Departmental Records relating to State Wards, New South Wales

1918 –
URL: https://search.records.nsw.gov.au/permalink/f/1e5kcq1/ORGANISATIONS1000236

To access these records:	Please contact the Care Leaver Records Access Unit, Community Services:
	Postal Address: Care Leaver Records Access Unit, Community Services, Department of Communities and Justice, Locked Bag 5000, Parramatta NSW 2150
	Phone: 1300 137 160 or (02) 9716 2500
	Email: CareLeaverRecordsAccessUnit@facs.nsw.gov.au
	Website: https://www.facs.nsw.gov.au/families/out-of-home-care/about-out-of-home-care/were-you-in-out-of-home-care
Records Location	These records are held by State Archives and Records Authority of New South Wales (June 1961 - current)

Details

The New South Wales Department of Child Welfare (and its predecessor and successor departments) created a wide range of records about state wards. These records contain personal information about former wards of the state, and include case files, ward history cards, foster parent files, registers and indexes of children in certain types of institutions, after-care files, and records relating to the operation of Homes and institutions for young people. The majority of these records are held by Museums of History NSW (State Archives), although more modern records from the 1980s onwards remain in the custody of the Department of Family and Community Services.

Access Conditions

Access to these records is restricted. In New South Wales, records relating to individuals, such as case files and correspondence are closed to public access for 100 years. Records such as registers and indexes are closed to public access for 80 years.

Care Leavers wishing to access records about themselves will need to complete a Care Leaver Records Access Application Form (downloadable from the Care Leaver Records Access Unit website or available at a Community Services Centre). Completed application forms with proof of identity can be sent to the Care Leaver Records Access Unit, or lodged with a Community Services Centre. For further information please contact the Care Leaver Records Access Unit.

Records

The following information was published in the Museums of History NSW (State Archives) catalogue, or was published in *Connecting Kin*. Some records at the State Archives have not been fully processed as of the time of writing (May 2023), and as such further information may not be available for all records.

State Ward (Institutional/Substitute Care) 'B' Files

State Ward 'B' Files (also referred to as Institutional or Substitute Care 'B' Files) are records relating to children and young persons up to eighteen years of age committed to the care of the Minister as State wards, and subsequently placed in departmental establishments, residential or foster care programs, or with non-government agencies. The information on each file varies, but comprises records such as court orders, reports on wards and foster Homes, correspondence, details about the child and their family situation, and requests for adoption.

If a ward was adopted, the State Ward 'B' File was discontinued. Otherwise, the State Ward file was discontinued when the young people turned 18.

Files dated 1954-1983 are in the State Archives collection. Later files are held by the Department of Family and Community Services. In 1998 it was reported in *Connecting Kin* that State Ward 'B' files were created from 1936, but that many had been destroyed. If files dated between 1936 and 1954 are not held by State Archives or the Department, it is likely that they were destroyed.

State Archives holds four separate series of Departmental State Ward 'B' Files, as follows:

State ward "B" files (Local Office files), 1954-1983. State Archives Reference Number: NRS-14664.

Substitute Care (State Ward 'B') Files, 1955-1978. State Archives Reference Number: NRS-14819.

Institutional files ([I] "B" files), 1959-1974. State Archives Reference Number: NRS-14693.

Head Office Institutional files ([I] "B" files), 1972-1981. State Archives Reference Number: NRS-14691.

In addition to these series, State Archives NSW holds several other series of Institutional 'B' Files directly relating to state-run youth justice and training institutions, dated 1959-1985. These can be found by searching the institution name in the State Archives catalogue, or listed on the Find and Connect records pages for those institutions.

Family Casework ('C') Files

Family Casework ('C') Files, 1965 onwards. State Archives Reference Number: NRS-14818.

Family Casework ('C') Files relate to the Department's case work with children, young people and families. Although the information in each file varies, they generally contain records such as case worker reports, information about family backgrounds and situations, information about child placements in departmental institutions or foster homes, correspondence, information about name changes and requests for adoption.

If a child or young person was reunited with their family, adopted, or married (by applying to the courts) the File was discontinued. Otherwise, the File was discontinued when the young person turned 18.

Files dated 1965-1967 are in the State Archives collection. Later files are held by the Department of Family and Community Services.

Foster Parent ('W') Files

Foster Parent ('W') Files, 1941 onwards. State Archives Reference Number: NRS-14817.

Foster Parent ('W') Files relate to applications made by prospective foster parents to care for state wards. Files dated 1941-1979 are in the State Archives collection. Later files are held by the Department of Family and

Community Services.

Other Records
Registers of Children on Probation, 1918-1922. State Archives Reference Number: NRS-13360.

No further detail about these records has been published in the State Archives catalogue. However, these records are open to the public and can be ordered from State Archives.

Register of inmates of lying-in homes, 1930-1950. State Archives Reference Number: NRS-14690.

No further detail about these records has been published in the State Archives catalogue.

Private Remand Home Files, 1958-1980. State Archives Reference Number: NRS-14692.

These files relate to the application for and operation of private remand homes. These files are only a sample of those originally created for this purpose, the rest having been destroyed.

Ward History Cards, 1960-1980. State Archives Reference Number: NRS-18111.

No further detail about these records has been published in the State Archives catalogue.

Punishment Returns, 1973-1976. State Archives Reference Number: NRS-14636.

These records are weekly reports received by the Department from State-run children's Homes and institutions. They contain information about children who have received punishment whilst in State care, including the child's name and age, the reason they received punishment (listed as 'offence'), and details about the punishment received (e.g. corporal punishment, extra duties, or deprivations).

Unprocessed Records
The following records were unprocessed by State Archives at the time of writing (May 2023), and as such no further detail about them has been published in the State Archives catalogue. Access to these records is restricted to protect personal privacy, and requests for these records should be made to the Care Leaver Records Access Unit. Access approval for these records may take longer than for processed records.

Maintenance Branch: Ward maintenance private ledges cards, c.1942-c.1981. State Archives Reference Number: RNCG-5040.

State Wards- shelter admission record card, c.1950-c.1970s. State Archives Reference Number: RNCG-5123.

Casework notebooks, index cards and files [Newcastle District], 1954-1974. State Archives Reference Number: RNCG-7300.

Index cards to children's admissions (N-R), c.1978-1983. State Archives Reference Number: RNCG-5015.

Residential and Non Residential care units for young offenders: Index of discharges, undated. State Archives Reference Number: RNCG-5080.

Residential and Non Residential care units for young offenders: Record of committals, undated. State Archives Reference Number: RNCG-5081.

Residential and Non Residential care units for young offenders: Senior Officer's log books, undated. State Archives Reference Number: RNCG-5082.

[Parramatta probation files and after-care files](#), undated. State Archives Reference Number: RNCG-5065.

[Queanbeyan probation files and after-care files](#), undated. State Archives Reference Number: RNCG-5073.

More info

Organisations in these records

Related Organisations

- [State Children's Relief Board (1881 - 1923)](#)
- [State Children's Relief Department (1881 - 1923)](#)
- [Ormond House (1884 - 1923)](#)
- [Mittagong Cottage Homes (1885 - 1976)](#)
- [Brewarrina Aboriginal Station Dormitory (c. 1897 - c. 1940)](#)
- [Probationary Farm Home, Dora Creek (1900 - 1913)](#)
- [Government Agricultural Farm, Scheyville (1905 - 1940)](#)
- [Mittagong Farm Home for Boys (1906 - 1947)](#)
- [Newcastle Shelter (1906 - 1966)](#)
- [Home for Sick Infants, Paddington (1907 - 1913)](#)
- [Cottage Home for Feeble-Minded Children, Parramatta (1907 - 1923?)](#)
- [Cottage Home for Invalid Children, Parramatta (c. 1907 - c. 1940)](#)
- [Home for Mothers with Infants, Croydon (1909 - 1911?)](#)
- [Probationary Farm Home, Toronto (November 1909 - 1912?)](#)
- [Cootamundra Training Home (1911 - 1969)](#)
  Community Services holds records relating to Aboriginal children who were taken into state care, including some who were at Cootamunda Training Home
- [Metropolitan Boys' Shelter (1911 - 1983)](#)
- [Gosford Farm Home for Boys (1911 - 1923)](#)
- [Cicada Home (1911 - 1930s)](#)
- [Parramatta Girls Training Home (1912 - 1946)](#)
- [Raymond Terrace Home (1913 - 1930?)](#)
- [Hillside Home for Mothers and Babies (1913 - 1920)](#)
- [Eastwood Home for Mothers and Babies (1915 - 1922)](#)
- [Guildford Truant School for Boys (1917 - 1935)](#)
- [Yarra Bay House (1917 - 1923)](#)
- [May Villa (1919 - 1983?)](#)
- [Santa Marina (1919 - 1930?)](#)
- [Silverton Shelter (1920s - 1936)](#)
- [Bidura (1920 - 1977)](#)
- [Montrose Maternity Hospital (c. 1920 - c. 1935)](#)
- [Hillside Training Home for Girls (1920 - 1923?)](#)
- [Singleton Boys' Home (1920 - 1923)](#)
- [Royleston (1922 - 1983)](#)
- [Brush Farm Home (1922 - 1988)](#)
- [Child Welfare Department, State Government of New South Wales (1923 - 1970)](#)
- [Grafton Shelter (1923? - 1990s)](#)
- [Kinchela Training Home for Aboriginal Boys (1923 - 1970)](#)
  Community Services holds records relating to Aboriginal children who were taken into state care, including some who were at Kinchela
- [Gosford Training School (1923 - 1945)](#)
- [Metropolitan Girls' Shelter, Glebe (c. 1923 - 1978)](#)
- [Garth (1924 - 1934?)](#)
- [Myee (1926 - 1977)](#)
- [Farm Home for Boys, Narara (1927 - 1934)](#)
- [La Perouse Training School for Girls (28 July 1928 - 1939)](#)
- [Riverina Welfare Farm for Boys, Yanco (1928 - 1942)](#)

- King Edward Home (c. 1930 - c. 1985)
- Berry Training Farm (1934 - 1977)
- Kurnell Gardens (1936 - 1942)
- Montrose Hostel (1936 - c. 1949)
- Turner Cottage Special School for Truants (1938 - 1946)
- Lynwood Hall (1939 - 1993)
- Yarra Bay House Truant School (1939 - c. 1955)
- Broken Hill Shelter (1942 - c. 1994)
- Anglewood (1943 - 1994)
- Brougham (1943 - 1993)
- Castle Hill House (1943 - 1982)
- St Heliers (1945 - 1986)
- Corelli Babies' Home (c. 1945 - c. 1970)
- Mount Penang Training School for Boys (1946 - 1987)
- Weroona Home (1946 - 1984)
- Yasmar Shelter (1946 - 1994)
- Ormond, Thornleigh (28 October 1946 - 1962)
- Parramatta Girls Training School (1946 - 1974)
- Mittagong Training School For Boys (1947 - 1976)
- Institution for Boys, Tamworth (1948 - 1976)
- Montrose Infants' Home (c. 1949 - c. 1978)
- Falling Leaves (c. 1950 - c. 1970)
- Werrington Park (1954 - c. 1988)
- Winbin (1954 - 1975)
- Yarra Bay Boys' Home (c. 1955 - 1985)
- Thornbury Lodge (c. 1958 - c. 1990)
- Daruk (1960 - 1985)
- Institution for Girls, Hay (28 July 1961 - 1974)
  Records of Institution for Girls, Hay, are part of the records of the Parramatta Girls Industrial School.
- Ormond Training School (1962 - 1980)
- Raith Lark Hill Hostel (1964 - 1990?)
- Minda (1966 - 1991)
- Worimi Shelter (1966 - 2000)
- Brush Farm Infants' Home (1968 - 1988)
- Clairvaux (1969 - 1990s)
- Yawarra Training School (1969 - 1979)
- Bimbadeen Girls Home (1969 - 1974)
- Bethcar Children's Home (1969 - 1989)
- Department of Child Welfare and Social Welfare, State Government of New South Wales (1970 - 1973)
- McCredie Cottage (1970 - 1993)
- Corelli (1970 - 1991)
- Hargrave House (1971 - 1988)
- Department of Youth and Community Services, State Government of New South Wales (1973 - 1975)
- Karril Cottage (c. 1973 - c. 1989)
- Reiby Training School (1973 - 1991)
- Tallimba (1973 - 1980s)
- Kamballa (1974 - 1983)
- Taldree (1974 - 1980)
- Department of Youth, Ethnic and Community Affairs, State Government of New South Wales (1975 - 1976)
- Minali Receiving and Assessment Centre (1975 - 1998)
- Winbin (1975 - 1992)
- Department of Youth and Community Services, State Government of New South Wales (1976 - 1988)
- Allanville Home (c. 1976 - 1995)
- Faulds House (1976 - 1988)
- Renwick (1976 - 1994)
- Endeavour House (1976 - 1990)
- Phillip Cottage (1977 - 1988)
- Orana Youth Hostel (c. 1977)

- [Myee Home (1977 - 1980s)](#)
- [Keelong Remand Centre (1978 - 1990)](#)
- [Montrose Child Protection Centre (c. 1978 - c. 2009)](#)
- [Ormond School (1980 - 1984)](#)
- [Ormond Regional Youth Centre (1985 - 1998)](#)
- [Department of Family and Community Services, State Government of New South Wales (1988 - 1991)](#)
- [Mount Penang Detention Centre (1988 - 1991)](#)
- [Keelong Juvenile Justice Centre (1990 - 2009)](#)
- [Department of Health and Community Services, State Government of New South Wales (1991 - 1992)](#)
- [Mt Penang Juvenile Justice Centre (1991 - 1999)](#)
- [Minda Juvenile Justice Centre (1991 - 2003)](#)
- [Department of Community Services, State Government of New South Wales (1992 - 2009)](#)
- [Department of Human Services, State Government of New South Wales (2009 - 2011)](#)
- [Department of Communities and Justice, State Government of New South Wales (2019 - current)](#)

Resources

- Lark, Susan, *Index to children in the care of the State Children's Relief Department as of 05 April, 1883*, 2002
- NSW Government Department of Family and Community Services, *Were you in out-of-home care?*, 2016

Other Resources

Title: Abbreviations in historic records
Type: Image
Date: 2016
[Details](#)

Records

Related Contact Details

- [Care Leaver Records Access Unit - Contact Details](#)

You can view this page online by visiting https://findconnect.efront.digital/entity/records-relating-to-state-wards/