



STATE RECORDS COMMISSION

MINUTES OF MEETING HELD IN THE BOARDROOM, DEPARTMENT OF CULTURE & THE ARTS, KEW STREET, WELSHPOOL AT 9.00am, TUESDAY 9 MARCH 2004

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Governor's Appointee: Archivist, John Curtin Prime Ministerial Library
Ms Deirdre O'Donnell	Parliamentary Commissioner for Administrative Investigations
Ms Darryl Wookey	Acting Information Commissioner
Mr Tony Caravella	Director: State Records
Ms Isabel Smith (Executive Secretary)	Manager: State Recordkeeping
Mr Leigh Hays (Observer)	Manager: Archival Services
Mr Alastair Bryant	Director-General, Dept. Culture & The Arts

MINUTES:

Mrs Norma Shopland	Minutes Secretary
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1. Welcome

The Chair welcomed Mr Bryant and Mr Hays to the meeting

Following a tour of the Kew Street premises, Mr Bryant gave a brief overview of plans and progress to date.

Mr Bryant left the meeting at 9.30am.

2. Apologies

Nil

3. Notices of Business

1. Director of State Records – gave a brief report on the meeting of the Australasian Digital Recordkeeping Initiative Group held in Canberra on 5 March.
2. Director of State Records – presented a request for the Commission to attend a "Vision for Recordkeeping in Government in WA" being conducted by the Consultants/Educators Group on 15 April.

Debrief - Tour of Kew Street Premises

Following discussion, the Commission **AGREED** that the Director of State Records prepare a draft integrated structure for Commission endorsement covering both archival and temporary storage on a priority basis and that a Planning Day be arranged to examine the matter further.

4. Confirmation of Minutes of Meeting of 29 January, 2004

CONFIRMED subject to the following amendment:

Item 10.5 – Title amended to read “Mailwest Contractor - Messenger Post”.

5. Matters Arising

5.1 WA Inc Records Project Paper 30/2004

The project to organise the records from the Royal Commission into the Commercial Activities of Government and other matters was completed on 30 January 2004.

The State Records Advisory Committee endorsed the Ad Hoc Disposal Schedule AD2004045 on 25 February 2004 ready for the Commission’s approval. Once approved, a further project will commence to arrange for the legal destruction of those records using approved methods. Two of the original project team will be engaged for one month to:

1. develop a more explicit description of the documents which make up the collection of Hugall papers;
2. arrange, supervise and witness the destruction of all records to be destroyed using shredding or pulping methods; and
3. ensure that a ‘register of records destroyed’ is maintained by the SRO.

APPROVED

5.2 Meetings with Minister

5.2.1 Minister’s attendance on 7 October [Paper 31/2004]

NOTED that the Minister has accepted an invitation to attend the State Records Commission meeting scheduled for Thursday 7 October 2004.

5.2.2 Request to Minister for April Meeting

The Commission **AGREED** that the Minister be invited to meet with the Commission in April, the Agenda to include an update on RKPs, the Commission's preferred strategy on Kew Street, and the situation regarding SRO resources.

5.3 Recordkeeping Trend Analysis

[Paper 32/2004]

The Commission discussed and **NOTED** the "Statistical Analysis of RKPs approved by the SRC as at 28 February".

Director of State Records was requested to arrange for Ms Vera Novak, who prepared the analysis, to provide further information or possibly attend a meeting with the Commission with the view of modifying the format to include aggregations, categories and ranking.

5.4 Better Practice Guide

Director of State Records advised that, should funds be available, enquiries will be made with educational institutions for students to become involved in the production of a Better Practice Guide brochure. In any event, the development of such a guide is a priority and it will be produced as soon as possible.

NOTED

5.5 Obligations Stocktake

[Paper 33/2004]

The Commission **NOTED** the Paper and made the following observations and recommendations as relating to the Commission:

Section 20.2 – completed, no further action required

Section 21(a) – continuing

Section 22(1)-(3) – continuing

Section 23(1) – continuing

Section 25(1) and (2) – completed and approved

Section 25(6) – bring up in July 2005

Section 27(3) – The Minister for Government Enterprises, the Hon Nick Griffiths, submitted the Water Corporation RKP for comment, which will be provided by 30 April.

The Commission **NOTED** that the Water Corp RKP was submitted late. This is to be included in the SRC's report.

Section 28(3) – bring up in March 2005

Section 29(1) – review stocktake and annual reports in October/November 2005

Section 30(1) – revisit in November 2005

Section 37(2)(b) – reactive brief

Section 37(4) and (5) –yet to be activated
Section 40(2) – bring up for review May 2005
Section 41(2) – include in May 2005 review
Section 48(1) – revisit in 2005
Section 48(2) (3) and (4) – 2005/06 task
Section 61(1) (2) and (3) –2005 planning day for review and stocktake
Section 62(3) – continuing
Section 64(1) – bring up 3 June meeting to reflect on issues for the drafting
Section 64(2) and (4) – prototype of Royal Commission report
Section 67(1) – revisit 2006
Section 68 (1) and (3) – potential in terms of the agencies that did not meet the 10 March deadline
Section 69 (1) and (2) – initiate action in 2006

The Chair acknowledged the valuable work and achievement of the State Records Office staff in providing this comprehensive obligations guide.

The Commission **REQUESTED** that a planning day be organised for May or June.

5.6 Guthrie Cards

Manager: State Recordkeeping advised that a quote in excess of \$160 had been obtained for a transcript of a recent radio broadcast on Radio National dealing, in part, with Guthrie Cards. The Commission **NOTED** the information and **AGREED** that a transcript not be purchased.

The Commission **REQUESTED** the State Records Office to make enquiries as to what happened to the Guthrie Cards. This matter to be dealt with by the Commission via email out of session.

5.7 Recordkeeping Plans

[Paper 34/2004]

The Director of State Records prepared a proposed strategy to manage Recordkeeping Plan processing by the State Records Office after 7 March 2004.

The Commission **ENDORSED** the Draft Proposed Strategy as outlined in Paper 34/2004 and **NOTED** a priority for those of archival sensitivity within 3 months; large agencies within 6 months; and all others within 9 months.

6. COMPLIANCE ISSUES

6.1 New Organisations

Nil

6.2 Compliance Monitoring Spreadsheet

Attachment 6.2

The Commission **NOTED** the Compliance Monitoring Spreadsheet at Attachment 6.2, together with a list of Local Government Agencies still to submit RKPs as at C.O.B. 8 March 2004. It was agreed that the SRO will follow up (in writing) with agencies that have not lodged RKPs.

The Director of State Records was requested to develop a business plan and to liaise with the Department of Premier and Cabinet for the retrieval of documents during the interim period between the election and the appointment of new Ministers.

The Commission congratulated the State Records Office for the high standard and tremendous amount of work during this period.

6.3 Recordkeeping Plans Received and Approved (Thermometer)

Attachment 6.3

NOTED

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

8.1 State Records Advisory Committee Minutes of meeting held 25 January 2004

[Paper 36/2004]

The Commission **NOTED** the Minutes of the State Records Advisory Committee meeting held 25 January 2004.

8.2 State Records Advisory Committee Recommendations

8.2.1 RD2003081 - WA Industrial Relations Commission
[Paper 37/2004]

APPROVED

8.2.2 AD2003046 – Public Transport Authority
[Paper 38/2004]

APPROVED

8.2.3 RD2002052 – Perth Zoo
[Paper 39/2004]

APPROVED

8.2.4 RD2003097 – Wheatbelt Development Commission
[Paper 40/2004]

APPROVED

8.2.5 RD2004006 – Dwellingup Cemetery Board
[Paper 41/2004]

APPROVED

8.2.6 AD2004045 – Royal Commission into the Commercial Activities
of Government and Other Matters
[Paper 42/2004]

APPROVED

8.3 Recordkeeping Plans

8.3.1 RKP 2004047 – Rottnest Island Authority
[Paper 43/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.2 RKP 2003073 W.A. Industrial Relations Commission
[Paper 44/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.3 RKP2004039 Department of Planning and Infrastructure
[Paper 45/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.4 RKP2004008 Recreational Camps and Reserves Board
[Paper 46/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.5 RKP2004022 W.A. Boxing Commission
[Paper 47/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.6 RKP2004019 Kimberley Development Commission
[Paper 48/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.7 RKP2004026 Heritage Council of WA
[Paper 49/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.8 RKP2004054 Albany Cemetery Board
[Paper 50/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.9 RKP2004030 Optometrists Registration Board
[Paper 51/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.10 RKP2004031 Dental Board of WA
[Paper 52/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.11 RKP2004032 Chiropractors Registration Board
[Paper 53/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.12 RKP2004029 Podiatrists Registration Board
[Paper 54/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.13 RKP2003103 Curtin University of Technology
[Paper 55/2004]

**CLEARED pending approval of the Retention and Disposal
Schedule**

8.3.14 RKP2003107 Forest Products Commission
[Paper 56/2004]

APPROVED

8.3.15 RKP2003077 Geraldton Cemetery Board
[Paper 57/2004]

APPROVED

8.3.16 RKP2004005 Shire of Yilgarn
[Paper 58/2004]

APPROVED

8.3.17 RKP2004020 Shire of Chittering
[Paper 59/2004]

APPROVED

8.3.18 RKP2003113 Shire of Dardanup
[Paper 60/2004]

APPROVED

8.3.19 RKP2003112 Town of Bassendean
[Paper 61/2004]

APPROVED

8.3.20 RKP2004002 Metropolitan Cemeteries Board
[Paper 62/2004]

APPROVED

8.3.21 RKP2004025 Lotterywest
[Paper 63/2004]

APPROVED

8.3.22 RKP2004033 Shire of Boyup Brook
[Paper 64/2004]

APPROVED

8.3.23 RKP2003121 Shire of Carnarvon
[Paper 65/2004]

APPROVED

8.3.24 RKP2003117 Shire of Ashburton
[Paper 66/2004]

APPROVED

9. ITEMS FOR CONSIDERATION

9.1 New Schedule 3 Organisations

The Commission **NOTED** that legislation regarding Western Power has been withdrawn by the Government.

10. ITEMS FOR NOTING

10.1 State Records Activities

Attachment "10.1"

The Director of State Records advised that the Minister has issued an invitation to the Premier to release Cabinet Papers for 1973 in June 2004.

An invitation has been issued to the Governor to launch the Geoffrey Bolton Lecture on August 10, which is St Lawrence Day, the patron saint of archivists.

Director of State Records reported on his attendance at a meeting of the Australasian Digital Initiative Group in Canberra on 5 March.

NOTED

10.2 SRC Activities

Members of the Commission attended a meeting of Professional bodies on 24 February in the State Records Office.

Ms Henderson attended an RMAA seminar regarding digital preservation on 3 February.

10.3 Theft of Records from Messenger Post Van

[Paper 67/2004]

The Commission **NOTED** a report on the current situation regarding records that had been stolen from a Messenger Post van that delivers mail on behalf of Mailwest.

10.4 Circular Letters to Government Agencies

[Paper 68/2004]

The Commission **NOTED** two letters which had been transmitted; one 4 weeks and one 2 weeks prior to the 7 March deadline. The letters were distributed to 215 agencies, which were yet to submit RKPs. Letters were followed up with phone calls to a large number of LGs which had not submitted. The response was positive with most LGs advising that their RKPs had already been posted, or were almost ready and would be delivered by the deadline

11. OTHER BUSINESS

11.1 Suggested Change to RKP Status from “Cleared” to “Approved Subject to”

[Paper 35/2004]

The Commission considered arguments in favour and against adopting the “approved subject to” approach when considering RKPs that do not have completed R&D Schedules and **AGREED** to retain the status of “Cleared for Approval”.

11.2 Impact of new Fees and Charges 2004

[Paper 69/2004]

The Director of State Records reported on the impact of new fees and charges for Transfer Services, Retrieval Services and Storage Services, which took effect from 1 January 2004.

The Commission **NOTED** the report.

11.3 Feedback and Discussion from SRC Session (24 February 2004) with Professional Associations, Consultants, etc.

The Director of State Records will produce a summary of the ideas, projects and points made on 24 February and will circulate out of session to Commissioners.

NOTED

11.4 Collaborative Vision for Recordkeeping in the Government Environment in Western Australia

Two prominent recordkeeping consultants approached the Director of State Records with a proposal to run a workshop to develop a vision for recordkeeping in government. Their ideas include future long term collaborative initiatives in recordkeeping in the government sector. The organisers are keen to have the State Records Commissioners in attendance and will invite the Commissioners to attend the event on April 15, from 4.30 to 7.00pm, venue to be advised.

NOTED

11.5 Meeting with Office of E-Government

The Chair advised that as a follow-up to a meeting with the SRC, SRO, Office of E-Govt and FRIT, he met with the Acting Director of the Office of E-Government where it was agreed that the Office of E-Government would:

1. address digital recordkeeping in their IS procurement guidelines; and
2. later in the year participate in an SES breakfast at which the Office of E-Government and State Records Office will make presentations on digital recordkeeping issues.

NOTED

Next Meeting 22 April 2004, commencing at 9.15am at the Fremantle Port Authority

Meeting Close

The Chair closed the meeting at 11.30am

SIGNED

(Chair)

DATED