



Department of Culture and the Arts  
Government of Western Australia

State Records Office

# STATE RECORDS OFFICE OF WESTERN AUSTRALIA

## STRATEGIC PLAN

2005 to 2010

## **Our Vision**

Enabling the Government and the people of Western Australia to have access to records that capture the State's history, maintain open and accountable government, and enrich community well-being.

## **Our Business**

The Business of the State Records Office (SRO) is:

- Promoting and monitoring the proper recording and management of State government information and the collection and protection of State archives;
- Supporting the State Records Commission in monitoring the operation of, and compliance with, the *State Records Act 2000*;
- Providing recordkeeping assistance, consultation, advice and training to assist government organizations with the management of their recorded information within the WA legislative environment;
- Maintaining a world-class / best practice archive repository for the State archives collection;
- Promoting and facilitating the use of State archives by providing relevant and convenient reference services and facilities for those accessing State archives;
- Providing access services for Government organizations
- Preserving State archives now and into the future so that they may be accessible to all.

## **Our Mission**

Leading in the creation and preservation of, and access to, Government records.

## Our Key Objectives

To achieve this Mission the Key Objectives are:

1. Proper recording and management of State government information;
2. Well kept and managed State archives;
3. Equitable access to State archives;
4. Effective and efficient advice and service to Government organizations; and
5. Effective and efficient use and management of all resources.

## Our Values

The Values that support SRO policies, programs and practices are:

<u>Creativity:</u>	We foster new ideas and promote innovation;
<u>Excellence:</u>	We strive to achieve the best result in all we do;
<u>Respect:</u>	We acknowledge the independence, interdependence and uniqueness of the ideas, values and abilities of our people, Government organizations and the community;
<u>Talent:</u>	We appreciate the talents of our people and understand the need to develop and use those talents to their potential in working collaboratively in the pursuit of goals;
<u>Inclusiveness:</u>	We understand the right of every person to participate equally and encourage the principles of equity and diversity in all we do; and
<u>Integrity:</u>	We act in accordance with our values - honestly, responsibly and ethically.

## Our Stakeholders

The SRO stakeholders are:

- The Government of Western Australia;
- State and Local Government organizations;
- The Minister for Culture and the Arts;
- The State Records Commission;
- The Director General of the Department of Culture and the Arts;
- The relevant professional industry bodies;
- The community.

## Objectives and Outcomes

Objectives	Outcomes
<b>Compliance with the <i>State Records Act 2000</i></b>	<ol style="list-style-type: none"><li>1. Administering the recordkeeping requirements under the <i>State Records Act 2000</i>, including:<ol style="list-style-type: none"><li>a. Establishing and maintaining a framework for accountable recordkeeping systems across Government;</li><li>b. Formulating principles, standards and guidelines to achieve best practice recordkeeping; and</li><li>c. Providing training, advice and assistance to Government organizations.</li></ol></li><li>2. Providing access to, and maintenance of, State archives through:<ol style="list-style-type: none"><li>a. Identifying, collecting and processing the State's archives;</li><li>b. Managing and preserving the State archives collection;</li><li>c. Improving access to the State archives collection; and</li><li>d. Developing and delivering public programs including education programs, seminars, and information sessions, on the content and use of the State archives collection.</li></ol></li></ol>

<p><b>Lead in professional recordkeeping and archival practice.</b></p>	<p>Contribute to the ongoing development of the records management and archives disciplines by:</p> <ul style="list-style-type: none"> <li>▪ Working with educators and consultants in these fields;</li> <li>▪ Supporting and working with peak bodies, for example, the ASA, RMAA, IIM, RIMLG, LGRMG, etc;</li> <li>▪ Liaising with interest groups and community bodies including the Professional Historians Association, the History Council, the WA Genealogical Society, the universities, etc;</li> <li>▪ Engaging in intrastate, interstate and international discourse through such bodies as CAARA, the ICA, and others; and</li> <li>▪ Maintaining currency of knowledge and skills in the records management and archive disciplines and an awareness of best practice trends and developments in these and related disciplines.</li> </ul>
<p><b>Contribute to the Department of Culture and the Arts goals</b></p>	<p>The SRO is managed effectively and efficiently and meets all of its performance targets, through:</p> <ul style="list-style-type: none"> <li>▪ managing the SRO in an open and consultative manner where all staff are encouraged, and expected to contribute their ideas and suggestions to the improvement of our processes and to the achievement of our goals;</li> <li>▪ ensuring fiscal responsibility;</li> <li>▪ complying with Government and Departmental policy; and</li> <li>▪ contributing to the Department and Portfolio goals.</li> </ul>
<p><b>Support the State Records Commission</b></p>	<p>The Commission is able to meet all its statutory reporting requirements to Parliament through:</p> <ul style="list-style-type: none"> <li>▪ Accurate;</li> <li>▪ Timely; and</li> <li>▪ Informed advice from the SRO.</li> </ul>

## Our Performance Measures

1. Government organizations comply with recordkeeping requirements.
  - Quantity of Recordkeeping Plans approved (% coverage and % of government organizations with enforceable RKPs);
  - Quantity of Retention & Disposal Schedules approved (% coverage, i.e. % of government organizations with current enforceable R&D schedules);
  - The increase in the proportion of the State archives documented in the Register of State Archives (ROSA)
  - The timely investigation, reporting, and finalization of breaches or suspected breaches of the *State Records Act 2000*;
  - Quantity of State archives transferred into the State archive collection.
  
2. Community members and Government organizations seeking to access the State archive collection are given the best possible standard of customer service.
  - Quality of reference services;
  - Quantity of reference enquiries;
  - Quality of loans services;
  - Quantity of loans services;
  - Rate of growth of the accessible collection;
  - Quantity of archives transferred to the collection;
  - Quantity and timeliness of resolved complaints about service and other matters;
  - Percentage of the collection that is comprehensively and accurately described in finding aids; and
  - The quantity of available in alternative formats.

3. Government organizations, facing the community expectation of increased accountability, are given the support needed to facilitate ease of compliance.

- Quality of advisory and consultancy services;
- Quantity of advisory and consultancy services;
- Quality and quantity of recordkeeping Standards produced and distributed for implementation;
- Quality of the training;
- Quantity of training provided;
- Quantity of persons trained; and
- Responsiveness of services provided to meet client needs.

4. The Commission is able to report on recordkeeping to Parliament, consistent with its statutory responsibilities, based on advice from the SRO.

- % of government organizations compliant with requirements of the *State Records Act 2000*
- Quality of support provided to the Commission
- Responsiveness to the requirements of the Commission

5. Preservation of State archives.

- % of the State archives collection rehoused / reboxed;
- % increase in timeliness of Government organizations able to access preservation program and advice;
- % of State archives stored in environmentally appropriate conditions, including those archives retained by Government organizations;
- Quantity of State archives surveyed and assessed for preservation treatment; and
- Increase in the State archive collection made accessible through preservation treatments and programs.