



# STATE RECORDS COMMISSION

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## MINUTES OF TWELFTH MEETING HELD IN THE OFFICE OF THE STATE OMBUDSMAN ON THURSDAY 30 JANUARY 2003

### PRESENT:

Mr Des Pearson

Ms Kandy-Jane Henderson

Ms Bronwyn Keighley-Gerardy

Ms Deirdre O'Donnell

Ms Maureen Robinson (Executive Officer)

Ms Isabel Smith (Executive Secretary)

Auditor General

Governor's Appointee:

Archivist, John Curtin Prime Ministerial Library

FOI Commissioner

State Ombudsman

Acting Director: State Records

Manager: State Recordkeeping

### MINUTES:

Mrs Norma Shopland

Minutes Secretary

1. Welcome

2. Apologies

Nil

3. Notices of Urgent Business

Nil

4. Confirmation of Minutes of Meeting on 12 December 2002.

**Confirmed, subject to the following amendments:**

Item 5.3, heading, amend the word "Operation" to read "Operational"  
Item 5.9, Premier's Awards, final sentence, amend to read "The matter will be placed on the agenda for the Department of Premier and Cabinet's next meeting."

5. MATTERS ARISING

**5.1 State Records Office Operational Plan [Paper 1/2003]**

The Commission studied sample brochures as submitted, and selected No.2, with the following amendments:

Reference to “storage” to be included under the heading “Preservation”.

The photograph of Commissioners to be removed.

ENDORSED in principle.

## 5.2 The Gordon Inquiry R & D Schedule

Manager: State Recordkeeping advised that the situation is being monitored, and the SRO will continue to pursue an early resolution.

NOTED

## 5.3 Premier’s Circular 14/98 Aboriginal Records [Paper 2/2003]

Current progress was NOTED.

The Commission suggested that paragraph 1, line 2, should be amended to read “concern any children removed from their families...”

Director was requested to liaise with The Director Information Services, Department for Community Development, regarding the amendment.

## 5.4 Minister’s Visit to National Archives and Intermediate Records Repository.

Director: State Records was requested to scope a paper, emphasising accommodation and RKPs, and adding a further two topics, viz “electronic/digitised records” and “on-line access”.

It was acknowledged that more Standards were to be produced, and the Manager: State Recordkeeping was requested to compile a list of topics for future standards to be posted on the website inviting feedback from stakeholders.

Director: State Records was requested to obtain feedback from the Minister’s tour and to schedule a follow up meeting with the Minister in April.

## 5.5 AGREED that this item be revisited in March. Director SRO’s Position

The Chair advised that Interviews for the position of Director: State Records were conducted on Tuesday 28 January and that the selection is in progress.

NOTED

## 5.6 WA Inc Records Project [Paper 3/2002]

Manager: State Recordkeeping advised that the program is proceeding very well. Of 7,500 exhibits, 6,950 records have now been processed.

The Commission requested that a progress report be provided to the Minister in April at the conclusion of Phase 1, advising that at this stage information on purported missing documents is anticipated to be available in October.

The possibility of a media release from the State Records Commission was discussed and will be revisited.

The Commission NOTED the satisfactory progress and excellent work of the Project Team.

## 5.7 Recordkeeping Plan Self Assessment Checklist [Paper 4/2003]

The Commission considered a draft Checklist for Principles 1 – 3 and requested that agencies be required to provide :

1.
  - a. credentials of processing officers and process used;
  - b. the nature of corporate executive involvement in the development of plans.
2. number of linear metres of current and projected holdings.
3. CEO to sign the RKP and R & D schedules.
4. a transmittal letter enclosing details of quality assurance and supervision together with the completed checklist.

The State Records Office was requested to provide the State Records Commission with key performance indicators quoting whether the records are temporary or permanent.

The Commission acknowledged that RKPs already submitted will be exempt, but those returned to an agency for further work will include a checklist.

The Commission requested that checklists be annotated with a version number and date.

The Commission ENDORSED IN PRINCIPLE the RKP Self Assessment Checklist and AGREED that updated checklist be distributed out of session.

## 6. COMPLIANCE ISSUES

### 6.1 New Organisations

Nil

## 6.2 Compliance Check List

Manager: State Recordkeeping gave an update on the current situation regarding GTE's, Legislative Council and Parliamentary Services.

NOTED

The Commission suggested that an item be placed in the Newsletter giving an indication, perhaps in the form of a "thermometer", of the number of RKPs received.

Director: State Records advised that a new calendar of dates for compliance with the Act is under development.

The Commission requested that a policy register for revisiting items be compiled, for example, the Operational Plan brochure.

## 6.3 Estimate of the quantity of Archival records in agency custody [Paper 5/2003]

Director: State Records spoke to the Paper, giving the volume of archives estimated to be currently in the custody of agencies, based on projections from past growth patterns.

The Commission:

1. NOTED the information;
2. SUPPORTED the budget bid for lease storage submitted by the Office;
3. SUPPORTED the commencement of negotiations with the National Archives for short term leasing their spare archival space, subject to the availability of new recurrent funds; and
4. NOTED that a broad scoping document is being prepared to address long term considerations.

## 6.4 Archive Keeping Plan

Manager: State Recordkeeping advised that the Archive Keeping Plan is still under development and will be resubmitted for approval in March.

NOTED

AGREED that the Archive Keeping Plan be made available on website following any necessary embargoes.

## 6.5 Recordkeeping Plans for Schedule 3 Organisations [Paper 6/2003]

The State Records Commission ENDORSED an order to be published in the Government Gazette for Schedule 3 organisations to submit their Recordkeeping Plans to the relevant Minister by 31 December 2003.

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

8.1 State Records Act – Coverage of Local Government Elected Members' Records [Paper 7/2003]

The State Records Commission ENDORSED the Guideline for the Management of Elected Members' Records and requested that:

1. following consultation with the Minister for Local Government regarding the guidelines for Local Government Elected Members' Records, a letter be written to the Minister for Local Government, with a copy to the Minister for Culture and the Arts and the Director General DCA, enclosing the final guidelines.
2. Director: State Records to ascertain who conducts the induction for prospective candidates of local government elections, and offer to provide a representative from SRO to outline the guidelines for Local Government Elected Members' Records.

9. ITEMS FOR CONSIDERATION

Nil.

10. ITEMS FOR NOTING

10.1 SRO Activities

Manager: State Recordkeeping tabled the SRO activities from 13 December 2002 – 30 January 2003.

Manager: State Recordkeeping advised that applications have been received from mail out requesting executive contacts within agencies. These will be checked to ensure the contacts are of a sufficiently high level in the organisation.

The SRO will set up an e-mail list of executive contacts and ask for a projected date for submission and any problems areas being experienced.

SRO will organise an RKP information session to draw in these executives.

NOTED

## 10.2 SRC Activities

The Commissioners escorted Minister McHale on a tour of facilities at the Intermediate Records Repository in Dianella, and the National Archives of Australia in Victoria Park on 23 January 2003.

The Chair attended a meeting with Stamfords re consulting on RKP's on 23 January 2003.

NOTED

## 10.3 Consultation and Communication

Manager: State Recordkeeping advised that the State Records Commission's contact details on the website have been amended as requested.

NOTED

## 11. OTHER BUSINESS

### 11.1 Invitations to Commissioners to attend meetings

Dates for future SRAC meetings will be circulated to Commissioners to liaise and decide who will be in attendance.

Invitations have been received from the Australian Society of Archivists, Records Management Association of Australia, Local Government Records Management Group, and the Records & Management Information Liaison Group to attend meetings. Commissioners were advised that individuals of the State Records Office attend these meetings as members in their own right. Commissioners will liaise with the various organisations regarding their attendance.

NOTED

### 11.2 RMAA Seminar

The Chair advised of a request from the RMAA for the Commission's support of a seminar to be held on March 10 to mark the anniversary of the promulgation of the Principles and Standards.

In order to better inform the Commissioners, the State Records Office was requested to obtain further details regarding the format of the seminar, target audience, purpose and desired outcome, and information of any additional speakers in attendance.

AGREED in principle to attend.

11.3 SRO Resources and Models for assessing RKPs  
[Paper 8/2003]

Commission to consider and bring back to another meeting for robust discussion over a working lunch on Wednesday 19 February between 12 noon and 3.00 pm.

Next Meeting Thursday, 20 March 2003, at the Maritime Museum, Fremantle

Meeting Close The Chair closed the meeting at 12.05 pm.

SIGNED .....  
2003  
(Chair)

DATED 20 March,