



DISPOSAL OF CEMETERY RECORDS

Local Government records relating to Cemetery Management

Attn: All Local Government Organisations Responsible for Cemetery Management

The State Records Office of Western Australia (SROWA) requires local government organisations with responsibility for cemetery management to cease destruction of cemetery management records until further notice.

Background

Local government organisations may be established as Cemetery Boards under the *Cemeteries Act 1986 (WA)* and must use the *General Disposal Authority for Local Government Records (GDA LG)* to destroy cemetery related records.

The *Sector Disposal Authority for Cemetery Boards (SDA)* was developed for use by all Cemetery Boards in WA and covers record categories related to cemetery management. Its scope does not extend to local government organisations established as Cemetery Boards and therefore cannot be applied by local government organisations.

A review of the *GDA LG* has commenced and it will be amended, where appropriate, to align with the disposal coverage outlined in the *SDA*. It is anticipated this may be completed within 12 months.

Scope

This directive applies to all Western Australian local government organisations with responsibility for cemetery management under *the Cemeteries Act 1986 (WA)*, as well as outsourced agents that may create or maintain relevant records on behalf of local government organisations.

It applies to all records relating to the care, control and management of a cemetery or crematorium.

Implementation Advice

Relevant records as described in the Scope **must not be destroyed**, regardless of whether the records are due for destruction under the *GDA LG*. Records already sentenced for destruction must be retained until further notice.

The directive applies from the date of this circular, until further notice from the State Archivist. All local government staff and other relevant parties responsible for creating or maintaining cemetery management records must be made aware of this directive.

Further Information

For further information or clarification please contact the SRO by Phone: 9427 3661 or Email: sro@sro.wa.gov.au

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