



STATE RECORDS COMMISSION

MINUTES OF MEETING HELD AT THE OFFICE OF THE AUDITOR GENERAL ON
THURSDAY 21 AUGUST 2003

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Governor's Appointee: Archivist, John Curtin Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Mr Tony Caravella	Director: State Records
Ms Isabel Smith (Executive Secretary)	Manager: State Recordkeeping
Mr Tom Reynolds (Observer)	Archives Research Officer

MINUTES:

Mrs Norma Shopland	Minutes Secretary
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1. **Welcome** The Chair welcomed Mr Tom Reynolds to the meeting.

2. **Apologies**
Ms Deirdre O'Donnell

3. **Notices of Urgent Business**

3.1 **Budget**

Concern was expressed that the budget allocation for the State Records Commission had not been received. Commissioners, particularly the Governor's appointee, devote their time for no remuneration but need at least baseline resources to enable them to fulfil their role and duties.

The Commission acknowledged the amount of time spent by the SRO in preparing and producing SRC Agenda papers and expressed concern at the very real reduction in the budget allocation advised to date. There is effectively no discretionary element in the budget with the entire budget pre-committed. Commissioners noted that the State Records Office has been under extreme pressure in consequence of the WALGA campaign to the extent that facilitation and RKP implementation work has effectively stalled.

The Commission is concerned that the resource is spread so thinly that it is almost impossible for the SRO to function effectively, and noted the significant and unsustainable personal impost on the staff.

AGREED that the Director: State Records approach the Director General, Department of Culture and the Arts, relaying the concerns of the Commission in relation to budget allocation.

AGREED that, to the extent practicable, SRC matters would be dealt with via email to assist the SRO.

4. Confirmation and sign off of Minutes of Meeting on 31 July 2003

Confirmed

5. MATTERS ARISING

5.1 SRO Strategic Plan

Limited progress was reported.

The Commission **NOTED** the limited progress in consequence of other pressures.

5.2 The Gordon Inquiry R & D Schedule

No progress. The Manager: State Recordkeeping however advised that the Department of Premier and Cabinet indicated that it will have the Schedule ready by the end of this calendar year.

The Commission **NOTED** the limited progress. The Chair to endeavour to raise with the Director General, Department of Premier and Cabinet.

**5.3 WA Inc Records Project
Paper 67/2003**

Parliamentary Question 1688 was tabled.

Director: State Records advised that the SRO is satisfied that correct procedure has been followed. He further reported the issue of not being able to open the database and steps being taken to remedy the situation.

The Commission **NOTED** the commendable progress and suggested that an article outlining the history of the Project be published in the SRO's publication "State of the Record" at some future time.

**5.4 RKP Self-Assessment Check List
Paper 68/2003**

Manager: State Recordkeeping advised that the draft is still in the initial stages and not yet ready for distribution. The Check List will be finalised and posted on the website as soon as possible.

Director: State Records advised that letters will be sent to all government organisations prior to 5 September as a reminder that only 6 months remain before they must submit their RKPs.

The Commission **AGREED** that a letter be forwarded to Directors General, and a similar letter to CEOs copied to their records managers, giving a reminder of due date for RKPs, citing those which have already been approved, and directing their attention to aids and training courses available, and the working template on the SRO website.

5.5 State Records Act – Coverage of Local Government Elected Councillors’ Records

Attachment 5.5

The Commission **NOTED** copy of a letter forwarded by Mr Chris Coggin to Cr Clive Robartson.

5.5.1 Correspondence from City of Swan Paper 69/2003

Invitation received from the City of Swan for representatives of the SRO and SRC to brief Councillors.

The Commission **AGREED** that the invitation from the City of Swan for the Director: State Records and a State Records Commissioner to brief Councillors on the development of the new requirements applicable to local government before they are finalised, be accepted.

5.5.2 Correspondence from City of Rockingham

Letter received from the City of Rockingham, requesting a copy of the now withdrawn guidelines for elected local government Councillors.

The Commission **NOTED** receipt of the request and suggested a simple list of records outlining those of continuing value and those of ephemeral status be sent to the City of Rockingham – not the withdrawn guidelines.

5.5.3 Draft Correspondence from SRC to Local Government Elected Councillors Paper 71/2003

The Commission discussed a communication strategy produced in conjunction with DCA to deal with the issue of local government elected Councillors’ records and **AGREED** that:

- Director: State Records produce a letter to be forwarded to all local government elected Councilors; and
- a further letter be forwarded to all local government CEOs noting that the requirements of the Act rest with the Authority, however the SRO is available to assist.

5.6 City of Perth Retention and Disposal Schedule Update

Manager: State Recordkeeping advised that the City of Perth has for the moment withdrawn its proposal regarding scanned records. Research of other States revealed there is no standard retention period or recommended period for destruction of records following scanning, nor is there a precedent or practice.

The Commission **AGREED** that a letter be written to the City of Perth thanking them for their initiative and advising results of research undertaken by the SRO. The City of Perth be advised that the Commission is attracted to the merit of their initiative and direction and that they be encouraged to further develop their proposal with the SRO so that it can be used as an example to others.

6. COMPLIANCE ISSUES

6.1 New Organisations

Public Transport Authority

Manager: State Recordkeeping circulated a letter advising that the Public Transport Authority of Western Australia (PTA) commenced operation on 1 July 2003, also detailing the functions of the Authority.

NOTED

6.2 Compliance Monitoring Spreadsheet Paper 72/2003

The Commission discussed the table for RKP Compliance Monitoring, as attached to the Paper and **AGREED** that the “date approved” column be amended to provide a finer categorisation of the “in progress” status.

The Commission also **AGREED** that the SRO would continue with a policy of active case management of RKPs, and that might need to extend to returning those that are submitted in an unreasonably underprepared state. The responsibility lies with the individual agency to carry out the work necessary prior to lodgement.

6.3 Recordkeeping Plans Received and Approved Attachment 6.3

Commissioners **NOTED** Attachment 6.3, thermometer, giving details of RKPs received.

7. LEGISLATION REVIEW ISSUES

7.1 Corruption and Crime Commission Bill 2003

Director: State Records advised there was nothing new to report with regard to the Corruption and Crime Commission Bill 2003.

NOTED

8. ITEMS FOR ACTION

8.1 State Records Advisory Committee Minutes of 30 July 2003 Paper 73/2003

The Commission **NOTED** the SRAC Minutes of 30 July 2003 and **AGREED** that Mr Pepper be invited to liaise with the SRO regarding the development of a template and an appropriate form of words to be used.

8.2 State Records Advisory Committee Structure and Function Paper 74/2003

The Commission **APPROVED** the SRAC Rules for Conduct of Meetings as contained in the Paper.

8.3 State Records Advisory Committee Recommendations

8.3.1 RD2003011 – Builders’ Registration Board
Paper 75/2003
APPROVED

8.3.2 RD2003026 – Painters’ Registration Board
Paper 76/2003
APPROVED

8.3.3 RD 2003024 – Conservation Commission of WA
Paper 77/2003
APPROVED

8.3.4 RD2003031 – Department of Education and Training (Office of Training)
Paper 78/2003
APPROVED

8.3.5 RD2002054 – Bunbury Cemetery Board
Paper 70/2003)
APPROVED

- 8.4 **RKP2003/006** – State Library of Western Australia
Paper 80/2003

APPROVED

9. ITEMS FOR CONSIDERATION

9.1 Margaret Medcalf Award

Director: State Records reported very positive feedback following the Margaret Medcalf Award and thanked Commissioners for their attendance, and Ms Henderson for providing the venue. A debriefing session will be held within the SRO to record the strengths and weaknesses of this year's Award for reference next year.

NOTED

9.2 Standards Architecture

Director: State Records gave an update on the Standards Architecture and advised it was anticipated that upon completion of the Annual Report the Standards would be progressed further.

NOTED

9.3 RKP Lodgement Strategy
Paper 81/2003

Director: State Records reported that the Director General for the Department of Culture and The Arts was to have given a reminder to Directors General at the Strategic Management Council in August to provide lodgement dates for RKPs, however that meeting had to be terminated before this matter was addressed on the agenda.

The Commission **AGREED** that the Director: State Records write to Directors General of those agencies which have yet to respond and request them to indicate the date they would submit an RKP.

9.4 RKP Workshop
Paper 82/2003

Manager: State Recordkeeping advised that a selection panel had been established to evaluate responses to a request for tender to conduct a series of workshops for the development of Recordkeeping Plans. Following appointment of the successful tenderer, a date for advertising the Workshop could be set.

NOTED

9.5 Contract Management Template and Standard

Manager: State Recordkeeping advised that she had received information for incorporation into a template which was still being evaluated.

NOTED

9.6 State Records Commission Annual Report
Paper 83/2003

The Commission studied a draft of the Annual Report, and **AGREED** that Mr Tom Reynolds proceed, incorporating amendments and further issues as discussed.

9.7 Feedback on discussions held with the Director General of National Archives Australia

Director: State Records reported discussions held with the National Archives of Australia regarding the possibility of a reciprocal agreement for the sharing of storage space and search room facilities.

NOTED

10. ITEMS FOR NOTING

10.1 SRO Activities

The Commissioners **NOTED** the Operational Activities for the period 24 June 2003 to 21 August 2003, as circulated.

10.2 SRC Activities

All Commissioners attended the inaugural Margaret Medcalf Award on 18 August 2003

Ms Henderson attended the AGM of the Australian Society of Archivists on 6 August 2003.

10.3 SRO Database & Search Engine

Director: State Records reported that the final specifications were due for completion by the end of August. Interest had been shown by several post-graduate university students wanting to become involved in research projects.

NOTED

10.4 Health Department of WA – Guthrie Cards

Commissioners **NOTED** correspondence from the Health Department as circulated and **AGREED** that the SRO respond, advising that the material is in fact a record which should have been managed accordingly.

10.5 Digital Records Preservation Seminar

Director: State Records reported no progress has been made on this item.

10.6 Budget

This item was discussed under Item 3.1, Notices of Urgent Business.

11. OTHER BUSINESS

11.1 RIMLG Awards

Director: State Records advised that Ms O'Donnell is a member of the Judging Panel and that invitations will be issued shortly.

11.2 Consultants and Vendors Forum

Director: State Records advised that the SRO will facilitate a meeting with consultants, educators and vendors on 2 September to further good relationships with those who may influence the quality of future draft recordkeeping plans, and consequently assist the SRO to streamline the process.

NOTED

**11.3 Correspondence from
Paper 84/2003**

The Commission **AGREED** thatbe thanked for ... letter and advised that ... views have been noted.

11.4 State Supply Commission

Director: State Records advised that he and the Manager: State Recordkeeping attended a meeting with the State Supply Commission regarding contract documentation. The State Supply Commission was concerned about the standard of documentation in government contracts.

The State Records Commission **AGREED** that this was not a matter requiring a separate Standard and that existing Standards under the State Records Act are sufficient to govern recordkeeping in government contracts.

Next Meeting 10.00 am Thursday 2 October 2003 , State Library Boardroom

Meeting Close

The Chair closed the meeting at 12.55 pm

SIGNED
(Chair)

DATED