



STATE RECORDS COMMISSION

MINUTES OF SIXTH MEETING HELD IN THE JOHN CURTIN PRIME MINISTERIAL LIBRARY MEETING ROOM AT 9.00am ON 24 APRIL 2002

PRESENT:

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

MINUTES:

Mrs Karen Eichorn Minutes Secretary

1. **Welcome**
The Chair welcomed everyone to the sixth State Records Commission Meeting.
2. **Apologies**
No Apologies
3. **Notices of Urgent Business**
 - 3.1 **State Records Act 2000 – Compliance Paper 5/2002**

The State Records Commission determined that a letter be sent to acknowledging his letter, and a letter to the Chairman of the Committee of the regarding recordkeeping protocols. It was agreed that the investigation could be a useful precedent for future action on complaints.

AGREED
4. **Confirmation Of Previous Minutes - March 2002**
 - 4.1. Item 13 amended. De-personalise for website version.
 - 4.2. Item 18.2 amended. Embargoed pending decision.

5. Matters Arising

5.1 Budget 2002/03

Proposal for funding the "WA Inc" project was successful. Funding for the procurement of rented storage accommodation for one year was not successful.

NOTED

5.2 Training Program for Standards

Team Leader: Recordkeeping Services reported on the success of the training sessions statewide. Plans for training sessions in Mt Magnet and Bunbury were discussed. Special sessions for Ministers' offices are in the process of being organised.

NOTED

5.3 Recordkeeping Plans – Retention and Disposal Schedules

Team Leader: Recordkeeping Services, will mail out copies of the Register of Schedules since January 1998 to the members of the Commission.

NOTED

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

The Commission has not received a formal reply from the Minister's Office concerning its letter of 5 February 2002 regarding the WA Inc. records project. A formal response to the Hon PG Pental has not yet been given in Parliament.

5.5 Correspondence from the Health Department of WA

The Commission discussed correspondence from the Health Department of WA, seeking an exemption from s21 of the State Records Act, for the South West Health Board's Recordkeeping Plan. Director: State Records will write to the Health Department of WA.

AGREED – The Commission agreed that the Act provided no power to grant exemption and that this new agency would be required to submit its plan by 30 June 2002.

6. Management Tools for the Appraisal of Records

Paper 4/2002 refers.

The paper was tabled for the Commission's information. The Commission will study the paper and comment at a later date.

TABLED AND NOTED

7. Disposal Lists

- 7.1** The Director: State Records presented the Commission with 5 Disposal Lists for the Commission's approval. These are outstanding Disposal Lists developed under s22-33 of the Library Board Act.

The Commission agreed that in the future only urgent Disposal Lists will be signed off by the Commission.

The Commission endorsed Disposal Recommendations for:

1. Department of Resource Development
2. Department of Environmental Protection
3. Department of Conservation and Land Management
4. South West Regional College of TAFE (Bunbury campus)
5. Stateships

AGREED

- 7.2** Ms Keighley-Gerardy raised the issue of Retention and Disposal Schedules and the SRAC agenda being placed on the website as a method of engaging the public in the work of Government. The management of a transparent process was discussed and the Commission will revisit this matter at a subsequent meeting.

AGREED

- 7.3** Ms Henderson raised the matter of the progress of the State Records Commission Recordkeeping Plan. The Plan will be completed and circulated by email to the Commission for approval by the 20 May. The Commission agreed that the Commission's first plan could be used as a model, and in that context, could be reviewed at the next meeting.

8. Other Business

8.1 State Records Office Operational Activities February to April 2002

The Team Leader: Recordkeeping Services tabled a report about the State Records Office operational activities, as attached to these minutes, for the Commission's information.

NOTED

8.2 External Links on Website

Ms Keighley-Gerardy noted that external links need to be removed from the LISWA website.

AGREED

8.3 Invitation to Premier and Cabinet

The Auditor General reported that he had accepted an invitation to address the Corporate Executive at the Department of Premier and Cabinet regarding recordkeeping and the Act.

NOTED

Next Meeting

Thursday 13 June at the FOI Commission Office, 21st Floor, 2 Exchange Plaza.

The Chair closed the meeting at 10.45am.