



# State Records Office of Western Australia

## Publication Order Form

The State Records Office of Western Australia issues a number of publications to assist State and Local Government agencies with the proper management and disposal of public records.

If you wish to obtain copies of any of the publications listed below, please tick the appropriate boxes and return this form to the State Records Office.

- 1. **State Records Commission of Western Australia - Principles and Standards**   
(incremental, launched 2002)  
Principles and standards established by the State Records Commission aim to formalise best practice recordkeeping requirements for State and Local Government agencies. The principles and standards govern aspects of recordkeeping such as the requirements for agency recordkeeping plans, restricted access periods for State archives, and the rationale underpinning the identification of State archives.
- 2. **General Disposal Authority for Administrative Records** (2003)   
The General Disposal Authority covers administrative records common to most State government organizations and prescribes the authorised disposal of these records. This Authority is available via the SRO website in pdf version at <http://www.sro.wa.gov.au>, or it can be purchased on disk.
- 3. **General Disposal Authority for Human Resource Management Records**   
(revised 1999)  
This General Disposal Authority covers Human Resource Management records common to most State agencies and prescribes the authorised disposal of these records.
- 4. **General Disposal Authority for Local Government Records** (1999)   
The General Disposal Authority for Local Government records is designed to provide consistency throughout Local Government in disposal activities and decisions. It prescribes the authorised disposal of these records.
- 5. **General Disposal Authority for Financial and Accounting Records** (2006)   
This General Disposal Authority covers financial and accounting records common to most State agencies and prescribes the authorised disposal of these records. This Authority is available via the SRO website in pdf version at <http://www.sro.wa.gov.au>, or it can be purchased on disk.
- 6. **General Disposal Authority for Source Records** (2009)   
The GDA for Source Records enables the legal destruction of source records that have been successfully digitized in accordance with the accompanying Digitization Specification.
- 7. **How to Design a Records Management Procedure Manual** (1995)   
Government agencies of all sizes find records management procedure manuals indispensable to the functioning of their records management sections. This document has been compiled to assist public sector agencies produce such manuals.

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<b>COST OF PUBLICATIONS 1-6:</b>	WA Government Agencies;	\$60.00 each
<b>*NB: All prices include 10% GST.</b>	Non Waged Students;	\$60.00 each
	Other Agencies/Organisations;	\$150.00 each
	Teaching Institutions;	\$150.00 each
	Public Libraries;	\$150.00 each

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### GENERAL DISPOSAL AUTHORITIES ON DISK

The General Disposal Authorities (GDAs) are available in electronic format. To obtain a GDA on disk, agencies must first enter into an Agreement with the State Records Office of WA, relating to conditions of use. The cost of each GDA on disk is (GST inclusive):

WA Government Agencies;	\$200.00 each
Other Agencies/Organisations;	\$300.00 each
Non Waged Students;	\$100.00 each

## GUIDELINES AND INFORMATION SHEETS

### Guidelines

Guidelines produced by the State Records Office aim to provide guidance on specific aspects of recordkeeping.

#### 1. Recordkeeping in Western Australia: Who Is Responsible?

A short guide outlining the recordkeeping responsibilities of employees and contractors under the *State Records Act 2000*.

#### 2. Sanitizing of Hard Discs and Digital Media

The purpose of this Guideline is to assist State organizations in ensuring that data stored on a hard disc or magnetic media has been sanitized ready for disposal upon decommissioning.

#### 3. Management of Digital Records

The purpose of this guideline is to assist State organizations in ensuring that State records in digital format (e.g. word processed documents, spreadsheets, presentations, databases, email etc) are managed in accordance with SRC Standard 8: *Digital recordkeeping*.

#### 4. Management of Email Records

The purpose of this guideline is to assist State organizations in ensuring that records created or received in email systems are managed in accordance with SRC Standard 8: *Digital recordkeeping*.

### Information Sheets

Information sheets are developed by the State Records Office as a quick guide for agencies on a particular recordkeeping topic.

#### 1. Email Records

This information sheet has been developed to assist State government organisations to identify those email messages, created or received by the organisation, which are State records.

Guidelines and Information Sheets may be downloaded from the State Records Office's website at <http://www.sro.wa.gov.au>.

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- Please note that the reduced publication prices are for WA Government Agencies (State and Local) only. Interstate, Federal and Overseas Government Agencies must pay full price.
  - Payment can be made by cheque, credit card or cash. Please make cheques payable to the State Records Office of Western Australia.
  - For any queries relating to ordering publications, contact Doug Carrie at the State Records Office on ph: (08) 9427 3365 or fax: (08) 9427 3368.

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**Agency Name :** \_\_\_\_\_

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**State Records Office of Western Australia  
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