



# STATE RECORDS COMMISSION

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## MINUTES OF FIFTH MEETING HELD IN THE BOARD ROOM OF THE LIBRARY BOARD AT 9.15am ON 14 MARCH 2002

### PRESENT:

Mr Des Pearson	Auditor General
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Ms Deirdre O'Donnell	State Ombudsman
Mr Chris Coggin (Executive Officer)	Director State Records
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 Deirdre O'Donnell, State Ombudsman, to this, her first meeting with the Commission.
2. **Apologies**  
Ms Kandy-Jane Henderson
3. **Notices of Urgent Business**
  - 3.1 **Team Leader: Recordkeeping Services**  
Director State Records advised the Commission that Ms Isabel Smith has been appointed to the position of Team Leader: Recordkeeping Services. The Commission recorded its congratulations to Ms Smith.
  - 3.2 **Joint Standing Committee on Delegated Legislation**  
Director State Records explained that a submission needed to be made to the Joint Standing Committee on Delegated Legislation pursuant to the gazettal of the Principles and Standards.

### AGREED

*The Explanatory Memorandum be forwarded to the Joint Standing Committee on Delegated Legislation and that the Director State Records advise the Minister of action taken.*

### **3.3 Letters of Appreciation**

#### **AGREED**

*Letters of appreciation be sent by Chair to those who had contributed to the development of the State Records Act, viz Dr Lynn Allen, The Hon Peter Foss QC MLC, The Hon Phillip Pental MLA and Professor Brian De Garis*

### **3.4 Criminal Investigation (Exceptional powers) and Fortification Removal Bill 2001**

Director State Records advised that he had responded to a Ministerial about the Bill (initiated through a letter dated 7 February 2002 from the WA Branch of the Records Management Association of Australia), stressing that the recordkeeping provisions should be consistent with the State Records Act 2000. This followed a letter written by the Chair on 6 February 2002 to the Legislative Council's Standing Committee, supporting the approach reflected in an amendment to the Bill tabled before the Legislative Council on 19 December 2001.

#### **NOTED**

### **4. Confirmation Of Previous Minutes**

1. Confirmed.
2. Approved for publishing on Website.

### **5. Matters arising**

#### **5.1 Royal Commission (Custody of Records) Act 1992 – Minister's request re Hon PG Pental's private motion**

The Project Officer has been able to progress the matter well. The work will form an extremely good basis for the future dedicated project team, assuming that funding is confirmed in the budget process.

The Commission suggested that the Minister be requested to seek Government co-operation to include a budget item for the management of Royal Commission records, and that the Director State Records be involved at the early stages to set up a recordkeeping plan.

#### **5.2 Transfer of Copyright**

Director State Records advised that a reply from the Library Board is awaited.

#### **NOTED**

**6. Budget 2002/03**

Paper 1/2002 refers.

Director State Records reported that funding for the "WA Inc" project and funding for the procurement of rental accommodation for one year has been supported.

The Commission requested that these and other matters be raised for further discussion at the forthcoming planning day.

**NOTED**

**7. SRO Outreach Activities**

Team Leader: Recordkeeping Services advised that the percentage of the total State Records Office budget used for training is about 25%. The Commission suggested that training schedules be advertised on the Website, "The West Australian" and "Community News" publications.

A program of RKP training seminars was circulated.

**NOTED**

**8. Training Program for Standards**

Paper 2/2002 refers.

Team Leader: Recordkeeping Services reported an attendance of 140 at the first training seminar.

The Commission requested that:

- statistics be produced and a register of attendees at each session be maintained to enable follow up with those agencies who had not attended;
- content of material used in the training sessions be placed on the website mid-way through the program;
- the annual survey of training needs be placed on the website to save postage costs;
- charges for RKP training be re-assessed in May;

**NOTED**

**9. State Records Advisory Committee**

Director State Records reported that he had visited the CEO's of the Department of Consumer and Employment Protection and the Department of Housing & Works. The first meeting of the Committee (SRAC) is anticipated to be held late in May. A further report will be given at the April meeting of the Commission.

**NOTED**

**10. Recordkeeping Plans – Retention and Disposal Schedules**

Paper 3/2002 refers.

The Commission requested that the final paragraph under the heading Summary/Background", be amended to read " .... from January 1998 to January 2002".

The Commission requested a list of the 55 current schedules for the next meeting.

**AGREED**

*That Retention and Disposal Schedules approved by the Library Board from January 1998 to January 2002 be accepted as current for the purposes of the Recordkeeping Plan.*

**AGREED**

*The Retention and Disposal Schedules approved prior to January 1998 will require appropriate revision and submission as part of agencies' draft Recordkeeping Plans.*

**AGREED**

*Amendments to Retention and Disposal Schedules submitted between January 1998 and January 2002, but which relate to older Schedules, are not accepted as current.*

**AGREED**

*GDA's remain current, and applicable for government use, until they are revised and superseded by a more current version.*

**11. Rules for the Conduct of Commission Meetings**

**AGREED**

*Item 15 be amended to read "... the Member is to declare an interest and offer to ...."*

**12. Presentation by Margaret Butcher and Cherie Hardingham-Braid**

This item was deferred, pending arrival of Ms Butcher and Ms Hardingham-Braid. (Please see Item No. 17)

**13. Department of Industry & Technology's common use contract for information and communication technology – concerns of records management firms.**

*Owing to factors of confidentiality the minutes for this item are not available.*

**AGREED**

**14. SRO Operational Issues**

Director State Records reported on significant issues addressed at the meeting of the Council of Federal State and Territory Archives held in Brisbane in March 2002.

A risk management plan is being addressed in conjunction with LISWA, as both organisations share the same building and many of the issues raised.

**NOTED**

**15. Review Of Previous Agenda And Minutes For Inclusion On Website**

**AGREED**

Director State Records was authorised to proceed with publication of previous Agenda and Minutes on the State Records Office website.

**16. Planning Day**

**AGREED**

Director State Records is to canvass Commissioners for a suitable date for a planning day to be held at the John Curtin Prime Ministerial Library.

**17. Presentation by Margaret Butcher and Cherie Hardingham-Braid, Department of Culture and the Arts.**

Commissioners and Director State Records apprised Ms Butcher and Ms Hardingham-Braid of the role of the State Records Commission, its objectives and the need to disseminate this information to stakeholders, together with publicity regarding training and workshops offered by the

State Records Office.

**AGREED**

*This matter be addressed at the forthcoming planning day, after which a further meeting be arranged with Ms Butcher.*

**18. Other Business**

**18.1 Recordkeeping Plans**

Director State Records reported he had communicated with Western Power and the Water Corporation in relation to their Recordkeeping Plans. A letter had been received from Western Power, who had given a commitment to have their RKP completed by the end of June. Parliamentary departments have commenced their RKPs and the Director State Records will visit them in the near future. Commissioners indicated that, subject to their availability, they may attend the meetings.

Commission suggested the presentation of an award (eg, a certificate) to the first agency to submit an RKP.

**AGREED**

**18.2 Cabinet Records**

Director State Records reported that an event will be conducted at the Constitutional Centre in Havelock Street to release the 1971 cabinet records under the 30-year rule.

**NOTED**

**18.3 Printing of Standards**

Director State Records advised that quotes are being obtained to produce a more user friendly version of the Standards for which a charge could be levied.

**NOTED**

**Next Meeting**

At FOI Commission, 21<sup>st</sup> Floor, 2 Exchange Plaza, subject to arrangement of planning day date.

The Chair closed the meeting at 12 noon.