



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

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## MINUTES of the MEETING HELD OUT OF SESSION 15 SEPTEMBER 2010

### PRESENT:

Mr Colin Murphy (CHAIR)	Auditor General
Mr Sven Bluemmel	Information Commissioner
Mr Chris Field	Parliamentary Commissioner for Administrative Investigations
Ms Justine McDermott	Governor's Appointee
Ms Cathrin Cassarchis (Executive Officer)	Director of State Records
Ms Isabel Smith (Executive Secretary)	Manager of State Recordkeeping

### MINUTES:

Ms Joyce Steveni	Recordkeeping Consultant
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### 1. Out of Session Proceedings

At the 18 June 2010 State Records Commission (the Commission) meeting, it was generally agreed that urgent matters could be dealt with out of session prior to the next scheduled meeting in November. On 7 September the Chair sanctioned the Commission's consideration and / or approval of certain matters via email.

The agenda and papers were emailed to Commissioners on Friday 10 September 2010 with a requested response date of 17 September. All Commissioners responded, via email, to the relevant recommendations by no later than 14 September.

### 2. Declaration of conflicts of interest

Commissioner Field acknowledged a conflict of interest with agenda item 9.6.14 and advised that he had excused himself from comment and consideration of this item.

### 3. Notices of urgent business

Nil

***Agenda items 4 to 8 were not required for this meeting.***

## **9. APPROVAL OF RECORDKEEPING PLANS (RKPs)**

### **9.1 State Records Advisory Committee (SRAC)**

Nil

### **9.2 Retention and Disposal Schedules for APPROVAL**

Via the agenda, the Manager of State Recordkeeping (Mgr:SR) advised the Commission that items 9.2.1 to 9.2.4 are Schedules which have been reviewed by the respective agencies and deemed to be current and applicable to the organization's records. These Schedules have not changed since last considered by the State Records Advisory Committee and approved by the Commission.

#### **9.2.1 RD 2004098 – Western Australian Health Promotion Foundation**

The Commission **APPROVED** the continuation of the Schedule.

#### **9.2.2 RD 2004123 – Animal Resources Authority**

The Commission **APPROVED** the continuation of the Schedule.

#### **9.2.3 RD 2004004 – Department of Sport and Recreation**

The Commission **APPROVED** the continuation of the Schedule.

#### **9.2.4 RD 2003092 – Minerals and Research Institute of Western Australia**

The Commission **APPROVED** the continuation of the Schedule.

### **9.3 Disposal Lists for APPROVAL**

Nil

### **9.4 Outstanding Restricted Access Matters**

Nil

### **9.5 Transfer of State Archives**

#### **9.5.1 Requests to Retain State Archives**

Nil

#### **9.5.2 Requests to Transfer State Archives to the Custody of the State Records Office**

Nil

### **9.6 Recordkeeping Plans for APPROVAL**

Via the agenda, the Mgr:SR advised the Commission that items 9.6.1 to 9.6.16 are Recordkeeping Plans which have been reviewed by the respective organizations and amended to reflect improved practices. All amendments have been evaluated by the State Records Office and deemed appropriate for the Commission's approval.

#### **9.6.1 Amended RKP 2007032 – Dampier Port Authority APPROVED**

#### **9.6.2 Amended RKP 2010020 – Western Australian Health Promotion Foundation APPROVED**

#### **9.6.3 Amended RKP 2010024 – Shire of Wiluna**

**APPROVED**

**9.6.4 Amended RKP 2010025 – Mid West Development Commission  
APPROVED**

**9.6.5 Amended RKP 2010027 – Shire of Donnybrook-Balingup  
APPROVED**

**9.6.6 Amended RKP 2010031 – Animal Resources Authority  
APPROVED**

**9.6.7 Amended RKP 2010042 – Main Roads Western Australia  
APPROVED**

**9.6.8 Amended RKP 2010043 – Department of Environment and  
Conservation (incorporating the Office of the Environmental  
Protection Authority)  
APPROVED**

**9.6.9 Amended RKP 2010047 – Great Southern Development  
Commission  
APPROVED**

**9.6.10 Amended RKP 2009100 – Zoological Parks Authority  
APPROVED**

**9.6.11 Amended RKP 2009014 – Shire of Merredin  
APPROVED**

**9.6.12 Amended RKP 2009029 – Medical Board of Western Australia  
APPROVED**

**9.6.13 Amended RKP 2010041 – Shire of Perenjori  
APPROVED**

**9.6.14 Amended RKP 2010056 – Parliamentary Commissioner for  
Administrative Investigations**

The Ombudsman exempted himself from consideration of this item and Commissioners Murphy, Bluemmel and McDermott **APPROVED** the amended Plan.

**9.6.15 Amended RKP 2010030 – Governor's Establishment  
APPROVED**

**9.6.16 Amended RKP 2010051 – Department of Sport and Recreation  
(including the WA Professional Combat Sports Commission)  
APPROVED**

**9.7 Recordkeeping Plans CLEARED Pending Approval of the Retention and  
Disposal Schedule**

Nil

**9.8 RKP Reports – Reports on Reviews**

Via the agenda, the Mgr:SR advised the Commission that Items 9.8.1 and 9.8.2 are reports of the reviews of agency Recordkeeping Plans, required under s. 28(5) of the *State Records Act 2000*, presented for noting by the Commission.

**9.8.1 Review Report RKP 2004192/1 – Council of Official Visitors  
NOTED**

**9.8.2 Review Report RKP 2006017/1 – Shire of Dundas**

**NOTED**

**NEXT MEETING** – Friday 19 November 2010 – Albany – venue TBA.

SIGNED.....

DATED.....

Mr Colin Murphy  
State Records Commission