



STATE RECORDS COMMISSION

MINUTES OF TENTH MEETING HELD AT THE OFFICE OF THE AUDITOR GENERAL ON THURSDAY, 14 NOVEMBER 2002

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Archivist, John Curtin Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Ms Isabel Smith	Acting Director: State Records
Mr Martin Fordham	Acting Team Leader: State Records Office

MINUTES:

Mrs Norma Shopland	Minutes Secretary
--------------------	-------------------

1. **Welcome**

2. **Apologies**

Ms Deirdre O'Donnell

3. **Notices of Urgent Business**

Nil

4. **Confirmation of Minutes of Meeting on 3 October and Special Meeting on 10 October, 2002**

Confirmed

5. **MATTERS ARISING**

5.1 **Recordkeeping Plan Seminars
(Item 5.1 of 3 October 2002)
[Paper 22/2002]**

Mr Fordham provided an analysis of attendees at recent RKP seminars, conducted as per SRO training calendar, which dealt with producing the first draft of a recordkeeping plan. He further advised that the Local Government Records Management Group (LGRMG) is producing a template and model which will be distributed to all Local Government agencies by March 2003.

AGREED that the recordkeeping seminars had provided a very satisfactory coverage. State Records Office to organise "workshops" re model/templates, to be conducted in first half of 2003. State Records Office to encourage a range of agencies to submit RKPs early.

5.2 **State Records Commission Recordkeeping Plan**

Acting Director: State Records advised that the Commission's Recordkeeping Plan has been approved by the Minister.

AGREED State Records Commission Recordkeeping Plan to go on website.

**5.3 Margaret Medcalf Award
(Item 5.4 of 3 October)**

AGREED. This item to be carried over to the 12 December Agenda. Ms Henderson to follow up with Ms Medcalf.

**5.4 State Records Office Operational Plan
(Item 5.5 of 3 October)
[Paper 23/2002]**

Acting Director: State Records tabled a revised format for the Commission's consideration, and suggested a further breakdown into four areas, viz access; preservation; recordkeeping; and intermediate records could achieve a more succinct format.

AGREED that a revised format be circulated to Commissioners via email and resubmitted to the 12 December meeting.

**5.5 The Gordon Inquiry
(Item 5.7 of 3 October)**

Correspondence received from the Department of Premier and Cabinet was tabled.

AGREED that the Chair of SRC contact the Director General of the Department of Premier and Cabinet to urge progress and clarify time-line of the records of the Inquiry into the Response by Government Agencies to Complaints of Family Violence and Child Abuse in Aboriginal Communities.

6. COMPLIANCE ISSUES

6.1 New Organisations

No new organisations have been formed.

NOTED

6.2 Compliance Issue with the Legislative Council

AGREED that Ms Henderson will speak to the President of the Council and encourage compliance with the 1 December deadline.

The Commission raised the matter of the Schedule 3 organisations.

AGREED that the Water Corporation and Western Power be requested to advise the Commission of the current status of the development of their Plan and that a copy of the final approved Plan be sent to the Commission for future monitoring purposes.

AGREED that a compliance check list be compiled.

6.3 Great Southern Regional Council

NOTED that the draft RKP from Great Southern Regional Council had been submitted on time. SRO is yet to report back to the Council.

6.4 Archives – 25 years or over

[Paper 24/2002]

Acting Director: State Records advised that it has been 18 months since the State Records Office has been able to accept archives. The suggestion of alternative storage facilities was discussed.

Acting Director: State Records to approach National Archives of Australia regarding a negotiated rate for WA Government archival storage.

The Commission requested a list of archives which have been refused, together with an estimate of archives still to be submitted.

AGREED that the Recommendation of Paper 24/2002 be amended to read “The Commission consider establishing a guideline for storage ...” and that this item be resubmitted to the 12 December meeting.

6.5 Archive Keeping Plan

NOTED that the State Records Office Archive Keeping Plan will be distributed out of session to Commissioners before 1 December.

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

8.1 State Records Act – Coverage of Local Government Elected Members’ Records

[Paper 25/2002]

Recent Ministerial correspondence dealing with Local Government Elected Members’ Records was tabled.

The Commission is anxious to progress this matter and requested the State Records to seek a response to guidelines from stakeholders for referral to the Commission on 12 December.

AGREED that stakeholders be advised that no response could be interpreted as tacit approval.

8.2 State Records Commission Annual Report

Acting Director: State Records advised that the SRC's Annual Report was tabled in the Legislative Assembly on 16 October 2002.

AGREED that the SRC Annual Report be placed on the Website.

AGREED that a bring-up system for next year's annual report be implemented for matters/events such as compliance, Local Government Elected Members' records, and a Local Government Members' pack containing guidelines for new Local Government Councillors.

8.3 Premier's Circular 14/98 Aboriginal Records (Item 7.6 of 3 October)

A draft response was forwarded to the Director: Information Services, Department for Community Development and the Acting Director: State Records will seek a meeting in the forthcoming week.

NOTED

9. ITEMS FOR CONSIDERATION

9.1 Minister's Visit to State Records Office and Intermediate Records Repository

AGREED that the Acting Director: State Records write to the Minister seeking a suitable date late in January for a tour of the Dianella Intermediate Records Repository, to be followed by a visit to the National Archives in East Victoria Park.

10. ITEMS FOR NOTING

10.1 Review of Effective Delivery of Government Services (Item 9.1 of 3 October)

There has been no new development

NOTED

10.2 State Records Office Activities

Acting Team Leader: Recordkeeping Services tabled an itemised account of operational activities for the period 3 October – 14 November 2002.

AGREED SRO investigate broader venues and activities, such as Seniors' Week, planned for 2003, at which an SRO display could be mounted.

NOTED

10.3 State Records Commission Activities

The following activities were undertaken by Commissioners:

25 October Mr Des Pearson attended the Local Government Managers' Annual Conference and presented a paper entitled : "State Records Act – Where to from here?"

21 November Ms Keighley-Gerardy will present Records Information Management Liaison Group awards.

AGREED that presentations and details will be posted on the SRO website.

10.4 Director: State Records' position

The Chair advised that the report from the Selection Panel had been delayed but was expected within the next few days, and that advice has been received from the Department of Premier and Cabinet that the position may be advertised.

AGREED that the Chair discuss advertisement of Director: State Records' position with the Director General.

10.5 WA Inc Records Project

Acting Director: State Records reported that the 12-month project is now under way, and that the Intermediate Records Repository has been refitted to accommodate the project team.

NOTED that a project plan is in development and will be presented to the 12 December meeting of the SRC.

10.6 Meeting with the Minister

The Chair reported that the recent meeting with the Minister dealt mainly with the Annual Report, WA Inc Records Project, the Gordon Inquiry, strategy and resources. The opportunity will be sought to promote the business advantages of early completion of RKPs to the Strategic Planning Council in March and via the Minister to the Government in June 2003.

Also agreed to pursue having record keeping recognised, or at least addressed as part of the criteria for future Premier's Awards.

Discussion ensued regarding means of handling, recognising the limited resources in agencies and the SRO, the large number of RKPs due to be submitted by March 2004. In addition to seeking to identify and share better practice examples, the concept of a 'self assessment' check list to provide both a tool to assist agencies in satisfying themselves as to the completeness of, and to expedite SRO review of RKPs was endorsed.

AGREED that Acting Director: State Records pursue the selection criteria for the Premier's Award with Ms Lesley van Schoubroeck at the Department of Premier and Cabinet.

AGREED that SRO develop a self assessment checklist for agencies.

11. OTHER BUSINESS

11.1 Aboriginal Smoking Ceremony

Acting Director: State Records raised the possibility of organising a traditional Aboriginal smoking ceremony to cleanse the records relating to Aboriginal people in the State Archives collection.

The Acting Director: State Records was requested to flag this proposal for a future date.

ENDORSED

11.2 Consultative Initiatives

Following the offer to the professional bodies/associations for Commissioners to meet with their Councils/Executives to discuss issues of interest or concern, an invitation was received from the LGRMG for Commissioners to attend a Christmas lunch. Unfortunately, all Commissioners are unable to attend.

AGREED that Acting Director: State Records write to the Local Government Records Managers' Group, suggesting that an invitation be issued to State Records Commissioners to attend a future meeting, or that the Local Government Records Managers'

Group Executive be invited to morning tea during a future State Records Commission Meeting.

11.3 Records Management Association of Australia

NOTED copy of letter from the Records Management Association of Australia to the Director General, Department of Culture and the Arts, expressing appreciation of the work of the retiring Director of the State Records Office, Chris Coggin. The letter had also been copied to the Hon Minister for Culture and the Arts, the Hon S M McHale MLA and the State Records Commission.

11.4 State Records Advisory Committee

NOTED the State Records Advisory Committee meeting scheduled for November 2002 has, due to insufficient business, been rescheduled for February 2003.

11.5 Department of Conservation and Land Management

A complaint received from CALM regarding a Retention and Disposal Schedule due in November was discussed by the Commission.

A request had been made for the State Records Commission to sign off a Disposal List of 1 000 items, the Retention and Disposal Schedule for which had only been received the day before the due date for submission of papers for the SRAC meeting. Acting Director: State Records advised that the size of the Disposal List did not give opportunity for the State Records Office to deal with the matter.

The State Records Commission endorsed the SRO approach indicating that it was not willing to take the exceptional step of sign off on the Disposal List in such circumstances.

NOTED

11.6 Scrap Book

AGREED that a scrap book of editorial items and photos of State Records Commissioners be compiled and housed at the State Records Office.

11.7 Records and Information Management Liaison Group – Excellence in Records Management Awards 2001

Acting Director: State Records advised that judging of entrants in the 2001 and 2002 Excellence in Records Management Awards was in progress, and that Awards would be announced on Thursday, 21 November.

NOTED Records and Information Management Liaison Group appreciation of the State Records Commission's commitment to and recognition of the Awards, and the participation of Ms Keighley-Gerardy on the Selection Panel.

11.8 THE STATE RECORDS ACT

The Commission noted an article submitted by Mr Varendorff with respect to the development of the State Records Act.

NOTED

11.9 National Online Archival Network

Ms Henderson reported on her attendance at a National Archives of Australia and COFSTA meeting in Canberra on 8 October. A proposal was put forward for an Australia-wide portal site into databases to extract registers and conduct searches on them.

NOTED that the State Records Office is currently precluded from participation due to its dated technology.

11.10 Consultation and Communication

The Commission reflected on its inaugural year, during which active participation has been sought to promote the State Records Act and opportunities have been provided to professional bodies and via other forums for feed back.

There was general satisfaction with progress and achievements to date. A review of the website was considered to have merit, more explicitly to provide opportunity for comments and feed back.

AGREED the State Records Commission website invite input for its consideration from interested persons, including via email.

Written communication has been conducted with all major professional bodies, who have been offered an opportunity for Commissioners to attend their various group meetings.

AGREED to maintain close communication with professional bodies and to progressively issue invitations for them to attend future State Records Commission meetings.

11.11 Australian Archival Statistics

Acting Director: State Records tabled a document which had been compiled by COFSTA, giving comparative statistics between State Archives in Australia.

NOTED that in comparative terms the State Records Office appears to be significantly under resourced.

AGREED the comparative statistical data between State Archives in Australia be resubmitted to the 12 December meeting.

11.12 SRC/SRO Priorities to June 30, 2003

The Chair tabled and spoke to a suggested work plan for the State Records Commission and State Records Office for the next six months, to June 2003.

AGREED that the following State Records Office fees be implemented:

Training Fee	\$150 per participant for 1-day course; or \$125 each for two or more participants from the same organisation
RKP Workshop	\$300 per participant

Next Meeting Thursday, 12 December 2002, in the Board Room of the State Library

Meeting Close The Chair closed the meeting at 11.30 am.

SIGNED
(Chair)

DATED 12 December 2002