



STATE RECORDS COMMISSION

MINUTES OF THIRD MEETING HELD IN THE BOARD ROOM OF THE ALEXANDER LIBRARY ON 30 OCTOBER 2001

PRESENT:

Mr Des Pearson	Auditor General
Mr Alex Errington	Acting State Ombudsman
Ms Kandy-Jane Henderson	Archivist, Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
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
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1. Welcome

The Chair welcomed Mr Alex Errington, Acting Ombudsman to this, his first meeting with the Commission

2. Apologies

Nil

3. Notices of Urgent Business

Nil

4. Confirmation of Previous Minutes

Page 5, Item 6.1 – Delete the word “NOTED” and insert the word “AGREED”. Delete the resulting duplication of the word “AGREED”.

5. Matters arising

5.1 State Records Advisory Committee

- a) The Chair advised that Mr Greg Joyce was agreeable to his appointment. Due to retirement of Mr Alan Skinner the Chair proposed Mr Brian Bradley.

AGREED:

The State Public Service CEO representatives to be Mr Greg Joyce as Member and Mr Brian Bradley as Deputy.

b) No nomination had been received from the Local Government Managers' Group.

AGREED:

Late nominations received from the Local Government Managers' Group be forwarded via e-mail to Commissioners for consideration.

5.2 Website

Dir: SRO advised that in accordance with CAMS policy and procedures the proposal for the website was about to be placed on the bulletin board and it was anticipated that tenders would be called during the second week in November.

5.3 Parliamentary Chief Executive Officers

It was agreed that it would be timely for the Chair and Dir: SRO to speak with the CEOs of parliamentary departments once the Principles and Standards had been approved for publication.

5.4 Delegations

In response to a question, Dir: SRO reported that he would be pursuing the matter of delegations with Parliamentary Counsel upon the latter's return from leave.

5.5 Budget

Ms Henderson raised the matter of a budget allocation for microfilming. Dir: SRO explained that during recent years funding for microfilming had been eroded. One of the critical issues is the determination of which areas will receive funding and, as archives are a State Government asset which needs maintaining under the State Records Act, microfilming needs to be a priority.

AGREED:

An outline of the State Records Office budget and possible budget priorities be presented to the next meeting.

5.6 Reporting of News to Stakeholders

Ms Henderson raised several issues in relation to the timing of Retention and Disposal applications. It was agreed that the matter be revisited under Item 6 of the Agenda.

6. Principles and Standards, Framework and Recordkeeping Plan

Paper 13/2001 refers

Standard 1/2001 was signed off at last meeting

Standard 2/2001 Recordkeeping

Approved

Standard 3/2001 Outsourcing

Page 4, Rationale, first sentence, second line be amended to read: "support services to the organisation is usually complex and is generally achieved ..."

Standard 4/2001 Appraisal

Cover sheet to be renamed "Appraisal of Records"

Standard 5/2001 Compulsory Transfer of State Archives Under Section 32

Page 3, Minimum Compliance Requirements, 4th dot point to be amended by deleting the full stop and adding ", except where a determination by the State Records Commission under section 16(6) of the State Records Act has been made."

Standard 6/2001 Determination of Restricted Access Archives

Page 2, Background, second sentence be amended to read: "They may be of a personal nature, have commercial or personal significance, ..."

AGREED:

- a) the Principles and Standards be accepted for circulation to stakeholders for comment;
- b) the Recordkeeping Plan Approval Process flowchart be endorsed;
- c) The Dir: SRO and his teams be congratulated on the quality and content of the Standards produced.

Paper 14/2001 refers

Page 1, final paragraph, delete the word "excellence" and insert "performance".

AGREED:

The Framework for Principles and Standards be developed with simplified titles of dot points, a table of contents, and a glossary to be contained in a folder with appropriately named dividers.

The matter Ms Henderson raised earlier was re-introduced and the Commission discussed the consequences of halting all disposal for 2 years, as agreed at a previous meeting. It was suggested that this

proposal would place an undue burden on agencies wishing to progress disposal in an efficient and effective manner.

AGREED:

The State Records Advisory Committee would become operational as soon as possible after full proclamation occurs and that disposal as part of the Recordkeeping Plan would progress as per the flow chart attached to these Minutes.

7. Proclamation and Implementation Schedule

It was agreed that a questionnaire inviting participation in a consultative group be included in the circulation of Principles and Standards to stakeholders, along with a request for e-mail addresses for delivery of further documentation. A deadline is to be given for feedback, due to the progress towards proclamation of the Act.

It was further agreed that this would be an ideal opportunity to publicize the work of the State Records Commission and suitable stories might be placed in "The West Australian" and the "Intersector".

The FOI Commissioner sought the Commission's approval to include a link to the State Records Commission on her website.

AGREED:

- a) proclamation be scheduled for mid-December and published in the "Government Gazette" in January;
- b) media releases be produced for inclusion in "The West Australian" and the "Intersector"
- c) approval be given for a link to the State Records Commission to be included on the FOI Commissioner's website.

8. Logo and Stationery

Samples of letterheads and name badges were tabled.

AGREED:

- a) Letterhead and name badges, as attached to these Minutes, be endorsed;
- b) Exemption from the directive regarding common badging of public sector agencies be sought from Department of the Premier & Cabinet.

9. Other Business

Review of Statutory Bodies

The review being conducted by the Department of Culture and the Arts will exclude the State Records Office.

State Records Advisory Committee

Dir: SRO apprised the Commissioners of a Ministerial query regarding the composition of SRAC.

Indian Ocean Territories Agreement

A committee within the Department is investigating services to be extended to the Indian Ocean Territories (IOT). Funding will come from the Commonwealth Government in order to service State Government agencies within the IOT. The State Records Office views this as an opportunity to apply for funding of training and consultancy services for Christmas and Cocos Islands.

Communication with the Minister

The Chair proposed that a brief to the Minister be prepared detailing progress of the State Records Commission in recent months. Timing for the brief would coincide with Dir: SRO's Ministerial about proclamation. Members agreed that it could appropriate to extend an invitation to the Minister to attend a Commission meeting

AGREED

Dir: SRO to prepare a brief to the Minister for Chair's signature.

Database of Agencies

SRO will develop a database of agencies with existing retention and disposal schedules to facilitate efficient monitoring of individual agency's status with regard to new schedules and recordkeeping plans.

Strategic Plan

Chair raised the question of longer term plans for the Commission. It was agreed that this issue could be addressed at the March/April meeting.

Statistics

Statistics of interstate counterparts were tabled for the information of Commissioners.

10. Next Meeting

Tuesday, 18 December in the Alexander Library Building.

11. Meeting close

The Chair thanked all present for their participation and closed the meeting at 11.25 am.