

5.2 The Gordon Inquiry R & D Schedule

The Commission agreed to write to the Director General of Premier & Cabinet, clarifying the requirement to expedite the R & D Schedule which will allow the RKP to be signed off.

5.3 Premier's Circular 14/98 Aboriginal Records

Acting Director: State Records advised that Premier's Circular Number 1998/14 has been replaced by Circular Number 2003/02.

NOTED

5.4 Minister's Visit to National Archives and Intermediate Records Repository

Acting Director: State Records reported that the Minister gave favourable feedback following the visit. A further visit will be requested for April.

NOTED

5.5 Director SRO's Position

The Chair advised that Tony Caravella has been appointed Director: State Records and will commence on Monday 24 March. The Chair also recognised Maureen Robinson's contribution during her tenure as Acting Director: State Records and extended best wishes for her future on behalf of the State Records Commission.

5.6 WA Inc Records Project [Paper 9/2003]

Manager: State Recordkeeping reported that the Project is on schedule and submitted a timeline as an attachment to the report.

NOTED

5.7 RKP Self-assessment Check List [Paper 10/2003]

Paper 10/2003 was not created for submission to the Commission.

Manager: State Recordkeeping advised that the SRO website invited comment on the GDA, Self-Evaluation Checklist and Guidelines for a 2-week period, during which 4 congratulatory responses were received, together with 2 suggestions for amendment. Both amendments have been incorporated into checklist. A sample of the revised checklist was tabled.

A draft letter of transmittal with Record Keeping Plan was tabled and evaluated, with the following amendments requested:

- paragraph 1, line 4 be amended to read “The purpose of this letter is to provide assurance that the RKP”
- paragraph 1, line 5 be amended to read “ and fairly reports the ...”
- paragraph 1, line 6 be amended to read “ activities which are or will be implemented”
- paragraph 2, amended to read “I acknowledge my responsibility for the preparation of the RKP under the terms of the State Records Act 2000.”
- Letters of transmittal with Record Keeping Plans to be signed by the CEO, not the checklist.

The Chair requested a copy of the final transmittal letter before it is distributed.

The Commission requested that they receive a copy of the first few RKPs received. The Commission also requested that acknowledgement be forwarded to CEOs as RKPs are received, and a follow up request be sent to those still outstanding.

The Commission **ENDORSED** the Draft letter of transmittal with Record Keeping Plan and State Government Agency RKP Self-Evaluation Checklist, as amended, and **AGREED** that they be finalised by the State Records Office.

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

The Commission **AGREED** that the Chair sign a letter 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.

Acting Director: State Records is endeavouring to ascertain who conducts the induction for prospective candidates of local government elections with a view to offering a representative from SRO to outline the guidelines for Local Government Elected Members.

5.9 Executive Contacts – request for information

The Commission **APPROVED** the draft letter requesting executive contact information, and **AGREED** that it accompany the letter of transmittal when distributed to agencies.

5.10 Calendar of events

A calendar of meeting dates and future events was circulated.

NOTED

6. COMPLIANCE ISSUES

6.1 New Organisations

Nil

6.2 Compliance Checklist Calendar of compliance dates and Indicator of number of RKPs received

The Commission **NOTED** Attachment 6.2, a thermometer indicating the number of Recordkeeping Plans received, and the number approved as requested at the meeting on 30 January 2003.

Acting Director: State Records advised that the calendar of compliance dates is in progress.

6.3 Estimate of the Quantity of Archival Records in Agency Custody

The Commission **NOTED** Attachment 6.3, a graph prepared by the Acting Director: State Records, showing an estimate of archival holdings as at 1 March 2003, provided by 20 agencies who have thus far responded to an ongoing survey. The volume of State archives will be amended as the survey of all 425 government agencies provides more information.

6.4 Archive Keeping Plan [Paper 11/2003]

The Commission **AGREED** that this item be deferred for consideration until the next meeting, scheduled on 8 May 2003. This will enable the newly appointed Director: State Records to consider and make comment.

6.5 Schedule 3 Recordkeeping Plans

6.5.1 Acting Director: State Records advised that Gazettal of the timing for submission of Schedule 3 RKPs is in hand and that the Water Corporation RKP is expected by July.

6.5.2 Western Power Recordkeeping Plan

The Commission **ENDORSED** Western Power's amended Recordkeeping Plan and **AGREED** that the Minister for Energy should be advised that the Plan has been reviewed, meets accepted standards and is recommended for approval.

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

8.1 State Records Advisory Committee Recommendations

1. RD2002033 – Police Royal Commission [Paper 12/2003]

APPROVED

2. RD 2002040 – CALM [Paper 13/2003]

APPROVED

3. RD 2002023 – Fremantle Port Authority [Paper 14/2003]

APPROVED

4. AD 2002025 – Central TAFE [Paper 15/2003]

The Commission discussed AD 2002025 and requested it be amended to read:

“AD 2002025 – an Ad Hoc Disposal Authority covering student-based records held by **Central Tafe** up to end of 2002, or until a full Retention and Disposal Schedule has been submitted.”

Bring up for March 2004.

APPROVED noting amendment.

5. RD 2002017 – Office of the Information Commissioner [Paper 16/2003]

Ms Keighley-Gerardy, Information Commissioner, declared an interest in this item and absented herself from the meeting.

APPROVED

Ms Keighley-Gerardy rejoined the meeting.

6. RD 2002037 - Main Roads [Paper 17/2003]

APPROVED

7. RD 2002043 – Swan TAFE [Paper 18/2003]

APPROVED

8. RD – Draft GDA for Administrative Records

Manager: State Recordkeeping advised that the GDA was placed on the website and a range of stakeholders were invited to comment on the document. Responses have been received from 24 individuals, comprising approximately 30 pages of comments. A Special SRAC meeting was held on Monday 17 March to address the issues raised and discuss the appropriateness of suggested amendments. This process was not completed in the time allowed and the meeting was adjourned until the following week. A further meeting is scheduled for 28 March 2003. Following completion and reformatting, the document will be ready for distribution.

The Commission **AGREED** that the final document be circulated to them via email for resolution out of session before publication.

The Commission requested that the Fremantle Port Authority and TAFE Colleges be encouraged to share information and use of best practice models with other like organizations.

8.2 Recordkeeping Plans

1. RKP 2002034 – Recordkeeping Plan of Police Royal Commission [Paper 20/2003]

The Commission requested that the RKP be annotated that no further action was identified.

2. RKP 2003003 – Recordkeeping Plan of Fremantle Port Authority [Paper 21/2003]

The Commission requested that the RKP be annotated that no further action was identified and that a review date be added for 2008.

3. RKP 2002031 – Recordkeeping Plan of the South West Health Board [Paper 22/2003]

APPROVED subject to the following interim milestones and the undertaking to submit a revised RKP by July 2004 :

- Analysis of Recordkeeping Functions, Policy and Procedure and Thesaurus by December 2003.

- A Retention and Disposal Schedule for Functional records (except Patient/Client records) completed by December 2003
 - Disaster Recovery Plan to be developed by December 2003.
 - Staff Training and Information Sessions completed by December 2003
 - Agency's evaluation of efficiency and effectiveness, developed as part of the major recordkeeping review completed by December 2003
 - Outsourced Functions identified, completed by December 2003
 - Recordkeeping issues included in contracts, completed by December 2003.
 - Completed Plan to be submitted by July 2004.
4. RKP 2003001 – Recordkeeping Plan of the WA Country Health Service [Paper 23/2003]

APPROVED subject to the following interim milestones and the undertaking to submit a revised RKP by July 2004 :

- Analysis of Recordkeeping Functions by April 2003
- Review of Thesaurus by November 2003
- A Retention and Disposal Schedule for Functional records (except Patient/Client records) completed by December 2003
- Staff Training and Information Sessions completed by December 2003
- Agency's evaluation of efficiency and effectiveness, developed as part of the major recordkeeping review completed by November 2003
- Review of Policies and Procedures by December 2003
- Disaster Recovery Plan to be developed by December 2003
- Outsourced Functions identified, completed by December 2003
- Recordkeeping issues included in contracts, completed by December 2003
- Completed Plan to be submitted by July 2004.

The Commission NOTED that RKP 2002031 and RKP 2003001, whilst incomplete, set a precedent for provisional approval subject to certain conditions being met within specified timeframes, and is applied for new agencies only.

THE MEETING ADJOURNED AT 10.30 am and RECONVENED AT 11.10 am.

9. ITEMS FOR CONSIDERATION

9.1 Future Standards [Paper 24/2003]

AGREED that:

- the Local Government RKP template, developed by LGRMG, be added as a link from SRO website;
- Local Governments be advised about the link;
- guidelines for the storage of archives be published as soon as possible; and
- contact be made with Gaynor Deal (Water Corporation) for a contract template and input into an update of Standard 6.

10. ITEMS FOR NOTING

10.1 SRO Activities [Attachment 10.1]

Manager: State Recordkeeping tabled Operational Activities for the period 31 January 2003 – 20 March 2003.

NOTED

10.2 SRC Activities

Stamfords, March 7, "Countdown to March 2004 Seminar". Des Pearson presented a paper entitled "A Major Step Towards Transparent and Accountable Government.

RMAA function, 19 March, to mark the 1 year anniversary of the State Records Commission Standards. Des Pearson presented a paper on RKP progress.

RMAA function, 19 March, attended by Kandy-Jane Henderson. Ms Henderson requested that a letter be addressed to Ms Lesley Ferguson, RMAA, thanking the sponsors and expressing appreciation for great initiative.

ASA meeting, 11 March, attended by Kandy-Jane Henderson.

OTHER BUSINESS

The Chair, Des Pearson, thanked Maureen Robinson, and expressed appreciation for her contribution, energy and drive during her term as Acting Director: State Records. On behalf of the State Records Commission he extended best wishes for the future.

Next Meeting Thursday, 8 May 2003,
 at the John Curtin Prime Ministerial Library.

Meeting Close The Chair closed the meeting at 12.10 pm

SIGNED
 (Chair)

DATED