



STATE RECORDS COMMISSION

MINUTES OF SEVENTH MEETING HELD IN THE OFFICE OF THE
INFORMATION COMMISSIONER AT 9.00am ON THURSDAY 13 JUNE 2002.

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Archivist, John Curtin Prime Ministerial Library
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
--------------------	-------------------

1. Welcome

2. Apologies

Nil

3. Notices of Urgent Business

Nil

4. Confirmation of Minutes of Meeting 24 April 2002

Confirmed

Item 3.1 amended. De-personalise for website version

Item 5.5 amended. Depersonalise for website version.

AGREED – statement should be added to website to advise that Minutes have been amended to protect privacy of individuals and confidential issues.

5. Matters Arising

5.1 Compliance query arising from Ministerial Working Party on Drug Law Reform

The Commission acknowledged that the audiotape had apparently been destroyed once it had served its purpose, ie, as an aide memoire for compilation of the summary.

NOTED that, on the basis of the information provided in the letters from the Director General of Health and the secretary of the Ministerial Working Party on Drug Law Reform,

- the audiotape was destroyed
- such destruction should not have occurred
- the Department should be advised of improvements that must be made in its recordkeeping regime and practices.

AGREED that the Director State Records advise Mr Moran and the Director General of these findings.

5.2 SRO Website – external links

Director State Records advised that upgrading of the website will be undertaken following the name change from “LISWA” to “State Library of WA” from 1 July.

NOTED

5.3 Agency Retention and Disposal Schedules

A register of schedules approved since January 1998 was tabled for information of the Commission.

NOTED

6. State Records Advisory Committee – Retention and Disposal Schedules (Paper 6/2002 refers)

Item 1. Valuer Generals Office

APPROVED

Item 2. Anti Corruption Commission

APPROVED

Item 3. South West College of TAFE

APPROVED

Item 4.

Commission requested further information regarding the destruction of tapes which have not been transcribed.

AGREED that this matter be resolved out of session.

AGREED that a roster be prepared for Commissioners to attend future meetings of the State Records Advisory Committee to gain an appreciation of proceedings.

7. Recordkeeping Plans:

7.1 State Records Commission RKP

Paper 7/2002 refers.

NOTED

Ms Keighley-Gerardy advised that an FOI Statement for the SRC Recordkeeping Plan, giving additional information, including access to Commission records and ways of public consultation, was required by 14 July.

Director State Records Office advised that a meeting had been arranged for the Chair and the Minister on 18 June

The Commission requested that a reminder be sent to the South West Health Service to submit an R & D before 30 June.

Mr Des Pearson undertook to advise SRO when new agencies were created to enable the preparation of a schedule of those agencies.

The Commission requested the compilation of a list of due recordkeeping plans. Ms Smith advised that another field could be added to the existing database, which would facilitate the monitoring of progress in submission of recordkeeping plans.

The Commission approved the publication of the State Records Commission Recordkeeping Plan on the SRO website.

NOTED the timely completion and submission of the Recordkeeping Plan to the Minister

7.2 State Records Office RKP

(Paper 8/2002 refers)

NOTED with commendation for timely submission.

Ms Henderson and Ms O'Donnell advised that they were still to provide comment on the Plan.

AGREED Director SRO to co-ordinate comments from Ms Henderson and Ms O'Donnell and finalise SRO's Plan for approval by the Commission.

8. Recordkeeping Plan Seminar Analysis

(Paper 9/2002 refers)

The Commission asked that a further mail out be undertaken to encourage those who have not yet attended a training course to do so. It noted that a charge may be applied to future training courses in the city, and that country courses, if any, would be free.

9. Proposed Award for Best Published Work utilizing original sources in the State Archives Collection

(Paper 10/2002 refers)

Director State Records Office spoke to the proposal which was considered as a stimulus for interest in Western Australian history and also a means of generating greater use of the State Archives Collection. The proposed Award of \$1,000 was to be known as the "Margaret Medcalf Award", in honour of Ms Medcalf, the second person to have the title of State Archivist in WA.

Director State Records Office to prepare Terms of Reference for presentation to the next meeting of the Commission.

ENDORSED

10. State Records Act: coverage of local government records

(Paper 11/2002 refers)

The Commission recommended that SRO staff continue to advise local governments that the records of councillors and mayors are government records under the Act and are to be managed accordingly.

NOTED

11. Website: Retention and Disposal documentation availability

(Paper 12/2002 refers)

The Commission actively encouraged agencies to publish, update and maintain these documents on their own websites

NOTED

12. SRO – operational activities

Director State Records Office tabled a report on activities undertaken by the SRO, together with a breakdown of SRO website statistics.

**13. NOTED, with acknowledgement to Isabel Smith and her team.
Planning: follow-up of SRC planning session**

Director State Records Office tabled a matrix with supporting documentation of issues discussed at the recent planning day.

An executive summary or brochure of existing SRO resources available to agencies preparing for compliance with the State Records Act will be prepared for distribution.

There was considerable discussion about the issue flowing from the Commission's and SRO's need for planning documentation, it being acknowledged that SRO's corporate plan, when addressed, would need to include relevant SRC plans. SRC's draft plan would be subject to consultation with stakeholders such as Directors General, State CEO's, local governments, the RMAA and ASA etc.

Much of the information in the brochure and the plans could be included in the annual report.

14. Other Business:

14.1 Department of Consumer & Employment Protection

Director State Records Office reported that, following his request to the Acting Director General of Department of Consumer & Employment Protection, he had received a copy of the report of the investigation into the so-called missing Blackburne & Dixon file which had been the subject of recent media publicity.

NOTED

14.2 Shire of Plantagenet – implications of the State Records Act

Director State Records was requested to respond to an enquiry from the Shire of Plantagenet regarding Councillors' records and the extent to which they are subject to the State Records Act.

NOTED

14.3 Criminal Investigation (Exceptional powers) and Fortification Removal Bill 2001

Director State Records Office advised that the report of the Parliamentary Committee included the recommendations made to it by the Commission that records created under the Bill be subject to the State Records Act.

NOTED

14.4 Strategic Management Council

The Chair reported on a recent address he gave to the Strategic Management Council and requested a briefing note of available SRO resources to assist in planning future addresses to various groups.

NOTED

14.5 Australian Society of Archivists – Annual General Meeting

A request had been received from the ASA for the Chair to address their Annual General Meeting. Mr Pearson advised of his unavailability, and Ms Bronwyn Keighley-Gerardy agreed to represent the Commission.

AGREED

14.6 Australian National Audit Office: Recordkeeping

The Chair circulated copies of the published report.

NOTED

14.7 Principles and Standards Publications

Ms Smith circulated samples of suggested covers and template designs for the Principles and Standards.

NOTED

14.8 Compliance

The Commission requested that future matters regarding compliance be presented together as one item on the agenda.

AGREED

14.9 Items taken as read

The Commission requested that future agendas prioritise items for action; items for consideration; and items for noting.

AGREED

14.10 Request for Speakers

The Commission requested that a list of speaking engagements undertaken by the Commissioners be kept for inclusion in the Annual Report.

AGREED

Next Meeting

Date to be determined, at the office of The Ombudsman.

Meeting Close

The Chair closed the meeting at 12.15pm.

SIGNED
(Chair)

DATED