

AGREED that SRO's budget is not adequate and note with concern the poor comparison of Western Australia against other States and that a Briefing Paper be prepared for the Minister outlining these concerns prior to tabling of the SRC Annual Report.

5.2 WA Inc Records Project Paper 85/2003

Manager: State Recordkeeping gave an update on the WA Inc Records Project and advised that the scheduled date of completion is 11 November 2003.

The Commission **AGREED** that a short report be prepared on behalf of the SRC for the Minister advising on completion of the project. The report to include reference to the critical need for agencies to comply with policies and document their practices.

The Commission also recorded their appreciation of the work being carried out by the WA Inc Records Project Team (Carole Harris, Susan MacIntyre, Dyan Muthukumar, Matthew Thompson)

5.3 RKP Template Paper 86/2003

The Commission **NOTED** the completion of the publication and recorded their appreciation of the efforts of those concerned.

5.3.1 RKP Submission dates Update

Director: State Records advised he had written letters to CEO's of government organisations reminding them of the deadline – attached at 9.2

The Commission **AGREED** that SRO reiterate the deadline 3 months prior to the 7 March 2004 and to ascertain from key stakeholders/consultants if anything specific can be done to assist agencies.

5.4 State Records Act – Coverage of Local Government Elected Members' Records Attachment 5.4 x2

Manager: State Recordkeeping advised on a positive response to offers for representatives from SRO to brief Local Government Councillors.

NOTED

**5.4.1 Correspondence from City of Swan
Update**

NOTED

**5.4.2 Correspondence from City of Rockingham
Attachment 5.4.2**

NOTED

**5.4.2 Draft Correspondence from SRC to Local Government
Elected Councillors
Paper 87/2003**

NOTED

**5.5 City of Perth Retention and Disposal Schedule
Attachment 5.5**

NOTED

6. COMPLIANCE ISSUES

**6.1 New Organisations
Update**

Nothing to report.

**6.2 Compliance Monitoring Spreadsheet
Paper 88/2003**

The Manager: State Recordkeeping gave an update on the Compliance Monitoring Spreadsheet and advised a legend had been developed to give more detailed information as to progress in respect to each RKP. **AGREED** a summary be emailed to Commissioners for their information.

**6.3 Recordkeeping Plans Received and Approved
Attachment 6.3**

The Commission discussed strategy for processing the bulk of RKP's that will be received in the last weeks prior to 7 March 2004. Risk issues, principles and criteria necessary to enable reliable and timely processing were also discussed.

AGREED that a matrix be developed by SRO and submitted to the next SRC meeting, detailing the risk approach, criteria and priorities.

7. LEGISLATION REVIEW ISSUES

Nothing to report.

8. ITEMS FOR ACTION

8.1 State Records Advisory Committee Minutes of 24 September 2003 Paper 89/2003

The Commission **NOTED** the SRAC Minutes of 24 September 2003.

8.2 Retirement Function - Professor Geoffrey Bolton

The Commission **AGREED** that a function would be held to mark Prof. Geoffrey Bolton's retirement and to acknowledge his long term contribution to SRAC. Date and venue to be confirmed.

8.3 State Records Advisory Committee Recommendations

8.3.1 RD2003036 – WA Treasury Corporation
Paper 90/2003
APPROVED

8.3.2 RD2003023 – Construction Industry Long Service Leave
Payment Board
Paper 91/2003
APPROVED

8.3.3 RD 2003043 – Department of Consumer & Employment
Protection (Labour Relations Division)
Paper 92/2003
APPROVED

8.3.4 RD2003037 – Department of Fisheries
Paper 93/2003
APPROVED

8.3.5 RD2002039– Central College of TAFE
Paper 94/2003
APPROVED

8.3.6 RD2003034– Small Business Development Corporation
Paper 95/2003
APPROVED

8.3.7 AD2003030– City of Gosnells
Paper 96/2003
APPROVED

8.4 Recordkeeping Plans

8.4.1 RKP2002032 – Totalisator Agency Board
Paper 97/2003
APPROVED

8.4.2 RKP2003028 – Conservation Commission of WA
Paper 98/2003
APPROVED

8.4.3 RKP2002044 – Bunbury Cemetery Board
Paper 99/2003
APPROVED

9. ITEMS FOR CONSIDERATION

9.1 Standard Architecture Update

Director: State Records gave an update on the Standards Architecture and advised that until the RKP processing work was under control little progress could be made on new Standards development.

Director: State Records advised he had again contacted the Department of Premier & Cabinet in an endeavour to progress the secondment of staff.

The Commission **AGREED** that whilst this architecture is an important issue the current priority is low in the light of current resources and other work and to defer this matter for 6 months.

NOTED

9.2 RKP Lodgement Strategy Attachments 9.2.1 & 9.2.2

Letters to CEOs were tabled and **NOTED** by the Commission.

NOTED

9.3 RKP Workshop Paper 100/2003 will be submitted at 6 November meeting.

Manager: State Recordkeeping gave an apology for her paper not being available at this time. It was **AGREED** that this matter would be progressed urgently.

9.4 Contract Management Template and Standard Update

NOTED

9.5 State Records Commission Annual Report

Mr Tom Reynolds gave an update on the status of the SRC Annual Report and advised that he had been in contact with the Bills and Papers Office at Parliament House and was informed that three (3) copies of the Annual Report were required for each House. He also advised the covering letters to Parliament were ready for the Director's and Chairman's signature.

The Commissioners thanked Mr Reynolds for his work in the preparation of the SRC Annual Report.

The Commission **AGREED** that a Briefing Note be prepared for the Minister regarding the SRC Annual Report.

NOTED this item was discussed under Matters Arising.

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

Director: State Records gave an update on this issue and advised he had received positive feedback from National Archives Australia. He also advised that significant developments are in progress of a possible joint reading room and storage area and that co-operation between the SRO and NAA is good.

NOTED

10. ITEMS FOR NOTING

**10.1 SRO Activities
Attachment 10.1**

The Commissioners **NOTED** the Operational Activities for the period 21 August 2003 to 1 October 2003, as circulated.

10.2 SRC Activities

Nothing to report.

**10.3 SRO Database & Search Engine
Paper 101/2003**

Director: State Records provided a paper setting out the functional specifications for the SRO's proposed new data base and search engine. He advised Mr Damien Hassan from SRO's Archival Services will be investigating two possible suppliers in Queensland and New South Wales.

NOTED

10.4 Health Department of WA – Guthrie Cards Update

Manager: State Recordkeeping advised a letter has gone to the Health Department of WA.

NOTED

11. OTHER BUSINESS

11.1 RIMLG Awards Update

Director: State Records gave an update on the RIMLG Awards.

NOTED

11.2 Consultants and Vendors Forum Update

Director: State Records gave an update on the Consultants and Vendors Forum held on 2 September 2003.

The Commission **AGREED** that a date be arranged for one or more Commissioners to attend and address the Forum.

11.3 Westrail Records held at PTA Update

Director: State Records circulated photos taken of State Archives held at the East Perth Terminal and outlined his concerns at the standard of storage.

Manager: State Recordkeeping enquired whether a consultant be contacted to give options on how to address the problem. She also advised Ms Lise Summers from SRO's Archival Services will prepare a detailed report to the CEO of the PTA requesting they outline how they will rectify the problem. **AGREED** Director: State Records to arrange a meeting with CEO Perth Transport Authority and specify what storage improvements must occur in the interest of preserving the State archives.

11.4 Kew Street Facility Welshpool

Director: State Records reported on his meeting with Culture and the Arts portfolio CEO's, including Gary Morgan at the Kew St. facility. The primary purpose of the Kew Street site is for storage for the Western Australian Museum, the secondary purpose will be for the storage of archives from the SRO.

SRO is providing DCA with details on the archival storage requirement. DCA will need to engage a Spatial Architect to design storage to meet SRO needs. Funding will be necessary to enable a “fit out” to archival standards.

NOTED

11.5 Retirement of Commissioner Keighley-Gerardy

The Commission acknowledged Ms Keighley-Gerardy’s invaluable contribution to the SRO/SRC and expressed their good wishes on her retirement.

NOTED

Next Meeting 9.00 am Thursday 6 November 2003, venue to be confirmed.

Meeting Close

The Chair closed the meeting at 12.10 pm

SIGNED
(Chair)

DATED