



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD AT NATIONAL ARCHIVES OF AUSTRALIA, EAST VICTORIA PARK, 10.00 am, 26 SEPTEMBER 2001

PRESENT:

Mr Murray Allen	State Ombudsman
Ms Kandy-Jane Henderson	Archivist, Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Mr Des Pearson	Auditor General
Mr Chris Coggin (Executive Officer)	Director: State Records Office
Ms Isabel Smith (Exec Secretary)	Team Leader, State Records Office

MINUTES:

Mrs Norma Shopland	Minutes Secretary
--------------------	-------------------

The meeting was preceded by a tour of facilities at the National Archives of Australia in East Victoria Park.

1. Apologies

Nil

2. Notices of Urgent Business

Nil

3. Confirmation of Previous Minutes

Page 4, Item 10, final paragraph amended to read:
"It was agreedan FOI and privacy statement".

CONFIRMED

4. Matters Arising

Dir: SRO advised:
page 2, Item 4 – a letter has been received confirming that the entry in the
Government Gazette has been corrected.

page 3, first dot point – Des Pearson has written to the Premier and the Director General, Department of Premier and Cabinet, requesting nominees for persons at CEO level representation on the Archives and Records Committee.

page 3, Item 6 – a meeting with the CEOs of the Parliamentary Department is yet to be held.

page 4, Item 10 – Website. Indications are that the matter is being addressed at the Department of Culture and The Arts, but so far nothing firm has been undertaken.

4.1 Proclamation

In response to the Ombudsman's query about disposal, DIR: SRO confirmed that, until the State Records Act was proclaimed in entirety, the Library Board of WA Act will continue to apply to retention and disposal matters. (For example, an existing retention and disposal schedule continues to apply until an agency's recordkeeping plan has been authorised).

Existing retention and disposal schedules approved under the previous Act will be taken into consideration as part of the recordkeeping plan process.

Following discussion, it was agreed that, as draft principles and standards under s61 required to underpin the recordkeeping plan still need to be formulated and circulated, it would be inappropriate to proceed with proclamation yet.

AGREED:

That signoff to progress proclamation be deferred.

4.2 SRO Budget

The budget has been handed down and a preliminary cashflow has been done. Discretionary funding is about \$130,000.

DIR: SRO asked if the State Records Commission had particular activities to be funded. Apart from membership of the Records Management Association of Australia and the Australian Society of Archivists, none were identified at this stage. Dir: SRO reported that the State Records Office was no longer a member of the International Council of Archives and that the National Archives of Australia, as the national member, kept the State members informed.

The Chair will be in New South Wales towards the end of November and may visit the NSW State Records Office.

It was noted that 1.5 FTEs will be appointed to SRO; some funds will be available to accelerate the microfilm process and funding could be used as necessary for graphic and journalistic expertise.

4.3 Urgent Disposal of Government Records

On the issue of delegations, Dir: SRO identified two categories under which, in the past, he was called to make quick decisions, later to be ratified through the Standing Committee on Public Records. They were ad hoc decisions about the disposal of records arising on urgent issues such as flood, etc, and disposal lists of records which may not form part of an existing retention and disposal schedule of an agency suddenly having to relocate (many of the decisions related to records falling into existing General Disposal Authorities, such as financial and human resource records).

AGREED:

- pre-existing delegation arrangements may continue pro tem on the understanding that the Commission is consulted on all cases as they arise;
- Dir: SRO to clarify the legal position relating to such delegations;
- delegation will be reviewed in light of legal opinion.

4.4 Reporting of News to Stakeholders

There was considerable discussion about the way in which the recordkeeping plan and other principles and standards are to be conveyed to stakeholders. Different target groups (eg CEOs and recordkeeping managers) could be offered appropriate seminars etc. One or two "model" agencies could give brief presentations on their own retention and disposal schedules where those documents are thought to be close to the recordkeeping plan standard.

Once a proclamation date has been set, DIR: SRO is to write to CEOs, explaining the above scenario and emphasising :

- over the next 2 years no new retention and disposal schedules will be signed off in their own right - they will be part of the recordkeeping plan
- the need to commence work on the recordkeeping plan, which must be completed within 2 years of their being gazetted.

As addressed in Paper 3/2001 at the last meeting, retention and disposal schedules on which recommendations have been made by the Archives and Records Committee will pend until the remainder of the recordkeeping plan has been completed. The effect could be a delay of up to 2 years before disposal may be implemented by agencies. It was pointed out that

this would be an incentive for agencies to progress recordkeeping plans quickly.

Publication of the first set of principles and standards is to occur concurrent with proclamation of the Acts in the Government Gazette.

5. Archives and Records Committee

Paper 8/2001 refers

The Commission resolved that this committee is to be renamed as the State Records Advisory Committee.

No submission had been received from the Local Government Managers' Association, and DIR: SRO was requested to advise the Commissioners of nominated persons as soon as they became available. A late submission from the Records Management Association of Australia was tabled and included with attachments as part of Paper 8/2001. The Chair verbally advised of nominations from the Minister for Public Sector Management. The Commission considered the names and CVs submitted, noting their disciplinary skills and attributes.

AGREED:

- Appointees to be as follows:

The Law Society of WA	Member Deputy	Mr Michael Sonter Mrs Prue Griffin
Australian Society of Archivists Inc	Member Deputy	Ms Jenny Edgecombe Dr Karen Anderson
Records & Information Management Liaison Group	Member Deputy	Ms Julie Bright Mr Roy Watkins
Historical interests	Member Deputy	Prof. Geoffrey Bolton Ms Robyn Taylor
Institute for Information Management Ltd	Member Deputy	Ms Gaynor Deal Mr Brian Soares
Department of Indigenous Affairs	Member Deputy	Ms Dale Bacon Ms Sue Beverley
Local Government Records Management Group	Member Deputy	Ms Shirley Conway-Mortimer Ms Janet Farrell
Records Management Association of Australia (WA)	Member Deputy	Ms Josette Mathers Ms Gail Murphy
Minister for Public Sector Management	Member Deputy	Mr Greg Joyce Mr Alan Skinner
Local Government Managers' Association	Member Deputy	to be advised to be advised

- DIR: SRO write letters to nominees, advising of appointment of members and deputies to the State Records Advisory Committee on the basis of rotating terms of 2 years (existing Standing Committee on Public Records members) and 3 years (new appointments)

6. Recordkeeping Plans

6.1 Feedback from Agencies

Paper 9/2001 refers

NOTED:

The Commission agreed that the consultative process consist of a series of presentations to be delivered to CEOs and other groups.

AGREED

[Note: the actions discussed under 4.4 above are germane to this item.]

6.2 Draft Recordkeeping Plans

Paper 10/2001 refers.

AGREED

The direction and content of the Draft Standard RKP were endorsed.

Issuing of the Draft Standard RKP for comment to be deferred until draft principles and standards to support the RKP Standard have been formulated.

Draft principles and standards are to be formulated to support the Recordkeeping Plan.

Dir: SRO to produce a framework for Principles and Standards to comply with 61(1)(a) to (f) for submission to the next meeting.

Dir: SRO to write to State organisations alerting them that draft Principles and Standards to support the recordkeeping plan are to be circulated for comment when ready.

Page 8, Principle 5, paragraph 2 be amended to read: "Every government organization shall operate an approved Retention and Disposal Schedule ... "

Principle 5 is to state that the retention and disposal schedule is part of the RKP process.

7. Conduct of Meetings

Paper 11/2001 refers.

AGREED

Part 7 be amended to read: "Meetings may be conducted through electronic conferencing if, in the opinion of the Chair, circumstances are appropriate".

8. Critical Issues

Paper 12/2001 refers

NOTED

The Commission be kept informed of any developments on these issues, specifically in relation to risk management of State archives.

Ms Keighley-Gerardy left the meeting at 12.15pm

9. Annual Report

As the State Records Commission was formed after commencement of the financial year, an Annual Report is not required to be submitted in 2001.

10. Other Business

10.1 Schedule of Meetings

AGREED:

2001	Tuesday, October 30
	Tuesday, December 18
2002	Thursday, January 31
	Thursday, March 14
	Wednesday, April 24
	Thursday, June 13

Ms Henderson offered to host a meeting at the John Curtin Prime Ministerial Library.

10.2 Website

AGREED:

The Commission is required to publish a statement for the FOI Act.

10.3 Award

DIR: SRO advised that the inaugural Mollie Lukis Award for Excellence in Archival Practice was awarded to Tom Reynolds of the State Records Office.

NOTED:

The Commission congratulated Mr Reynolds on his achievement.

10.4 Logo

In view of the independent status of the State Records Commission, the Chair suggested that the State coat of arms, minus the roundel, was appropriate for the Commission's use.

AGREED:

Options for a suitable logo for use by the State Records Commission be submitted to the next meeting.

11. Next Meeting

Tuesday, October 30

12. Meeting Close

The Chair closed the meeting at 12.40pm.