



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON THURSDAY 15 SEPTEMBER 2005 – GASCOYNE ROOM, ALEXANDER LIBRARY BUILDING

PRESENT:

Ms Deirdre O'Donnell

Parliamentary Commissioner for
Administrative Investigations (CHAIR)

Ms Kandy-Jane Henderson

Governor's Appointee and
Archivist, John Curtin Prime Ministerial Library
Auditor General

Mr Des Pearson

Director of State Records

Mr Tony Caravella

Manager: State Recordkeeping

Ms Isabel Smith

Manager: Archives Control and Access

Mr Leigh Hays

MINUTES:

Miss Vanessa Brown

Minutes Secretary

1. Welcome

The Chair opened the meeting at 9.15am and welcomed all those in attendance, including Mr Tom Reynolds attending in relation to Item 5.6 – State Records Commission (SRC) Annual Report.

2. Apologies

Ms Darryl Wookey

Acting Information Commissioner

3. Notices of urgent business

The Director of State Records requested that Item 5.6 be brought forward in the order of proceedings in order to benefit from Mr Reynolds' attendance.

4. Confirmation and sign-off of Minutes 14 July 2005

The Commission **REQUESTED** that the Minutes of meetings be released as quickly as possible after each meeting.

CONFIRMED

5. MATTERS ARISING

5.6 State Records Commission (SRC) Annual Report Attachment 5.6

The Commission **AGREED** that feedback would be provided to the SRO by 23 September 2005 on the draft Annual Report and that it should be completed by 14 October 2005.

Mr Reynolds left the meeting at 9.25am.

5.1 Status of Supreme Court Bench Books as Possible State Records

The Director of State Records reported that the Associate of the Acting Chief Justice advised that the Chief Justice would be returning on 1 October 2005. The SRO is to write to the Chief Justice seeking a follow up meeting.

NOTED

5.2 Access to Archives Involving Legal Professional Privilege / State Solicitor Concerns Attachment 5.2

Legal Professional Privilege is to be incorporated into the existing Policy and the Commission **AGREED** that the SRO is to write to Mr Tim Sharp, State Solicitor, advising that this is the approach proposed.

5.3 State Records Office (SRO) / National Archives of Australia (NAA) Collocated Reading Room / Archive Storage

The Director of State Records reported that he met with Ross Gibbs, Director General of NAA and discussed the needs of both agencies.

The Commission **AGREED** that the SRO had an obligation under the Act to advise the Minister and Director General, Department of Culture and the Arts that there appears an issue of non-compliance in regard to State archives storage.

It was further **AGREED** that this matter should be included in the Commission's Annual Report and that an urgent meeting should be arranged with the Director General of Culture and the Arts with an issues paper being presented first.

5.4 State Records Advisory Committee (SRAC) Membership

Attachment 5.4

The Commission **AGREED** that the term for Members and Deputies should be stated (ie. from June 2005 to June 2006), in order to facilitate a rotation of members on a 12 monthly basis, in line with the Terms of Reference.

The Commission further **AGREED** that the Cabinet Submission needs to state that this is put forward for Cabinet endorsement, ready for State Records Commission approval under s62(1) of the *State Records Act 2000*.

5.5 State Records Advisory Committee (SRAC) – Terms of Reference

Update

Manager: State Recordkeeping reported that the Terms of Reference had not yet been completed and would be tabled at the next SRC meeting.

NOTED

5.7 Conferences (RMAA and IPAA)

Update

The Director of State Records reported that he had received much positive feedback on the SRC's and the SRO's participation in both the IPAA seminar and the RMAA conference.

The Commission suggested that the SRO should seek to present a paper at the next RMAA conference.

NOTED

5.8 Restricted Access Archives – State Records Commission Role

Update

Manager: State Recordkeeping reported that expansion on this item from the previous meeting had not yet been completed and would be tabled at the next SRC meeting.

NOTED

5.9 Register of State Archives (ROSA)

Attachment 5.9

The Commission **NOTED** the definition of ROSA as provided by the SRO.

6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT

6.1 New Organizations Attachment 6.1

The Commission **NOTED** the list of new Government organisations.

6.1.1 Western Power Update

Manager: State Recordkeeping reported that the SRO had been liaising closely with Western Power in regard to its impending division into four separate agencies.

NOTED

6.1.2 Defunct Organisations Attachment 6.1.2

The Commission **NOTED** the list of defunct Government organisations.

6.2 Inquiring into Breaches or Possible Breaches

6.2.1 Breach Register Attachment 6.2.1

The Commission **AGREED** that another column with the title 'Closed' should be added to the register to identify those items acquitted.

6.2.2 The Keeping of Records on Certain Abortions Attachment 6.2.2

The Commission **AGREED** that the letter drafted by the SRO in reply to Mr Pendall's letter should be sent after the amendments noted by Ms O'Donnell.

6.2.3 Obligations under the *State Records Act - Revised* Attachment 6.2.3

The Commission **NOTED** the expanded table of obligations originally developed by the SRO following the December 2004 SRC meeting.

6.3 Legal Aid Commissioner's Private Practitioners under the *State Records Act 2000*

Attachment 6.3

The Commission **AGREED** that this item should be considered at the next SRC meeting in order that Ms Wookey could then provide the appropriate advice.

7. COMPLIANCE MONITORING – RECORDKEEPING PLANS

7.1 Analysis of Recordkeeping Plans

Update

The Director of State Records reported that Ms Lise Summers from the Archives Control and Access team would be assigned to this task.

The Commission **AGREED** that a project plan and progress report should be submitted at the next SRC meeting.

7.2 Compliance Monitoring – Annual Report Pilot Project

Attachment 7.2

The Commission **AGREED** on the following:

- That hardcopy letters in regard to compliance with State Records Commission Standard 2: Principle 6, be addressed to CEOs;
- That the letters (as above) should mention the letter previously sent to CEOs which emphasized that recordkeeping is an important function and reminding them of their annual reporting obligations as per the above Standard;
- That the letters also outline the proposed IPAA award for the best annual reporting, sponsored by the SRC;
- That feedback be provided to the Commission on the response received from these letters;
- That a letter be sent to all Government agencies informing them that selected agencies had been scrutinised to assess how well they had complied with SRC Standard 2: Principle 6 and that eventually all agencies will be scrutinised in the same capacity.

Further to this the Commission **AGREED** that the recommendations made in the report should be expanded as follows:

- The SRC formally advise all the agencies surveyed in the pilot project:
 - That the pilot project was conducted, why it was conducted and what was assessed;
 - Provide overall compliance results as well as specific results for each agency;

- Advise on requirements for future reporting with specific reference to the 'Annual Report Framework' published by the Department of the Premier and Cabinet; and
 - Advise that the SRC will be conducting similar monitoring exercises in the future.
- SRC Standard 2: Principle 6 is not amended.
 - The methodology for the pilot project be implemented for further monitoring projects.

8. LEGISLATION REVIEW ISSUES

8.1 SRO Input into New Legislation Update

The Director of State Records reported that the Clerk of the Parliament would be contacted formally by the SRO, requesting a circular be sent to all staff on all Committees regarding issues the SRO wishes to be consulted on.

NOTED

9. APPROVAL OF RECORDKEEPING PLANS (RKPs)

9.1 State Records Advisory Committee (SRAC) Minutes Attachment 9.1

The Commission **NOTED** the SRAC Minutes.

9.2 Retention and Disposal Schedules for APPROVAL

9.2.1 RD 2005006 Office of the Inspector of Custodial Services Attachment 9.2.1

APPROVED

9.2.2 RD 2004050 Medical Board of Western Australia Attachment 9.2.2

APPROVED

9.2.3 RD 2004281 Hairdressers Registration Board of Western Australia Attachment 9.2.3

APPROVED

9.2.4 RD 2005008 Eastern Goldfields Transport Board
Attachment 9.2.4

APPROVED

9.2.5 RD2003092 Minerals and Energy Research Institute of Western Australia
Attachment 9.2.4

APPROVED

9.2.6 AD 2005011 Western Australian Police Service
Attachment 9.2.6

APPROVED

9.3 Retention and Disposal Schedule Progress Register
Attachment 9.3

The Director of State Records reported that two (2) contract positions at Level six (6) for six (6) months will be created and filled to exclusively focus on Retention and Disposal Schedules. Further updates will follow when the positions are filled.

The Commission **REQUESTED** a programme and close-out plan for the next SRC meeting.

9.4 Recordkeeping Plans for APPROVAL

9.4.1 RKP 2004269 Office of the Inspector of Custodial Services
Agency not ready for resubmission

NOTED

9.4.2 RKP 2004043 Medical Board of Western Australia
Agency not ready for resubmission

NOTED

9.4.3 RKP 2004196 Hairdressers Registration Board of Western Australia
Agency not ready for resubmission

NOTED

9.4.4 RKP 2004201 Eastern Goldfields Transport Board
Agency not ready for resubmission

NOTED

9.4.5 RKP 2003091 Minerals and Energy Research Institute of Western Australia
Attachment 9.4.5

APPROVED

9.4.6 RKP 2004062/1 Shire of Williams
Attachment 9.4.6

APPROVED

9.5 Recordkeeping Plans CLEARED Pending APPROVAL of the Retention and Disposal Schedule

Nil

10. DIGITAL RECORDS WORKING GROUP (DRWG)

10.1 DRWG Minutes
Attachment 10.1

The Commission **NOTED** the Minutes of 7 September 2005.

10.2 Progress Report
Attachment 10.2

The Commission **NOTED** the progress report.

The Director of State Records further reported that a position for a Coordinator of Digital Records Initiatives had been advertised and that further updates would follow once the position was filled.

10.3 Past Agenda and Minutes
Attachment 10.3

The Commission **NOTED** the past Agenda and Minutes.

11. ESTABLISHING STANDARDS AND GUIDELINES

11.1 Standards
Attachment 11.1

The Commission **NOTED** the progress report.

11.2 Guidelines
Attachment 11.2

The Commission **NOTED** the progress report.

11.3 SRC Standard 7 - Storage

The Director of State Records reported that the Standard 7 (Storage) had not been finalised, pending the submission and outcome of the New Archive Repository Business Case. Updates would be provided accordingly.

NOTED

12. ITEMS FOR INFORMATION

12.1 State Records Office Activities
Attachment 12.1

The Commission **NOTED** the SROs activities.

12.2 SRC Activities

The following activities were attended by the Commissioners:

- SRO State Government Consultative Forum – 28 July 2005 – Ms Deirdre O'Donnell, Ms Darryl Wookey and Ms Kandy-Jane Henderson
- IPAA Conference – 9 September 2005 – attended by all Commissioners
- Meeting with Ross Gibbs, Director General of the National Archives of Australia – 9 September 2005 – Mr Des Pearson, Ms Deirdre O'Donnell and Ms Kandy-Jane Henderson
- RMAA Conference – 12 to 15 September 2005 – presentation by Deirdre O'Donnell and attended by Kandy-Jane Henderson and Des Pearson

12.3 Work Experience Project

Manager: Archives Control and Access reported that the Project will be extended to October 2005 and then rolled over for a further six (6) months.

NOTED

12.4 State Government Purchase of the Jan Goodacre Genealogical Collection
Attachment 12.4

The Commission **NOTED** the purchase of the Collection by the State Government.

12.5 State and Local Government Consultative Forums

The Director of State Records reported that the State Government Consultative Forum was held on 28 July 2005 and the Local Government Consultative Forum was held on 1 September 2005 and received very positive feedback from attendees at both Forums.

The Commission enquired in regard to the analyses of feedback from the Forums and when the information would be available. The Commission emphasised that this information is important as it reinforces the activities the SRO is undertaking and its priorities. The Director of State Records undertook that the analyses would be made available at the next SRC meeting.

NOTED

12.6 Estrays and Lewendowski Police Records
Attachment 12.6

The Commission **ENDORSED** the proposed actions of the SRO to clarify potential Government records.

13. OTHER BUSINESS

13.1 Common Use Arrangement – Supply of Paper

Manager: State Recordkeeping reported that a Common Use Arrangement (CUA) for the supply of paper throughout Government that recommends the use of a component of recycled paper is currently being drafted. The SRO has been liaising with the Department of Treasury and Finance (DTF) to have the arrangement changed to clearly identify that recycled paper should only be used for envelopes and packaging etc. and that all Government records of an archival nature should be created on non-recycled paper. The SRO is trying to prevent a conflict of interest being created by the release of a CUA to which the SRO would need to issue a statement to advise all Government agencies not to unilaterally use the recommended paper.

NOTED

13.2 Common Use Arrangement – Temporary Records Storage

Manager: State Recordkeeping reported that all undersize archive boxes will be recalled from agencies. The correct size boxes are now in production.

NOTED

13.3 Common Use Arrangement – Electronic Document and Records Management

The Director of State Records reported that the SRO had been liaising with a consultant from AOT Consulting who is working with the Department of Treasury and Finance (DTF) to develop a request for tender calling for EDRM systems that would fit a certain criteria for a mandatory Common Use Arrangement for the whole of Government.

NOTED

13.4 Microsoft Redaction Tool Software

Attachment 13.4

The Commission **NOTED** that the SRO is seeking a discussion with Microsoft concerning the redaction software.

13.5 SRO Annual Programme

The Director of State Records reported that the SRO is developing an annual programme for 2006 which will be completed by the end of October. The aim of preparing such a document is to provide the Minister with considerable advance notice of activities for the upcoming year.

The Commission **NOTED** the development of the SRO's Annual Programme and **REQUESTED** that the report be prepared for the Minister prior to the next SRC meeting.

The Report is to cover the following:

- RKP approvals
- First round of monitoring
- BOS and AEON
- R&D status schedule
- Launches / Events
- Problem issues eg. storage
- SRC activities at a glance (including meetings)

13.6 Site Visit – City of Perth

The Commission **AGREED** that it is interested in undertaking a visit to the City of Perth early in 2006 to examine the use by the City of Xena and its digital archive preservation strategy generally.

Meeting declared closed at 11.58am.

NEXT MEETING – 9.15 am Thursday, 8 December 2005 – Board Room, 3rd Floor, Alexander Library Building, attendance by the Minister for Culture and the Arts 9.15 to 10.00am. The meeting will be followed by a light lunch with SRO Staff.

SIGNED.....
(Ms Deirdre O'Donnell)

DATED.....