

Defence and service records held in Melbourne

The central office of the Department of Defence was located at Victoria Barracks in Melbourne from Federation in 1901 until 1962 when most of its functions were relocated to Canberra. As a consequence, the Melbourne Office of the National Archives holds a large collection of Defence records that were created prior to the Department's relocation. These consist mainly of records which at times fell under the responsibility of separate Departments of the Army and the Navy, but also include early central administration records that may be found among series primarily dealing with Army or Navy matters.

Colonial period defence records

Colonial defence personnel records held in Melbourne have information about records of the Victorian colonial defence forces, including the Volunteer (militia) and Permanent forces, the Mounted Rifles and Victorian Rangers, the Naval Brigade and the Permanent Naval force. Please see *Fact sheet 134 - Colonial defence personnel records held in Melbourne* for more information. The records include periodic returns of units, registers, muster rolls and enrolment records, and contain the names of serving members accompanied by personal or service details. Most of these records have been digitised and can be viewed online through [RecordSearch](#).

Administrative records

There is a large collection of policy, operational and administrative records of the Army (1901–62) and Navy (1911–59) held in series' usually described as 'correspondence files' or 'correspondence series'. Please see *Fact sheet 135 - Army administrative records held in Melbourne* and *Fact Sheet 137 – Navy administrative records held in Melbourne* for more information about administrative records. These series cover the broad range of matters dealt with by the Service Departments including personnel and employment conditions, works, finance, and supply and equipment issues. The indexes and registers for these series are complex and use of them can be time consuming. Correspondence series fall into a number of categories such as 'general', 'confidential', 'secret' and 'top secret'.

Personnel records

Service personnel records held in Melbourne include Army pay records, Boer War, Citizen Military and Permanent Military Force dossiers as well as a small quantity of Navy personnel records. They

include individual personnel records for serving members as well as information relating to appointments and postings, leave, honours and conditions of service. Please see *Fact sheet 136 – Army service records* and *Fact sheet 138 – Navy service records held in Melbourne* for further information.

Service personnel records held in other locations

There are several significant collections of personnel records of Australian service held by other offices of the National Archives or by other agencies. Details of these are provide below.

Series title description	Series no.	For more information please see:
Army		
First Australian Imperial Force personnel dossiers (1914–20)	B2455	<i>Fact sheet 177 - Service records for World War I and World War II</i>
Second Australian Imperial Force personnel dossiers (1939–47)	B883	<i>Fact sheet 177 - Service records for World War I and World War II</i>
Citizen's Military Forces personnel dossiers (1939–47)	B884	<i>Fact sheet 177 - Service records for World War I and World War II</i>
Army personnel files (1947–)	B2458	<i>Fact sheet 63 - War service information</i>
Navy		
Confidential reports – Naval Officers (1912–)	A3978	<i>Fact sheet 30 - Navy service records</i>
Service cards for Navy Officers (1911–70)	A6769	<i>Fact sheet 30 - Navy service records</i>
Service cards for Petty Officers and men (1911–70)	A6770	<i>Fact sheet 30 - Navy service records</i>
RAAF		
RAAF Officers personnel files (1921–48)	A9300	<i>Fact sheet 32 - RAAF service records</i>
RAAF personnel files of Non-Commissioned Officers and other ranks (1921–48)	A9301	<i>Fact sheet 32 - RAAF service records</i>
RAAF personnel files – all ranks (1949–)	A9301	<i>Fact sheet 32 - RAAF service records and Fact sheet 63 - War service information</i>

Other Defence records

Most Defence central office records and Royal Australian Air Force (RAAF) or Department of Air records were transferred to Canberra in 1959.

Access to the records

Records are available once they are enter the [open access period](#). Some records may remain exempt from public access beyond the open period, if they contain sensitive information.