



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

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## Notice to Chief Executive Officers

### Records Relevant to the Royal Commission into Institutional Responses to Child Sexual Abuse

You will be aware of the Prime Minister's establishment of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission), which was announced in November of this year. While the terms of reference for the Royal Commission are yet to be confirmed, the State Records Commission is taking the precautionary measure of reminding all government organisations to ensure the protection of records which may be relevant to the Royal Commission.

Under the *State Records Act 2000*, disposal of government records, documents and data must only be undertaken in accordance with the organisation's approved Recordkeeping Plan. Ordinarily, that would mean that government organisations may legally dispose of time expired records identified in their Recordkeeping Plans, which have been approved by the State Records Commission. However, in view of the Royal Commission it is prudent to remember the statements within your individual organisation's Retention and Disposal Authority.

#### **"Investigations and Inquiries**

If an Investigation or Inquiry is in progress (or likely or imminent), all records relevant to the Investigation or Inquiry (including those due for destruction) must be identified and preserved until the action and any subsequent actions are completed."

Please bring this to the attention of relevant staff across your organisation. For further information please contact the State Records Office by email at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au) or phone: 9427 3661.

A handwritten signature in black ink, appearing to read 'C. Murphy'.

Colin Murphy  
Chair State Records Commission