



STATE RECORDS COMMISSION

MINUTES OF ELEVENTH MEETING HELD IN THE BOARD ROOM OF THE STATE LIBRARY, ON THURSDAY 12 DECEMBER 2002

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Archivist, John Curtin Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Ms Deirdre O'Donnell	State Ombudsman
Ms Isabel Smith	Acting Director: State Records Office
Mr Martin Fordham	Acting Manager: State Recordkeeping
Ms Maureen Robinson	Acting Director designate

MINUTES:

Mrs Norma Shopland	Minutes Secretary
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1. Welcome

The Chair welcomed Ms Maureen Robinson to the meeting as an observer.

2. **Apologies**

Nil

3. **Notices of Urgent Business**

Nil

4. **Confirmation of Minutes of Meeting on 14 November 2002.**

Confirmed.

5. **MATTERS ARISING**

5.1 Recordkeeping Plan Workshops
(Item 5.1 of 3 October 2002, Paper 22/2002)

5.12 Recordkeeping Plan Self Assessment Check List
(Item 10.6 of 14 November 2002)

The Commission agreed that these two items would be dealt with simultaneously.

Acting Director: State Records gave an update on the Workshops and advised that guidelines to support agency self assessment of RKPs and Workshop development were in progress.

AGREED that the guidelines be circulated out of session.

5.2 Margaret Medcalf Award
(Item 5.3 of 14 November 2002)

The Chair advised that Ms Medcalf would be joining the meeting at the conclusion of business, and deferred this item.

5.3 State Records Office Operation Plan
(Item 5.4 of 14 November 2002)
Paper 26/2002

The Commission agreed that the Operational Plan is clear and succinct, and provides excellent information regarding the State Records Commission and its function, and requested that the order of headings be changed to:

1. To establish and maintain a framework for State recordkeeping and instil within State organisations the value of best practice recordkeeping;
2. To provide timely and effective access to State archives;
3. To preserve State archives;
4. Provision of temporary records storage to government;

AGREED that 1,000 brochures be printed for distribution

5.4 The Gordon Inquiry R & D Schedule
(Item 5.5 of 14 November 2002)

The Chair confirmed that advice had been received from the Department of Premier and Cabinet that the scoping project to clarify record categories within the Retention and Disposal Schedule is nearing completion.

AGREED that the Acting Director: State Records follow up in January.

5.5 Premier's Circular 14/98 Aboriginal Records
(Item 8.3 of 14 November 2002)

Acting Director: State Records advised that a draft response has been circulated throughout the Department of Premier and Cabinet, who would send a final draft for consideration.

NOTED

5.6 Minister's Visit to State Records Office, National Archives and Intermediate Records Repository
(Item 9.1 of 14 November 2002)

Acting Director: State Records advised that a letter of invitation had been sent to the Minister, and that liaison will continue with the Minister's department to finalise timing.

AGREED that the State Records Office would prepare an information pack for the Minister prior to the visit.

5.7 Director State Records' Position
(Item 10.4 of 14 November 2002)

The Chair introduced Maureen Robinson, who has been appointed to the position of Acting Director: State Records, effective Monday 16 December for a 6-month period.

The position of Director: State Records will be advertised in the press over the weekend of 14 December, and applications will close on 3 January 2003.

The Commission requested that the position be advertised as widely as possible.

AGREED that Acting Director: State Records would post advertisement to professional list serves and interest groups.

5.8 WA Inc Records Project
(Item 10.5 of 14 November 2002)
Paper 27/2002

Acting Manager: State Recordkeeping tabled a project plan and timeline for the project which is envisaged to be completed in November 2003. A schedule of stages and milestones is to be prepared and progressively reported against.

NOTED

5.9 Premier's Awards
(Item 10.6 of 14 November 2002)

Acting Director: State Records has received positive response from the Department of Premier and Cabinet regarding the inclusion of compliance with the State Records Act as part of the selection criteria for the Premier's Awards. The matter will be placed on the agenda for the next meeting of the Department of Premier and Cabinet.

NOTED

5.10 Records And Information Management Liaison Group –
Excellence In Records Management Awards 2001 And 2002.
(Item 11.7 of 14 November 2002)

On Thursday 21 November, winners of the Excellence in Records Management Award were announced, and Ms Keighley-Gerardy presented the following Awards:

2001	Industrial Relations Commission
2002	City of Joondalup

2002 The Police Royal Commission received a highly commended award.

NOTED

- 5.11 SRO Fees And Charges 2003-04
(Item 11.12 of 14 November 2002)

Acting Director: State Records advised that the fees agreed at the 14 November meeting of the State Records Commission have been incorporated into the budget submission to the Department of Culture and The Arts.

NOTED

6. COMPLIANCE ISSUES

- 6.1 New Organisations
Nil

- 6.2 Compliance Check List
(Item 6.2 of 14 November 2002)
Paper 28/2002

The Commissioners discussed the schedule of organisations and the status of their Recordkeeping Plans. Mr Pearson will speak with the Office of the Minister for Energy regarding the RKP for Western Power, and requested that a letter be written to the President of the Legislative Council to ask for copies of the Legislative Council and the Parliamentary Services departmental RKPs.

AGREED the Acting Director: State Records to draft a letter

- 6.3 Guidelines for Storage
(Item 6.4 of November 2002)
Paper 29/2002

Paper 29/2002 was discussed. Commissioners requested that the guidelines include a checklist for use by agencies.

Commissioners ENDORSED the guideline.

- 6.4 Estimate of the Quantity of Archival Records in Agency Custody
(Item 6.4 of 14 November 2002)
Paper 30/2002

Acting Director: State Records reported that a meeting was held with the Acting Director of National Archives regarding utilisation of archival storage space at NAA, and that administrative details are still in progress.

NOTED

- 6.5 Archive Keeping Plan
(Item 6.5 of 14 November 2002)
Paper 31/2002

The Commission noted the timely receipt of the draft Archive Keeping Plan and suggested that the Plan could be used as a benchmark for COFSTA institutions.

The Acting Director: State Records was requested to place the matter on the Agenda for a future Commission meeting.

ENDORSED in principle

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

Nil

9. ITEMS FOR CONSIDERATION

- 9.1 Australian Archival Statistics
(Item 11.11 of 14 November 2002)

Acting Director: State Records tabled a schedule of Australian Archival Statistics. The Commission requested that this information be included in information pack being prepared for the Minister, who is scheduled to visit the State Records Office early in January. Consideration also needs to be given to publishing such information on the SRO website and in the Annual Report.

AGREED that once the schedule for 2001-02 is received, it is to be resubmitted to the Commission

10. ITEMS FOR NOTING

- 10.1 State Records Act – Coverage of Local Government Elected Members' Records – update
(Item 8.1 of 14 November 2002)

Acting Director: State Records tabled recent documents pertaining to the compliance of Local Government Elected Members' Records with the State Records Act.

AGREED that the final Guidelines be prepared for February distribution, following the January SRC Meeting and an impending FOI Commissioner's decision regarding Local Government records.

10.2 SRO Activities

Commissioners studied a schedule of recent activities undertaken by State Records Office staff.

Acting Director: State Records was requested to flag the activities of SRO volunteers for future reports.

The Commission requested volunteer input into research of the 1972 Cabinet Records to identify topical issues of interest.

NOTED

10.3 State Records Commission Activities

RMAA seminar breakfast, 4 October, attended by Kandy-Jane Henderson and Des Pearson.

RIMLG 21 November, Excellence in Records Management Awards, attended by Bronwyn Keighley-Gerardy.

ASA Christmas breakfast, 24 November attended by Kandy-Jane Henderson.

10.4 Consultation and Communication (item 14.10 of 14 November 2002)

Commissioners requested that "Commission Contact Details" on the SRO website be amended to read "...welcomes input from any member of the profession and the wider community".

ENDORSED

11. OTHER BUSINESS

11.1 Correspondence from Minister

Acting Director: State Records tabled a letter from the Minister, expressing appreciation of Commissioners' attendance at meeting on 12 November.

NOTED

11.2 State Records Advisory Committee Meeting Dates

Acting Director: State Records tabled a schedule of State Records Advisory Committee (SRAC) meeting dates for 2003.

Wednesday 26 February
Wednesday 28 May
Wednesday 27 August
Wednesday 26 November

and advised of the following changes of membership of the Committee:

RIMLG	Member:	Roy Watkins
	Deputy:	Trish Fallon
Department of Indigenous Affairs	Member:	Andrew Pepper
	Deputy:	Sue Beverley

NOTED

11.3 State Records Office Positions

Acting Director: State Records advised of new appointments in the State Records Office:

Acting Director: State Records	Ms Maureen Robinson
Team Leader: Archival Services:	Mr Leigh Hays
Recordkeeping Advisory Officer:	Ms Marelda Kelly (12 month contract)

Team Leader: Recordkeeping Services position has been reclassified as Manager: State Recordkeeping as permanent Level 7.

NOTED

5.2 (continued) Margaret Medcalf Award

Margaret Medcalf and Chris Coggin were invited to join the meeting to launch the "Margaret Medcalf Award" for the best work (article, paper, website, book, CD etc) utilizing the State records as defined in the State Records Act 2000.

Terms of reference for the Award were presented to and endorsed by the Commission at its meeting on 1 August 2002.

Nominations are to be received by end of March. Selection will be undertaken in April, with presentation made in May.

NOTED

Next Meeting Thursday, 30 January 2003, at the Office of the Ombudsman.

Meeting Close The Chair wished those present compliments of the season and closed the meeting at 11.15 pm.

SIGNED

January 2003
(Chair)

DATED 30