gov.au](http://www.vietnamroll.gov.au).

The roll shows details of approximately 61,000 people who served in the Australian Defence Forces between 23 May 1962 and 29 April 1975. This list includes both those who received the Vietnam Medal (active service) and those who received the Vietnam Logistics and Support Medal (VLSM) for operational service. It also includes the names of civilians who received the VLSM such as Qantas crew flying to and from Vietnam, merchant seaman on chartered ships to Vietnam, war correspondents, civilian medical and surgical teams and entertainers.

**Note:** eligible veterans have the option of having their names removed from the roll.

## Searches of Second World War, Korean and Vietnam records

The Second World War Nominal Roll will allow you to search by place of birth, place of enlistment and residential locality at the time of enlistment. The Korean and Vietnam Nominal Rolls allow a search by first name, surname or regiment number.

## Gulf War records

A preliminary roll is maintained by the Department of Veterans Affairs at [www.dva.gov.au](http://www.dva.gov.au).

It is currently not as detailed as other nominal rolls. It includes all Australian Defence Force personnel involved in the hostilities and associated operations in the Persian Gulf from August 1990 to September 1991.

# Commonwealth War Graves Commission

The website is at [www.cwgc.org](http://www.cwgc.org).

The Commonwealth War Graves Commission (CWGC) was founded in 1917 and holds records of the 1.7 million Commonwealth Armed Forces personnel who died on active service in both the First and Second World Wars and are buried or commemorated overseas. They maintain 2,500 cemeteries and plots in 150 countries.

# The Office of Australian War Graves

The website is at [www.dva.gov.au/commems\\_oawg/Pages/index.aspx](http://www.dva.gov.au/commems_oawg/Pages/index.aspx).

The office is the Australian arm of the CWGC and is located within the Department of Veterans Affairs. It is responsible for the maintenance and development of all war cemeteries in Australia, PNG, Solomon Islands and Norfolk Island.

# National Archives Of Australia (NAA)

The website is at [www.naa.gov.au](http://www.naa.gov.au) – follow the links through to defence.

The NAA holds most of the personal files/records of individual service men and women. There are a number of restrictions, however, such as the inability to release records less than 30 years old (this is known as the closed period and will change to 20 years on a sliding scale over the next 10 years); some costs involved; and considerable time delays in receiving information. Access to the details contained in personal records should generally not be required unless a detailed information board is to be produced, such as with the naming of a park or other major feature.

NAA also holds the repatriation (DVA) files for First World War service men and women. Requests can be lodged with any of the state offices, which can be found on Fact Sheet 1. Alternatively, email [ref@naa.gov.au](mailto:ref@naa.gov.au) or toll free call to 1300 886 881, Monday to Friday.

NAA has offices in all states and territories in Australia and Fact Sheet 1 outlines the opening hours and locations.

# Mapping our ANZACs

The website is at <http://mappingouranzacs.naa.gov.au>.

The search options allow research by surname or locality/suburb. Each name brought up in the result is directly linked to the NAA dossier relating to that service man or woman. This site is only for WWI.

## Public Record Office Victoria (PROV)

The PROV website is at <http://prov.vic.gov.au/>.

PROV is the archival authority for the State Government of Victoria. It holds public records defined under the *Public Records Act 1973*. Public records are essentially those created or received by departments, statutory authorities and other offices of the State Government of Victoria, municipalities and the Victorian court system. The collection dates from the establishment of government administration in Victoria in 1836. Most of the collection is stored at the Victorian Archives Centre (VAC) in North Melbourne. Records created in the Central Highlands region are stored at the Ballarat Archives Centre (BAC).

If you are unfamiliar with the collection or how to find resources using its online catalogue, proceed to 'Access the Collection' and then 'Starting My Research at PROV'.

All original records are to be viewed in the VAC or BAC Reading Rooms and must be ordered through the PROV online catalogue. Some records in the collection have been digitised and can be viewed on the website, as described in PROVguide 23.

PROV has also produced a range of PROVguides, which act as a starting point to the more frequently used records. All of these guides are available on the website. To find these, go to Access the Collection and then onto Research Guides and then search the PROVguides by subject or number.

For the purposes of this project, records of relevance held by PROV can broadly be as follows:

### Records pertaining to individual Victorians

The collection includes a substantial number of records that document individuals' dealings with a range of Victorian Government organisations and processes. Please note that records of a personal and private nature may be inaccessible.

Some of the most popular records in this category include:

- Immigration, including shipping arrivals (PROVguides 52 and 53)
- Wills and probate/administration files (PROVguide 70)
- Inquests (PROVguide 71)
- Divorce records (PROVguide 61)
- Education within the State system (PROVguide 56)
- Wardship (PROVguide 60)
- Mental Health records (PROVguide 59).

### Records pertaining to Crown land

These records are useful in establishing pioneer settlers (i.e. land selectors) within country Victoria and include:

- digitised parish and township plans (PROVguide 30)
- land selection files including soldier settlement files (PROVguide 55).

## Municipal records

PROV holds a number of records created by many of the municipal councils that have existed in Victoria. To identify the council records held in the collection, firstly identify the relevant council or councils. This can be done by following the links and advice in PROVguide 6 in the section titled Local Government. Specific municipal record series to search include the following.

- Rate records: these records are referred to by various names such as rate or valuation books, records, or cards.
- Council or committee minutes: these records can be used to obtain information about a council's wartime activity during and after the conflict, including patriotic and recruiting work and commemorative activities. Look in particular for committees created during periods of war and in Special Committee Minutes.
- Correspondence files: if PROV holds a series of correspondence files for a particular council that spans either or both world wars, it is possible to find significant records not available elsewhere. For example, the correspondence files for the City of Ballarat (VPRS 2500) contains files pertaining to the establishment of the Avenue of Honour and a WW1 casualty list.
- Melbourne City Council records (PROVguide 64).

## Records pertaining to infrastructure

- Council building permits and plans: PROV holds few of these records but you can obtain advice in PROVguide 6.
- Railways: PROVguides 62 and 69
- Property: PROVguide 6

## Records not held by PROV

These are records relevant to this project not held in the collection:

- Defence records: because defence is a function of the Commonwealth of Australia, PROV does not hold records created by any branch of the armed services.
- Birth, death and marriage certificates: PROV reading rooms hold indexes for Victorian births, deaths and marriages; however, access to actual certificates is available for a fee through the Registry of Births, Deaths and Marriages.
- Private records: This includes records created by private businesses, non-government organisations or private individuals in the course of their businesses or lives.

# Department of Planning and Community Development

The Victorian War Heritage Inventory is online at [www.dpcd.vic.gov.au/veterans/veterans-heritage/victorian-war-heritage-inventory2](http://www.dpcd.vic.gov.au/veterans/veterans-heritage/victorian-war-heritage-inventory2).

The Victorian War Heritage Inventory is a database that contains information and images of places relating to Victoria's war history including war memorials, avenues of honour, memorial buildings, former defence sites and places of commemoration. It also lists over 3,000 honour rolls and you can search through 97,000 names inscribed on them.

# State Library of Victoria

## Overview of Australian war history and biographical material

The State Library of Victoria is the state's largest public reference library, which is online at [www.slv.vic.gov.au](http://www.slv.vic.gov.au).

An overview of the library's main collection can be found on the 'Our Collections' pages of the library's website at [www.slv.vic.gov.au/our-collections](http://www.slv.vic.gov.au/our-collections).

The collection includes books, newspapers, magazines, pictures, manuscripts, ephemera, artworks, maps, audio and video files, music scores and more.

The collection includes many digitised copies of works accessible by keyword searching through the library's online catalogue..

Part of the library's role is to collect and permanently retain all books, newspapers and magazines published in the Victoria. This means the library has many items useful for biographical and local history research projects such as old newspapers, maps, telephone and postal directories, and copies of electoral rolls. The library also has a vast collection of published local history books and histories of private and public organisations.

The library has particularly strong collections of the history of Victoria, Australian history, Australia's involvement in war and biographies. There are pages on the library's website that summarise these collections. Some of these are listed below, with URL links to the various pages.

In addition to the 'Collections' pages, the library has compiled a range of Research Guides <http://guides.slv.vic.gov.au/> that give researchers help on more than 30 topics.

### Research Guides <http://guides.slv.vic.gov.au/>

Researching soldiers of the First World War  
[http://guides.slv.vic.gov.au/wwone\\_soldiers](http://guides.slv.vic.gov.au/wwone_soldiers)

How to find newspapers  
<http://guides.slv.vic.gov.au/newspapers>

How to find items in newspapers  
<http://guides.slv.vic.gov.au/articles>

Maps for local history  
<http://guides.slv.vic.gov.au/mapsforlocalhistory>

Tracing a person in Australia  
<http://guides.slv.vic.gov.au/tracingpeople>

## Australian history material

The Australian History and Literature collection covers Aboriginal culture and history, Australian history, literature, biography, journeys and exploration.

Australia and its history: <http://www.slv.vic.gov.au/our-collections/collection-strengths/australian-history>

### Australians at war

Histories, including personal experiences of war, and battalion and regiment histories:  
[www.slv.vic.gov.au/our-collections/collection-strengths/war](http://www.slv.vic.gov.au/our-collections/collection-strengths/war)

#### *First World War*

[www.slv.vic.gov.au/our-collections/collection-strengths/war/world-war-i](http://www.slv.vic.gov.au/our-collections/collection-strengths/war/world-war-i)

#### *Second World War*

[www.slv.vic.gov.au/our-collections/collection-strengths/war/world-war-ii](http://www.slv.vic.gov.au/our-collections/collection-strengths/war/world-war-ii)

## Guide to world war diaries and personal papers

[Having a lively time: Australians at Gallipoli in 1915](#): a printed catalogue of material held in the Australian Manuscripts Collection, La Trobe Library, State Library of Victoria by Shona Dewar.

## Local history and biography

The library collects ephemera relating to Victorian areas and well-known Victorian people and, to a lesser extent, interstate localities. In general, coverage of interstate material is the domain of other state libraries. All Victorian biographies and family histories, works about Australians and selected published Australian family histories are collected to form a strong research collection, with particular emphasis on political, literary and sporting figures.

### The biography index of the La Trobe Library

[http://search.slv.vic.gov.au/primo\\_library/libweb/action/search.do?vid=MAIN](http://search.slv.vic.gov.au/primo_library/libweb/action/search.do?vid=MAIN)

This index is an important list of biographical items on thousands of Victorians. Filed in A-Z format by name, it is held on microfiche.

## Newspapers

[www.slv.vic.gov.au/our-collections/what-we-collect/newspapers](http://www.slv.vic.gov.au/our-collections/what-we-collect/newspapers)

The library's newspaper collection comprises Victorian, Australian and overseas newspapers. Every newspaper published in Victoria is collected. That is nearly 300 Victorian newspapers collected every week. Most major daily newspapers published in the capital cities of Australia are also collected. Many newspapers are available in microfilm format – see our list of newspapers on microfilm at <http://www2.slv.vic.gov.au/about/using/guides/resources/newspapers/> for details.

## Historic Australian newspapers, 1803–1954

<http://trove.nla.gov.au/newspaper> (Trove)

The National Library of Australia (in partnership with state libraries) holds an archive of 130 historic newspapers online, including Victorian newspapers. Priority is being given to the digitisation of newspapers from 1914–1918.

## Pictures Collection

[www.slv.vic.gov.au/our-collections/what-we-collect/pictures](http://www.slv.vic.gov.au/our-collections/what-we-collect/pictures)

The library's pictures collection visually documents Victoria's history through artworks, objects and photographs. The collection includes images of Victorian people, the built environment, public and private gardens and historical events.

## Australian Manuscripts Collection

[www.slv.vic.gov.au/our-collections/what-we-collect/manuscripts-letters-diaries](http://www.slv.vic.gov.au/our-collections/what-we-collect/manuscripts-letters-diaries)

Manuscripts are the unpublished records of individuals, groups, business concerns and other political or social organisations. Collections come in a variety of forms and include handwritten material such as letters, diaries, journals and notebooks, typescripts, electronic and digital records, plus other classes of unpublished records or productions.

## Maps

[www.slv.vic.gov.au/our-collections/what-we-collect/maps](http://www.slv.vic.gov.au/our-collections/what-we-collect/maps)

Australian maps, especially those covering Victoria, are the main focus of this collection; however, the library also has many maps from overseas.

## Government publications

[www.slv.vic.gov.au/our-collections/collection-strengths/government-law/australian-government-publications](http://www.slv.vic.gov.au/our-collections/collection-strengths/government-law/australian-government-publications)

The law and government collection includes law reports, legislation, historical Australian and international government publications. The library has the largest publicly accessible collection of Victorian and Australian government and law publications in Victoria. It contains both contemporary and historical material.

*The Victoria Government Gazette*, 1836–1997 is online at <http://gazette.slv.vic.gov.au/>.

The library also has an extensive collection of historic British parliamentary papers, Hansard, law reports and the London gazette.

## Other services and information

[www.slv.vic.gov.au/services/ask-librarian](http://www.slv.vic.gov.au/services/ask-librarian)

The library has a service known as 'Ask a librarian!'. Librarians can help answer your questions in person, by email, by live chat or over the phone. Staff in the Information Centre and reading rooms can help you with inquiries on site.

## Find and request items

[www.slv.vic.gov.au/services/find-request-items](http://www.slv.vic.gov.au/services/find-request-items)

## Search Eresources from home

A large number of online resources are available for the library's registered users. Anyone living in Victoria can register as a user of the library. Registration is free, and once registered you will have free access to additional Eresources through the library's website. See the Access Eresources page and the Join the Library page for further information.

### **Access Eresources from home**

[www.slv.vic.gov.au/explore/research-tools/access-eresources-home](http://www.slv.vic.gov.au/explore/research-tools/access-eresources-home)

### **Join the library**

[www.slv.vic.gov.au/services/join-library](http://www.slv.vic.gov.au/services/join-library)

### **Order copies of library Items**

[www.slv.vic.gov.au/services/order-copies](http://www.slv.vic.gov.au/services/order-copies)

An online ordering service allows you to order copies of library collection items from any location, at any time. To use the service all you need is a registered copying service account (already created for registered library users, and easy to set up for non-registered library users).

# The Shrine of Remembrance Melbourne

The Shrine of Remembrance offers a range of educational activities. which may be accessed from this site:

[www.shrine.org.au/Education](http://www.shrine.org.au/Education)

## Researching Australians in the Great War

The site provides useful video tutorials to assist teachers, students and the wider community who wish to conduct research into the lives, deaths and commemoration of Australian service personnel of the Great War (1914–1918) also known as the First World War.

There are 10 parts to the video tutorials and can be accessed online here: [www.shrine.org.au/Education/Research](http://www.shrine.org.au/Education/Research).

### **Part 1: Overview of online resources**

An introduction to researching some key websites to help you research service personnel of the First World War(1914–1918).

**Part 2: Australian War Memorial – Nominal Roles**

Using the Nominal Rolls held by the Australian War Memorial to help you research.

**Part 3: Australian War Memorial – Roll of Honour**

Using the Roll of Honour and Circulars held by the Australian War Memorial to help you research.

**Part 4: Australian War Memorial – Red Cross Wounded and Missing Enquiry Files**

Exploring the 1916–1919 Australian Red Cross Wounded and Missing Bureau Files to research the fate of soldiers reported missing.

**Part 5: Australian War Memorial – Honours & Awards**

This video will help you learn about honours, medals and awards received by Australian Service Personnel.

**Part 6: Australian War Memorial – Exploring the Collection**

The video provides tips and information on how to find photographs and artefacts in the extensive collection of the Australian War Memorial.

**Part 7: National Archives of Australia**

The video will assist in navigating and searching the files of the National Archives of Australia with regard to service personnel of the First World War.

**Part 8: Mapping Our ANZACS**

The video assists in learning how to locate Australian Service personnel by geographic location such as town of birth or enlistment.

**Part 9: Commonwealth War Graves Commission (CWGC)**

This video will help the researcher to find places of burial and other commemorative information through the website of the CWGC.

**Part 10: National Library of Australia – Trove**

An introduction to the functions of the Trove website including how to search for contemporary newspaper articles relating to service personnel of the First World War.

