



# State Records Office of Western Australia

## Publication Order Form

The State Records Office of Western Australia issues a number of publications to assist staff in 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. Records Disposal Handbook (2000)**

This is an instruction handbook which guides agencies through the process of gaining approval for the destruction or transfer of records. The responsibilities of agencies regarding the transfer of records to the State Records Office is covered in detail.

**2. Policies and Standards Manual (incremental, launched 1992)**

The purpose of this manual is to support and promote efficient and effective records management in Government agencies by providing sound and consistent operational policies and standards.

Public Records Policy 1	Disposal Authorities
Public Records Policy 2	Standards for Records Management
Public Records Policy 3	Training for Records Officers
Public Records Policy 4	Use of the Intermediate Records Repository
Public Records Policy 5	Mail Management
Public Records Policy 6	Standards for Public Records in the Amalgamation of Agencies
Public Records Policy 7	Standards for Public Records in Agencies which are to be Corporatised
Public Records Policy 8	Policy for the ongoing management of electronic records designated as having archival value
Public Records Standard 1	Records Management Standards for Document Imaging Systems
Public Records Standard 2	Guidelines for the Use of Commercial Repositories
Public Records Standard 3	Guidelines for Microfilming Public Records
State Records Standard 4	Management of Electronic Mail (E-Mail)
State Records Standard 5	Management of Electronic Documents in Networked Computer Environments
State Records Standard 6	Management of Electronic Documents in Stand- Alone Computer Environments

**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** (1996)

This General Disposal Authority covers financial and accounting records common to most State agencies and prescribes the authorised disposal of these records.

**6. 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.

**7. State Records Commission of Western Australia - Principles and Standards (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.

**8. 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.

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<b>COST OF PUBLICATIONS 1-7:</b>	WA Government Agencies;	\$50.00 each
<b>*NB: All prices include 10% GST.</b>	Non Waged Students;	\$50.00 each
	Other Agencies/Organisations;	\$120.00 each
	Teaching Institutions;	\$120.00 each
	Public Libraries;	\$120.00 each

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#### **GENERAL DISPOSAL AUTHORITIES ON DISK**

The General Disposal Authorities (GDAs) are available on floppy disk. 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

For further information or ordering of a GDA on disk, contact Doug Carrie at the State Records Office on ph: (08) 9427 3365.

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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 Credit Card Payment Authorisation

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