



# State Records Commission

Annual Report  
2013/2014



# Contents

---

2	<b>Chairperson’s foreword</b>
4	<b>The year in review</b>
5	<b>Significant issues</b>
6	<b>About us</b>
7	<b>Commissioner profile – Justine McDermott</b>
9	<b>What we do</b>
11	<b>Our operating environment</b>
12	<b>Our clients</b>
13	<b>Our relationship with the State Records Office</b>
14	<b>Strategic focus</b>
16	<b>Key performance areas</b>
24	<b>Awards</b>
30	<b>Committees of the Commission</b>
32	<b>Case Study: Office of Shared Services Decommissioning Project</b>
34	<b>Compliance report – <i>State Records Act 2000</i></b>
38	<b>Appendix 1</b> Record Keeping Plans Required for Review and Received 1 July 2013 – 30 June 2014
39	<b>Appendix 2</b> New organisations to submit Record Keeping Plans on or before 30 June 2014
40	<b>Appendix 3</b> Record Keeping Plans Due for Review 1 July 2014 – 30 June 2015
42	<b>Appendix 4</b> Disposal Authorities developed using the Online Retention and Disposal Application during 2013 – 14

# Chairperson's foreword



I am pleased to present the State Records Commission's 13th annual report.

One of the key roles of the State Records Commission (the Commission) is to ensure State organisations dispose of their recorded information in a lawful manner. The *General Disposal Authority for State Government Information*, formally approved by the Commission in December 2013, is making legal disposal easier than ever for government organisations.

At the launch of the *Authority* to senior public sector administrators in December 2013, I urged all government organisations to use the new *Authority* to ensure their recorded information is sentenced and disposed of in a timely and uniform manner. This document is designed to ensure that the full implementation of legal disposal mechanisms create tangible cost savings across the whole of government.

The Commission's work this year has focussed on adding value to the operation of government and, coupled with the *Authority*, the Online Retention and Disposal Application swung into full operation this year. Not only does it assist agencies with the development of functional Retention and Disposal Schedules but it also assists the State Records Advisory Committee with the evaluation and endorsement of such work.

Administrative change and environmental conditions have also focussed the Commission's attention: from extensive decommissioning projects in health care and

---

administrative activities; amalgamations of Port Authorities; and transfers of functions across government. All these activities have required the expertise of the State Records Office (SRO) to support the most efficient outcomes for agencies.

New features of this annual report include: a profile of a Commissioner, and I thank Justine McDermott for providing the first of these; a case study of the value provided by SRO participation in some of the activities mentioned above; a summary of the record keeping responses to the Public Sector Commission's *State of the Sector* surveys for 2012 and 2013; and Appendix 4, identifying agencies that have so far made use of the Online Retention and Disposal Application.

As stated in previous reports, the lack of adequate, specialised archival accommodation for the State's archives remains a matter of ongoing concern to me and my fellow Commissioners. Each year, I am aware that the situation compounds with ever greater volumes of information, both physical and digital, being stored within agencies: not only creating a cost burden for each of those government organisations but also increasing the risk of loss or damage to that information. The matter now compounds with the increasing volume of digital information stored within systems which may not provide the best protection and preservation of that unique government information.

The Commission is aware that the SRO is working to finalise the transfer of State

---

archives held in the State Library to the State Archives Collection, under the transitional provisions of the *State Records (Consequential Provisions) Act 2000*. The Commission looks forward to the matter being positively resolved in the next 12 months.

I wish to thank my fellow Commissioners for their support during the year. We are grateful to Cathrin Cassarchis, State Archivist and Executive Director State Records, and the staff of the SRO for their continued support of the Commission.

The Commission also acknowledges the contribution provided by public sector senior management and record keeping staff of this State who, through the work within their individual agencies, ensure a commitment to improved information practices and to the ongoing implementation of the *State Records Act 2000*.

---

Colin Murphy  
Chairperson, State Records Commission  
September 2014

# The year in review

---

## General Disposal Authority for State Government Information

In December 2013 the Commission approved a new *General Disposal Authority for State Government Information*. State agencies can now refer to just one, rather than three, general disposal authorities when sentencing their corporate records for disposal. The implementation of this *Authority* will significantly reduce records storage and management costs throughout government, as time expired information may be legally destroyed in a timely manner.

---

## W.S. Lonnie Awards

This year's Commission sponsored Award for Excellence in Compliance Reporting was presented to the Fremantle Port Authority at the W.S. Lonnie Awards presentation ceremony on 28 March 2014. Special commendations were also awarded to the Department of Mines and Petroleum and the WA Electoral Commission.

---

## Margaret Medcalf Award

This Commission sponsored award recognises excellence in referencing and research by the author of a published or unpublished work, where they have utilised the State Archives Collection. This year's winner, Penelope Hetherington, was presented with the award by the Hon John Day, Minister for Planning, Culture and the Arts, and Miss Margaret Medcalf, on 18 June 2014.



Miss Margaret Medcalf at the 2014 Award

# Significant issues

---

## Government Records in the Cloud

The utilisation of cloud computing arrangements for storage of government data and information is increasing as agencies look for ways to reduce costs. The growing range of cloud computing services and options offers a number of benefits making them attractive to agencies looking for business solutions which improve efficiencies without incurring infrastructure overheads.

The Department of Finance's WA Government Cloud Approach encourages agencies to consider cloud computing services for new Information and Communication Technology procurement projects. The SRO has provided advice and input on the toolkit documentation which is now available on the Department of Finance website. To complement the Cloud Toolkit, a guideline is being developed by the SRO to assist State and local government agencies identify and manage any potential risks to government information stored in the cloud. Provenance issues, legal and regulatory compliance, potential loss or unauthorised access to information, data security and sovereignty are just some of the matters to be considered.

## Input into Legislation

The Commonwealth *Personal Property Securities Act 2009* (PPSA) establishes a nationally uniform set of rules for the registration and enforcement of security interests in personal property. It creates the concept of a 'security interest' requiring the registration of interest to protect the ownership of property under lease or contract to a third party.

The Commission has a vested interest in how the PPSA may be applied to government contracts with commercial records storage providers. The SRO, in conjunction with the Public Record Office Victoria, is seeking clarification from the Federal Government.

## Compliance Monitoring

Section 60 of the *State Records Act 2000* requires the Commission to monitor the operation of and compliance with the Act. Currently, monitoring is largely achieved by self-evaluation undertaken by government agencies as well as investigations by the SRO into suspected breaches of the Act.

# About us

---

The Commission was established in July 2001, in accordance with Part 8 of the *State Records Act 2000*. The Commission consists of four members: the Auditor General; the Information Commissioner; the Parliamentary Commissioner for Administrative Investigations (Ombudsman); and an appointee with record keeping experience from outside government. The Governor appoints the fourth Commissioner for a three-year term.



Left to right: Sven Bluemmel, Justine McDermott, Colin Murphy and Chris Field

---

## During 2013 – 14 the Commissioners were:

**Mr Colin Murphy,**  
Auditor General, and Chair of the Commission

**Mr Chris Field,**  
Parliamentary Commissioner for Administrative Investigations

**Mr Sven Bluemmel,**  
Information Commissioner

**Ms Justine McDermott,**  
Governor's Appointee to the Commission

The Commissioners' personal profiles can be viewed on the SRO website at [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

# Commissioner profile – Justine McDermott



These days there are better educational pathways for entering the Archives and Records/Information Management professions, but back in the day it wasn't uncommon for people to just 'fall into it'. That was my story. In the late '80s I happened to successfully apply for a basic clerical position at the Sydney office of the National Archives. It was a revelation to me. I had always been interested in politics, history, the social sciences and technology, and here was a place where all those interests fell together. I moved out of the administrative position pretty quickly.

It was the reference work that really sealed my fate and made me stick with archivist as a profession. The ability to assist someone track down a story, whether the researcher is a journalist, historian or genealogist is extremely rewarding work. I had wildly diverse enquiries. On one day I assisted someone who was writing a book on Australian rabbit traps and someone asking preservation advice for a mummified head that was starting to smell. There were moving stories too, and you never tire of being able to provide someone with a youthful photograph of a parent long dead, or a handwritten document. It's also exciting and sometimes quite confronting when original records challenge anecdotal tales. While I no longer work directly as a traditional archivist, it remains my first professional love.

In 1999, I commenced work at the University of Western Australia, first in the Archives and later leading the Information Governance Division. It's a fascinating place and there are some absolute gems in the University

---

Archives; student files dating from 1913, tens of thousands of photographs, as well as the 1927 architectural competition drawings for the design of the Crawley campus. In a way, working in a university context reminds me of the work of the SRO of WA, but on a smaller scale. Individual faculties and business units work not unlike discrete government agencies. They have their own administrative structure, budget and a certain level of autonomy. Complicating this, the university sector is governed by well over 200 different pieces of legislation and there is a strong culture of collegiality and academic freedom. All this means applying a one-size-fits-all approach to information management is doomed to fail. My team and I try very hard to incorporate individual business requirements into our approach and tailor our services as far as practicable to make legislative compliance a by-product of business efficiency (I stress, they are not mutually exclusive).

The records researchers use today are only there by virtue of someone long ago having the skill to not only recognise their value, but to adequately preserve and describe them so they can be found, understood in context and used. Archivists and Records Managers today work in a much more volatile environment. Identifying, describing and preserving paper is one thing, but applying those principles in the digital age is a different animal. Technological obsolescence is a very real risk to the on-going accessibility of information. Part of the duties of the State Records Commission is to set standards for the management of digital information so agencies can fulfil their role

---

as accountable and transparent government organisations.

While the Commission's role involves monitoring compliance with the *State Records Act 2000* and individual agencies' Record Keeping Plans, we are also responsible for setting principles and standards for record keeping. The Commission is very keen to promote greater efficiencies for the business of government. Thankfully legislation supports the effective management of information.

Justine McDermott  
State Records Commissioner and  
Director of Information Governance Services  
University of Western Australia

# What we do

---

The Commission's functions are set out in Part 8 of the *State Records Act 2000* and include:

- Approving government organisations' Record Keeping Plans;
- Approving the legal disposal of government records;
- Monitoring the operation of and compliance with the Act;
- Monitoring compliance by government organisations with their respective Record Keeping Plans;
- Inquiring into breaches, or possible breaches, of the Act;
- Establishing principles and standards for the governance of record keeping by State organisations; and
- Determining the access status of certain State archives.

The Commission holds regular meetings per year, including one in regional WA (see Figure 1). The minutes of each meeting may be viewed on the SRO website at [www.sro.wa.gov.au](http://www.sro.wa.gov.au). The Commissioners also attend events with the aim of enhancing public sector and community awareness of the work of the Commission and the benefits of the Act.

---

## 2 August 2013

Commission meeting.

## 27 September 2013

Commissioners Murphy, McDermott and Field attended the Geoffrey Bolton Lecture, delivered by Professor Marcia Langton AM at Government House.

## 6 December 2013

Commission meeting.

## 11 December 2013

Commissioner Murphy officially launched the *General Disposal Authority for State Government Information*. Commissioners Bluemmel and McDermott also attended this event.

## 21 March 2014

Commission meeting.

## May/June 2014

Commissioner McDermott participated in the judging of the 2014 Margaret Medcalf Award.

## 18 June 2014

Commissioners Murphy, McDermott and Bluemmel attended the presentation of the 2014 Margaret Medcalf Award.



# Our operating environment

---

In performing its functions the Commission is responsible for ensuring a high standard of record keeping in over 300 government agencies and statutory organisations, including 140 local authorities.

These agencies employ over 100,000 people who produce records in a variety of formats, including conventional paper files, microfilm, cartographic plans, photographs, audio recordings and digital records.

Technical advice and administrative support is provided to the Commission by the State Archivist and the staff of the SRO.

In administering the *State Records Act 2000*, the Commission has established a framework which places primary responsibility for effective record keeping on government agencies. The SRO offers substantial support to agencies to ensure compliance.

# Our clients

---

## The Commission's clients consist of:

- State Parliament;
- Western Australian public sector organisations;
- Government trading enterprises;
- Local government authorities and elected members;
- A range of statutory offices, including the Governor's Establishment, Ministerial offices, Commissions and Committees of Inquiry; and
- The people of Western Australia, who are able to access information in the State Archives Collection and ultimately benefit from the principles and standards by which State archives are selected and preserved.

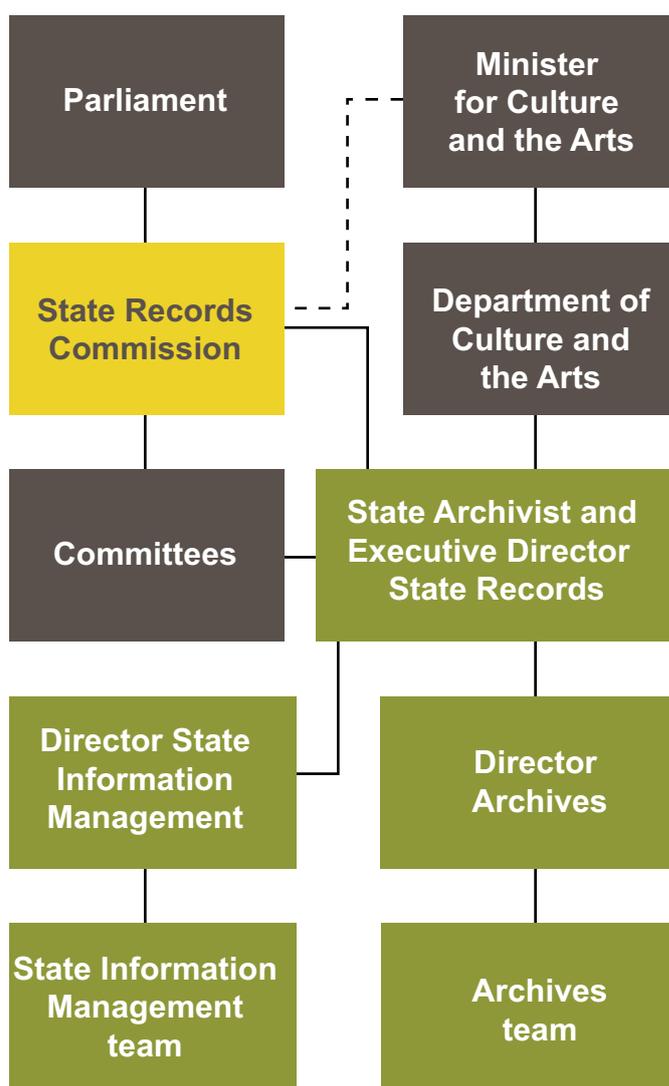
# Our relationship with the State Records Office

Part 9 of the *State Records Act 2000* establishes the entity called the State Records Office and prescribes the functions and role of the head of the SRO. In addition to other functions under the Act, the State Archivist and Executive Director State Records is the Commission's Executive Officer, providing advice and support to the Commission and, along with the Director State Information Management, form the Executive Secretariat to the Commission. These positions host and support the Commission's meetings, functions and activities, with the State Archivist reporting to the Commission on matters relating to the operation of the Act.

A cornerstone compliance requirement of the Act is the mandate for each government organisation to have a Record Keeping Plan. The Record Keeping Plan must identify all records created and received by the organisation; explain the format of those records; how they are managed in the context of the organisation's functions; specify a retention period for each class of record; and describe the management, security, and disposal procedures for all recorded information.

The State Archivist ensures the monitoring and evaluation of agency compliance on behalf of the Commission and presents compliance reports to the Commission regarding agency practice.

Figure 2: Representation of the Commission's role in the reporting framework established by the Act



# Strategic focus

---

The Commission reports to Parliament on progress and achievements against the requirements of the *State Records Act 2000*, including:

- a. State record keeping is of a standard that best serves the interests of the people of WA; and
- b. Subject to the law, that government records are accessible to the public.

The Commission contributes to the strategic planning processes of the SRO and in this context, supports the SRO's priorities in the following areas:

## **Empowering Government to Achieve Good Record Keeping**

During 2013-14 the SRO finalised the *General Disposal Authority for State Government Information* and 42 agencies utilised the Online Retention and Disposal Application. Both initiatives will establish greater efficiencies in the delivery of government services.

## **Ensuring State Archives are Preserved and Well Managed**

The SRO has been unable to accept transfers of State archives since 2001. Securing a purpose built State Archive (incorporating a Digital Archive) remains a priority for the SRO and the Commission.

---

## **Enabling Access to State Archives**

During 2013-14 the SRO continued development of a collection management system using AtoM: Access to Memory, a web based open source software for archival description. This system should be implemented in late 2014 and will replace the SRO's BOS/AEON archives management and access system which has been in place for over ten years.

The SRO has some digitised State archives online but has been unable to fund large-scale digitisation of the collection or accept transfers of digital archives from government agencies. AtoM will enable continued access to State archives but will also lay the groundwork for the SRO to provide greater online access to digital content in the future.

---

## State of the Sector Report

Transparency and accountability underpin effective record keeping in the public sector, particularly through the accurate recording of communications that have led to significant decisions by government organisations.

The Public Sector Commission's annual *State of the Sector* Report provides a summary of responses to the records management sections of the Agency and Employee Perception Annual Surveys. A comparison of the responses to the record keeping questions in the Reports for 2012 and 2013 are detailed below.

### Annual Agency Survey 2012 and 2013

- Agencies that have provided employee access to the organisation's Record Keeping Plan: 2012 (88%) and 2013 (84%);
- Agencies that conduct in-house monitoring of the use of their record keeping systems: 2012 (83%) and 2013 (83%);
- Agencies that provide some in-house training in record keeping: 2012 (88%) and 2013 (89%).

---

### Employee Perception Survey 2012 and 2013

- Respondents who have access to training or information about record keeping responsibilities: 2012 (76%) and 2013 (79%);
- Respondents who agree their workplace supports and promotes good information management practices: 2012 (66%) and 2013 (66%).

These surveys conducted by the Public Sector Commission provide valuable evidence that the *State Records Act 2000* and the work of the State Records Commission are having a positive effect on the manner in which government employees view their role and the importance of effective information management practices.

# Key performance areas

---

The following outlines activities carried out by the Commission during 2013–14 in meeting the requirements of the *State Records Act 2000*.

## 1. Government Record Keeping

### Evaluation and Approval of Record Keeping Plans

Under section 61 of the *State Records Act 2000* the Commission must establish principles and standards for the governance of record keeping by State organisations and provide guidelines to assist the compilation of Record Keeping Plans. A Record Keeping Plan describes an agency's record keeping systems, disposal arrangements, policies and practices and indicates whether records are to be destroyed or retained permanently in the State Archives Collection. It also contains recommendations about records to be treated as restricted access archives.

Under the Act, all government organisations are required to submit Record Keeping Plans for approval by the Commission. As part of a continuous cyclical process, a Record Keeping Plan must be reviewed within five years of its approval date (or last review), and a report of the review submitted to the Commission. This year 45 agencies were required to review their Plans and all 45 agencies complied (see Appendix 1).

---

During 2013–14 the Commission approved 36 new or amended Record Keeping Plans and the continuation of a further six requiring no amendment (see Figure 3). In addition, 19 Record Keeping Plan review reports were considered by the Commission.

Also during the reporting year a total of eight new organisations were required to submit Record Keeping Plans within six months of their creation date and all eight organisations complied (see Appendix 2).

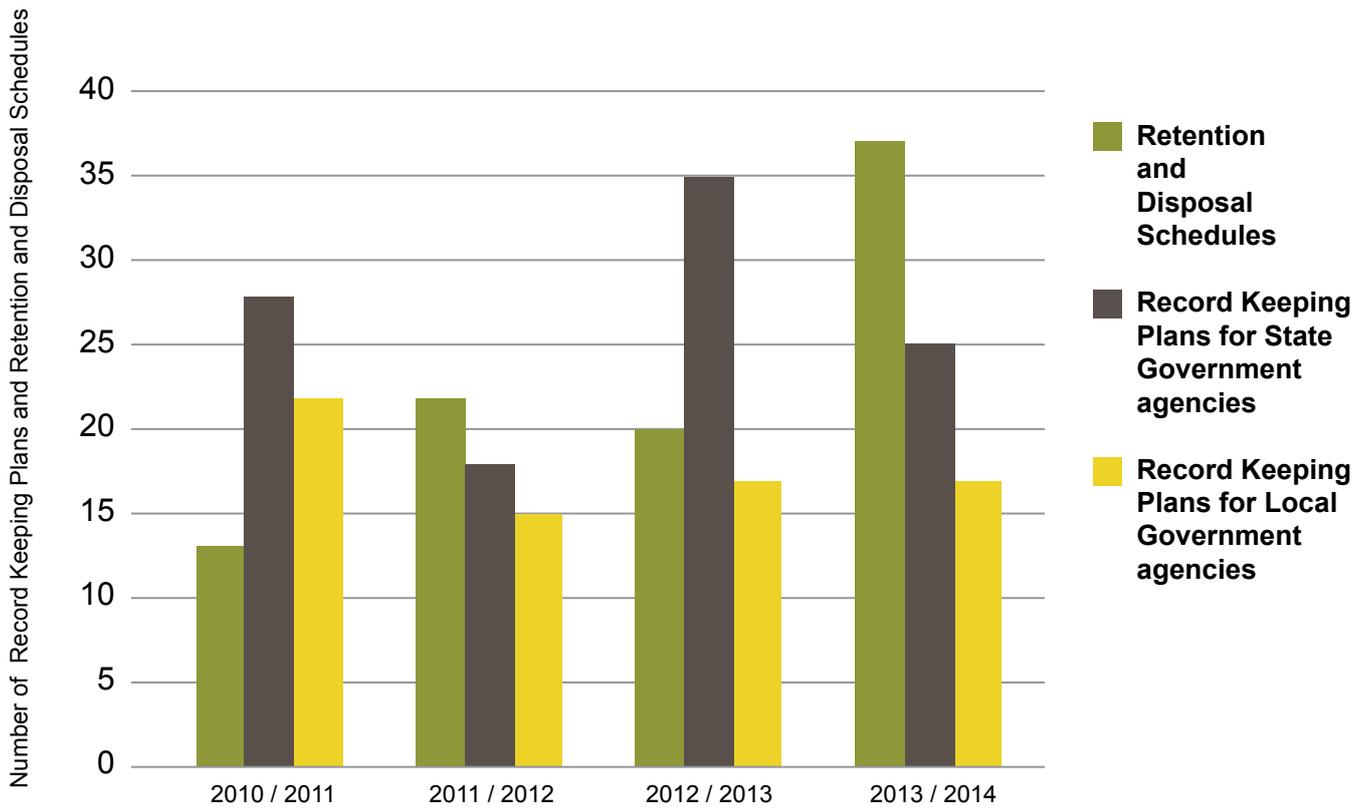
In 2014–15 a total of 73 agencies will be required to review their Record Keeping Plans (see Appendix 3).

### Retention and Disposal Schedules

The Retention and Disposal Schedule is an integral part of an organisation's Record Keeping Plan. Unless their records are covered by a General Disposal Authority or Sector Disposal Authority developed by the SRO, State government organisations are required to develop Retention and Disposal Schedules to cover the disposal of their core business records. Record Keeping Plans can only be approved by the Commission once the Retention and Disposal Schedule has been given final approval.

Following advice from the SRO and the State Records Advisory Committee the Commission approved 37 Retention and Disposal Schedules during 2013–14 (see Figure 3), 20 of which were submitted via the Online Retention and Disposal Application.

Figure 3: Record Keeping Plans and Retention and Disposal Schedules Actioned



## Online Retention and Disposal Application

The Online Retention and Disposal Application is a web-based system that enables government agency staff, and records consultants working with agencies, to draft and submit disposal authorities to the SRO securely online. The system integrates all processes associated with the SRO’s management of disposal authorities including registration, tracking, reviewing and reporting, and marks a shift away from hardcopy submissions.

During 2013-14 the SRO registered 42 disposal authorities via the Online Retention and Disposal Application (see Appendix 4); of these, 20 were approved by the Commission with the remainder still in progress. Unless exceptional circumstances prevail, all future disposal authorities will be prepared and completed through the Online Retention and Disposal Application system.

---

## Sector Disposal Authority Program

The program to develop a range of Sector Disposal Authorities across State Government continued with the Commission approving Authorities for Courts and Tribunals Services, State Training Providers, and Land Development Authorities.

The aim of the Sector Disposal Authority program is to enhance consistent, comprehensive retention and disposal decisions across similar or complementary agencies in the public sector.

Since its inception by the SRO, and in collaboration with many government organisations, the Sector Disposal Authority program has realised eight Authorities covering the core business records of approximately 59 organisations, who would otherwise have had to produce and manage their own individual Authorities.



Professor Fiona Stanley AC speaking at the launch of the *General Disposal Authority for State Government Information*.

## General Disposal Authority Review Program

General Disposal Authorities are documents, developed by the SRO, for use throughout government. General Disposal Authorities specify how to dispose of a particular series of records common to State or local government agencies and eliminate a significant body of work for individual agencies. General Disposal Authorities are continuing authorities for the legal disposal of records documenting the routine internal operations within government organisations. They provide consistent disposal decisions throughout the State and eliminate the necessity for each government organisation to prepare individual disposal authorities for a large proportion of records.

General Disposal Authorities are currently in force to cover:

- State Government Information;
- Local Government Records; and
- Source Records.

---

All General Disposal Authorities must be reviewed every five years in accordance with the Act.

## General Disposal Authority for State Government Information

At its December 2013 meeting the Commission formally approved the *General Disposal Authority for State Government Information*. It was launched by Commission Chairperson, Colin Murphy, at a public event on 11 December 2013. The Authority provides broad coverage of common sets of records across government and is to be used by all State government organisations to dispose of administrative, financial and human resource records covered within the Authority.

With this document all government organisations can refer to just one document rather than three separate General Disposal Authorities.

## Monitoring Compliance Under the *State Records Act 2000*

The Commission is required under section 60(1) of the Act to monitor the operation of the Act and compliance by government organisations with their Record Keeping Plans.

The Commission continues to rely on the Record Keeping Plan review cycle and the investigation of suspected breaches as the chief mechanisms for ensuring agency compliance with the Act.

---

## Record Keeping Training

The Commission notes the SRO delivered the following targeted record keeping training this year:

- Department of Local Government and Communities, focussing on induction for newly elected Mayors, Shire Presidents, and Deputies; and
- Members of University Student Guilds.

## Significant Advice and Consultancy

During 2013-14 SRO staff made a valuable contribution to the work of the following inter-agency teams:

- The Department of Finance's Cloud Strategy Group;
- The Swan-Kalamunda Health Service's Transition and Decommissioning Project, in preparation for the closure of Swan District Hospital; and
- The Shared Services Decommissioning Team. The case study on page 32 gives further detail into this challenging project.

# Key performance areas cont'd

## 2. Preservation and Management of the State's Archives

State archives include those archives already transferred to the SRO by government agencies – the State Archives Collection – and those archives held in government agencies awaiting transfer to the SRO.

### State Archives Collection

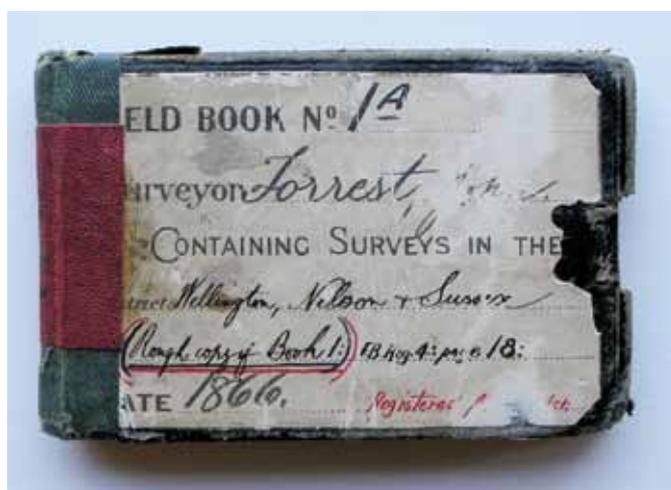
The State Records Office holds the largest documentary heritage collection in the State. It comprises over 2 million archives from 1,838 government agencies. It occupies nearly 15 linear kilometres of shelving and is a significant resource for both government and the community. It provides cultural value through family history, heritage and other community purposes. The use and re-use of State archives by government agencies provides ongoing support to the business of government. State archives are both unique and irreplaceable. The SRO has estimated the value of the State Archives Collection to be approximately \$78 million.

The ongoing preservation and management of this State asset is of considerable interest to the Commission. The State Archives Collection is kept in archival storage conditions and is managed in order to provide appropriate access to both government and the community, in accordance with the SRO Archives Keeping Plan. The collection is stored at two locations - at the Alexander Library Building and an offsite

facility. The SRO monitors both the stack area and the offsite repository's temperature and humidity. During 2013-14, the SRO identified some areas of mould in the collection, caused by a previous water leak following damage to the roof of the Alexander Library Building. Remedial work was undertaken in early 2014 and it is anticipated that this has resolved this situation.

Over the past ten years the delivery of specialised preservation services to support the conservation of the State Archives Collection has undergone significant changes, reflecting a general decline of investment and resources in this area. A program, undertaken with funding from the Friends of Battye Library, has seen the digitisation of 335 early Crown Surveyors' fieldbooks: out of approximately 1650 fieldbooks in this record series.

The digitised fieldbooks are accessible online, and include records of surveys carried out by the colony's first Surveyor General, John Septimus Roe, and the explorer John Forrest (who later became WA's first Premier).



John Forrest, field book. WAS 32 Cons 3401.

---

## State Archives held by Government Organisations

The Commission is concerned that since July 2001 the SRO has been unable to accept the transfer of hard copy archives from government agencies into its custody due to a lack of specialised storage space. As a consequence, approximately 53 kilometres of identified State archives, numbering over six million records, are stored within government agencies or amongst temporary records in commercial records storage facilities that do not meet archival storage standards. The annual increase of State archives awaiting transfer to the SRO is estimated to be between 1.5 to 2 linear kilometres. The SRO has estimated the value of these archives to be approximately \$250 million.

The lack of a Digital Archive to accommodate an increasing proportion of State archives in digital format is also a priority. As with State archives in physical format, the responsibility is currently on each government agency to manage its digital archives. This is an onerous task given the fragile nature of electronic information. Digital Archives are being established in other Australian Government jurisdictions but WA is yet to meet the needs of government in this area.

The accumulation of State archives within agencies means vital information of personal, business and community importance is generally inaccessible outside of the agencies. This need is recognised in the Strategic Asset

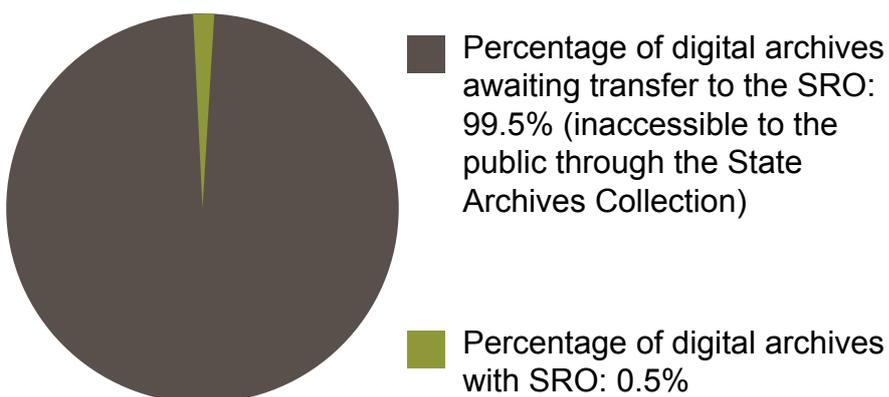
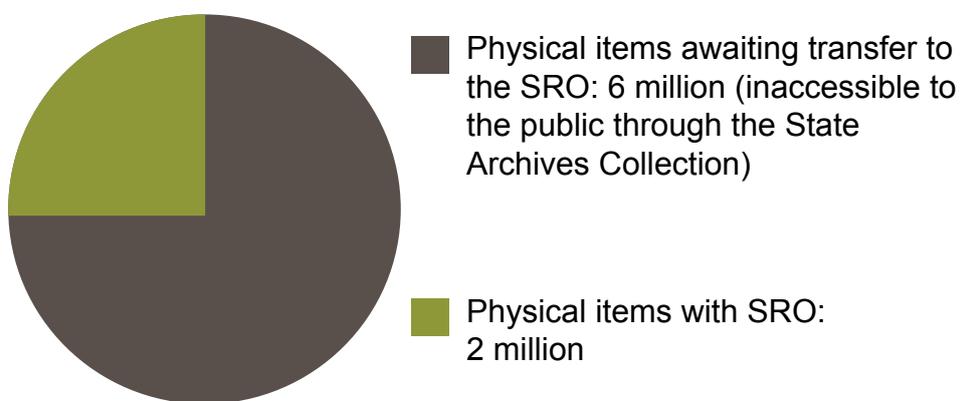
---

Management Plan for the Department of Culture and the Arts, which was finalised in 2012. The Plan recommends investment in a new facility to accommodate the existing State Archives Collection and the backlog of material in agency custody, as well as future projected capacity. The Plan also identifies the need to support digitisation programs to allow online access to State archives for both government and the community.

In the meantime, State archives held by organisations must be kept in accordance with the State Archivist's *Directions For Keeping Hardcopy Archives Awaiting Transfer To The State Records Office*, and with the Commission's Standards 7 and 8: *Storage of State Archives* and *Digital Record Keeping*, respectively.

---

Figure 4: Proportion of State archives in agency custody compared with those archives held in the State Archives Collection.



# Key performance areas cont'd

---

## 3. User Friendly Access to the State Archives Collection

### Development of new Archives Management System

To meet access, management and preservation challenges the SRO requires a collection management system that is extensible; supported with local expertise; requires minimal financial input; and can manage hard copy formatted archives. It must also have future capacity to manage born digital archives for the State.

Throughout 2013-14 the SRO continued work on the development of AtoM: Access to Memory, a web-based open-source system for archival description. AtoM is able to export and import data in a range of internationally accepted formats and to interface with other descriptive systems. This is a significant development as the SRO's current BOS/AEON archives management system and catalogue relies on a database and scripting software that is out of date and no longer supported, thus limiting the longevity of the system.

Once implemented, the AtoM system will have the capacity to manage the SRO's physical and born digital collection and provide clients with:

- Improved capacity to search the State Archives Collection catalogue;

- Enhanced access to digitised archives in the State Archives Collection; and
- Preliminary capability to accept and manage digital archives currently held by government organisations.

### Restricted access archives

Under Part 6 of the *State Records Act 2000*, all State archives should be open access archives after 75 years, unless they contain exceptionally sensitive information or information about a person's medical condition or disability – in which case they may be restricted for up to 100 years.

Sections 37 and 38 of the Act require the Commission to rule on applications by government organisations to restrict access to certain State archives and set the age at which these records cease to be restricted, or open previously restricted archives. During 2013-14 the Commission approved an application by WA Police to extend the restricted access period for sensitive files held in the State Archives Collection.

A register of Commission directions on restricted access archives is available on the *Accessing Restricted Records* page of the SRO website.

[www.sro.wa.gov.au/archive-collection/accessing-restricted-records](http://www.sro.wa.gov.au/archive-collection/accessing-restricted-records)

# Awards

---

## Margaret Medcalf Award

The Margaret Medcalf Award is an annual event hosted by the SRO and supported by the Commission. The award is presented for excellence in referencing and research and honours Miss Margaret Medcalf OAM, the second State Archivist for Western Australia (from 1971 to 1989), for her valuable contribution to the development of archives in Western Australia. Works nominated for the award must demonstrate use of archival sources, and substantial (but not necessarily exclusive) use of the State Archives Collection. Nominated works may be fiction or non-fiction and may comprise any format (i.e. book, article, conference paper, website, index, etc.). Nominated works may be published or unpublished.

This year marks the 10th anniversary of the award's presentation and the variety of the nominations and winners reflects the diverse nature of the archives themselves. These works included PhD theses, TV documentary series, historical texts, articles and finding aids.



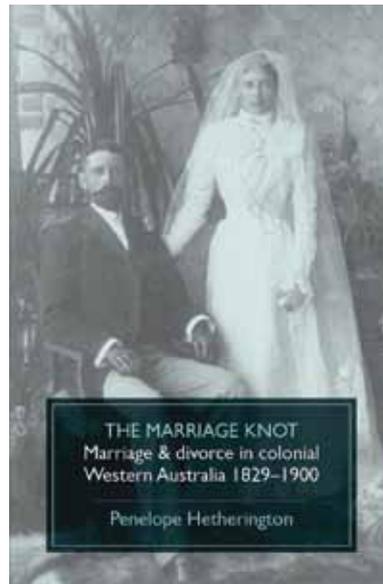
Dr Penelope Hetherington, winner of the 2014 Margaret Medcalf Award.

On 18 June 2014, the Hon. Minister John Day MLA announced the winner of the Margaret Medcalf Award 2014 at a special event before invited guests at the Alexander Library Building theatre. Penelope Hetherington was the winner for her book *The Marriage Knot: marriage and divorce in Western Australia 1829 – 1900*, published by UWA Publishing. The judging panel also awarded a special commendation to Annie Boyd for her book *Koombana Days* published by Fremantle Press.

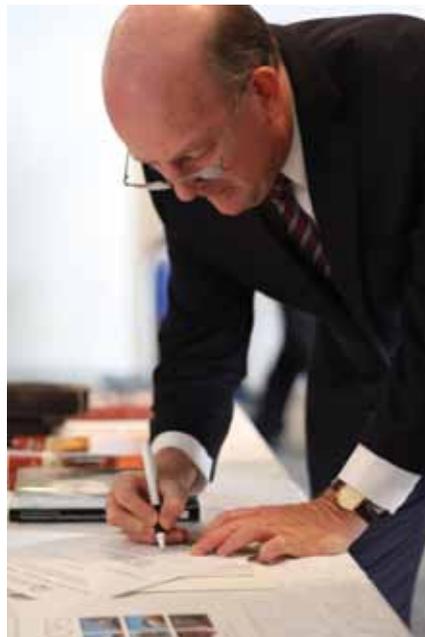
---

***“My experiences have encouraged me to undertake new projects, knowing that there is a vast collection of material waiting to be accessed.”***

***Penelope Hetherington***



Annie Boyd, recipient of a special commendation.



The Hon. John Day MLA, Minister for Culture and the Arts.



Miss Margaret Medcalf OAM.

The judging criteria for the Margaret Medcalf Award are:

### Level of use of the State Archives Collection

How much does the work rely on archival sources for its argument? What proportion of the cited works are State archives?

### Use of referencing

How well does the work reference the sources in the State Archives Collection? How easy would it be to locate the archival sources the author references?

### Level of contribution to knowledge

This includes the contribution to our collective historical, cultural and heritage knowledge bases.



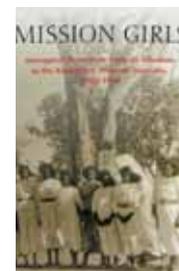
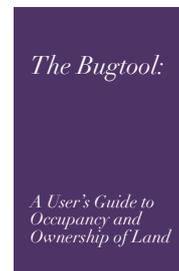
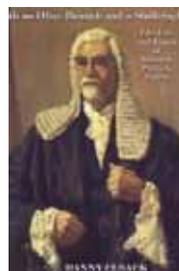
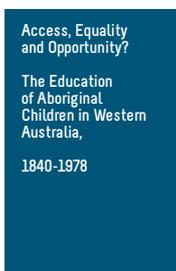
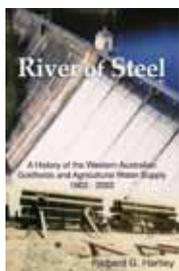
2014	2013	2013	2012	2011	2010	2009
Penelope Hetherington <i>The Marriage Knot: Marriage and divorce in colonial Western Australia 1829-1900</i> (Monograph)	Ann Hunter <i>A different kind of 'subject': colonial law in Aboriginal – European relations in 19<sup>th</sup> century Western Australia 1829-61</i> (Monograph)	Ruth Morgan <i>Running out? An environmental history of climate and water in the southwest of Western Australia, 1829 to 2006</i> (PhD Thesis)	Fiona Skyring <i>Justice: a history of the Aboriginal Legal Service of Western Australia</i> (Monograph)	Anna Haebich <i>Murdering stepmothers: the execution of Martha Rendell</i> (Monograph)	South West Aboriginal Land and Sea Council, John Host with Chris Owen <i>It's still in my heart, this is my Country: The Single Nyoongar Claim History</i> (Monograph)	Isla Macphail <i>Highest Privilege and Bounden Duty: A study of Western Australian parliamentary elections 1829 -1901</i> (Monograph)

## Original use of the State Archives Collection

Does the work use new archival material or use different sources to answer questions or highlight issues? Is well known archival material dealt with in a new or different way?

## Presentation

How well has the work been crafted? How well does it stimulate interest in the material? Does the work have community appeal?



2008

2007

2006

2005

2004

2003

2003

Dr Richard Hartley  
*River of Steel: A History of the Western Australian Goldfields and Agricultural Water Supply 1903-2003 (Monograph)*

Neville Green  
*Access, Equality and Opportunity? The Education of Aboriginal Children in Western Australia, 1840-1978 (PhD Thesis)*

*Award postponed*

Danny Cusack  
*With an Olive Branch and a Shillelagh: the Life and Times of Senator Patrick Lynch (Monograph)*

Lauren Marsh and Steve Kinnane  
*Ghost files: the Missing Files of the Department of Indigenous Affairs archives (Published article)*

Anne and Bruce Buchanan:  
*The Bugtool: A User's Guide to Occupancy and Ownership of Land (finding aid)*

Christine Choo  
*Mission Girls: Aboriginal Women on Catholic Missions in the Kimberley, Western Australia 1900-1950 (Monograph)*

---

## W.S. Lonnie Award for Excellence in Compliance Reporting

The Institute of Public Administration Australia (IPAA) recognises excellence in annual reporting by the public sector through its W. S. Lonnie Awards. Since 2006, the Commission has sponsored a specialist Lonnie Award which recognises excellence in reporting against the compliance requirements of the Commission's Standard 2, Principle 6 in annual reports.

The annual reports of all State government organisations were considered for this award, with an initial shortlist yielding the reports of 24 organisations. Those reports were evaluated further and reduced to a final shortlist of 15 for consideration by a judging panel. The judging panel evaluated the reports according to how well certain criteria had been addressed, including:

- The efficiency and effectiveness of the organisation's record keeping systems are evaluated not less than once every five years;
- The organisation conducts a record keeping training program;
- The efficiency and effectiveness of the record keeping training program are reviewed from time to time; and
- The organisation's induction program addressed employees' roles and responsibilities in regard to their compliance with the organisation's Record Keeping Plan.



Tanvi Haria (right) Chief Financial Officer, Fremantle Port Authority, accepts the W.S. Lonnie Award for Excellence in Compliance Reporting from Cathrin Cassarchis, State Archivist & Executive Director State Records

At the W.S. Lonnie Awards function on 28 March 2014, the Commission's Award was presented to the Fremantle Port Authority. The judging panel found the organisation's annual report statement clearly demonstrated a commitment to building a solid information culture in meeting the compliance requirements of the *State Records Act 2000*.

Manager of Corporate Information Services at the Fremantle Port Authority, Debbie Cutts says the win is *"all down to teamwork, skills, perseverance and understanding. I am fortunate to have a strong, high performing team who are motivated to learn and teach others about best practice. They are extremely customer focused and try, wherever possible, not to*

---

*make the message about compliance. We are helping people to understand that by achieving best practice in records and information management, access to information will be more meaningful and enable informed decision making. Winning this award means Fremantle Ports is definitely on the right track and that our hard work is paying off."*

Ms Cutts highlights the importance of an Australia Business Excellence audit as the catalyst for helping Fremantle Port Authority to achieve its goals: *"(The audit) found that by centralising records and information management practices into one area, Fremantle Ports could improve on compliance. The Corporate Information Services branch was formed in 2005 and experienced information and knowledge management specialists were recruited to form the team. With a framework and program of works, our purpose is to implement strategies to ensure that the right information is generated, collected and analysed to inform decision making and to enable the organisation to create value through applying knowledge."*

The judging panel also commended the Department of Mines and Petroleum (also a finalist in 2013), and the WA Electoral Commission, for a high standard of reporting.

---

***"This award tells us that we are not only meeting compliance but achieving best practice."***

*Debbie Cutts, Manager of Corporate Information Services at the Fremantle Port Authority*

# Committees of the Commission

---

Section 62(1) of the *State Records Act 2000* requires the Commission to establish a committee to assist the Commission with the selection of records to be kept as State archives, and propose retention periods for all other State records. Section 62(3) allows the Commission to establish other committees to assist it in the performance of its functions.

During the reporting year only one Committee was extant, the State Records Advisory Committee, examining records retention and disposal recommendations prior to their referral to the Commission for approval. The SRO continues to lead and provide administrative support to this Committee.

## State Records Advisory Committee

The State Records Advisory Committee is established to advise the Commission about:

- State records that should be State archives;
- Retention periods for those State records that are not to be State archives; and
- Associated matters (as prescribed by the Commission).

The Committee meets regularly to consider the retention and disposal components of Record Keeping Plans, a critical element of the comprehensive records management framework established by the Act. Recommendations are presented to the Commission following each Committee meeting.

---

## The Committee met on:

- 17 July 2013;
- 25 September 2013;
- 13 November 2013;
- 26 February 2014; and
- 16 April 2014.

Members and deputy members are appointed for three-year terms by the Commission and include representatives from the public service and record keeping bodies.

---

## Membership of the Committee as at 30 June 2014

### Chair of the Committee

Ms Isabel Smith  
Director State Information Management, SRO

### Executive Secretary

Mr Martin Fordham  
Record Keeping Consultant, SRO

### Department of Aboriginal Affairs

Ms Tanya Butler  
(Deputy: Ms Rebecca Bairnsfather-Scott)

### Historical Interests

Ms Jennie Carter  
(Deputy: vacant)

### Law Society of Western Australia

Mr Robert O'Connor QC  
(Deputy: Ms Anne Seghezzi)

### Local Government Records Management Group

Ms Julie Mathieson  
(Deputy: vacant)

### State Government CEO Representative

Ms Cheryl Gwilliam  
(Deputy: Mr Richard Strickland)

### Australian Society of Archivists

Ms Rita Edwards  
(Deputy: Mrs Margaret Paterson)

### Minutes Secretary

Ms Gillian Hodson  
Administrative Assistant, SRO

---

## Committee Remuneration

POSITION	Member	Member	
NAME	Ms Jennie Carter	Mr Robert O'Connor	
TYPE OF REMUNERATION	Per meeting / half day	Per meeting / half day	
PERIOD OF MEMBERSHIP	3 years	3 years	Total
GROSS/ACTUAL REMUNERATION	\$600	\$600	\$1,200

# Case Study: Office of Shared Services Decommissioning Project

---

The Office of Shared Services (OSS) was established in July 2005 to create efficiencies through the coordination, management and centralisation of services for the Human Resource; Finance; and Payroll functions for most State government organisations within Western Australia.

The OSS operated for six years until the Premier announced the decommissioning of the functions in 2011. In 2012, several project working groups were established for the purpose of coordinating the various components of separating out the functions along with identifying corresponding records, information, systems and data including the metadata, ready for return to government organisations; migration to other media; transfer to another body for long term custody, management and access; or for destruction.

The State Records Office was invited to participate on the focal working group which was comprised of members crossing all functions and aspects of the former OSS. The deadline for finalising the decommissioning project was set for 31 March 2014.

State Records Office representatives met with the Working Group fortnightly for a period of 18 months, providing detailed advice and guidance on the identification, description and appraisal of records and data with the ultimate aim of producing a Retention and Disposal Authority which documented the fate of all OSS records, information, data and systems.

The identification of records was often challenged by the reliance within the former organisation on the use of personal drives as substitute record keeping systems. In addition, it was discovered that large volumes of data had been locked into redundant or previously decommissioned systems with little thought given to access, description or disposal. With the attrition of staff gaining momentum, and with them, the potential loss of corporate knowledge required to identify many volumes of records, the Working Group established mandatory mechanisms designed to ensure that exiting staff were required to identify, label and provide access to all records relevant to the functions performed.

The work carried out behind the scenes was painstaking and required scrupulous attention to detail and commitment to identify, migrate and process over 4000gb of data, including encrypted, legacy data and DVDs along with the development of System Query Language to support data extraction. In addition, thousands of boxes of hardcopy records were also processed for return to agencies and reconciliation reports produced to confirm effective processes.

---

Ultimately, the production of a comprehensive Retention and Disposal Authority documenting:

- The systematic identification and return of records and data to originating government organisations;
  - The migration of relevant data from obsolete systems to viable media; and
  - The transfer of systems, transactional databases, records and metadata to secure and appropriate long term custody
- by 1 December 2013, well ahead of the March deadline, is a fine tribute to the success and dedication of the Working Groups and staff of the former OSS.

As a result, the State Records Office has been approached by other government organisations, facing decommissioning or amalgamation, for similar assistance.

---

***The work carried out behind the scenes was painstaking and required scrupulous attention to detail and commitment to identify, migrate and process over 4000gb of data.***

# Compliance report – State Records Act 2000

Part 8 of the *State Records Act 2000* establishes the Commission. A compliance statement on the Commission's activities in 2013-14 is presented below.

- approved, completed
- ongoing action
- issue identified
- no action required

PART or SECTION	NOTES
<b>Part 3 Division 2</b>	
Section 20(2) – gazette orders prescribing timing for submission of organisations' Record Keeping Plans	Nil
Section 23(1) – approve or refuse to approve Record Keeping Plans	Approved 42 Record Keeping Plans, comprising:  11 Record Keeping Plans from new organisations;  Amendments to 25 existing Record Keeping Plans; and  Continuation of 6 Record Keeping Plans requiring no amendment.
Section 23(2) – give reasons for refusal to approve Record Keeping Plans	All approved

## Part 3 Division 3

Section 25 – Commission to have a plan	Current plan to be reviewed by 23 June 2018.
Section 26 – State Records Office to have a plan	Approved: 6 December 2013.
Section 27 – Schedule 3 organisations to have plans	<i>State Records (Implementation) Order 2014/1</i> published in the <i>Government Gazette</i> on 10 January 2014 requiring the Busselton Water Corporation and the Bunbury Water Corporation to comply with subsection 27(2) of the <i>State Records Act 2000</i> before 30 June 2014.  <i>State Records (Implementation) Order 2014/2</i> published in the <i>Government Gazette</i> on 14 January 2014 requiring the Electricity Generation and Retail Corporation (Synergy) to comply with subsection 27(2) of the <i>State Records Act 2000</i> before 31 July 2014.

## Part 3 Division 4

Section 28(3) – the Commission may require an agency to review its Record Keeping Plan (discretionary)	Not required
--	--------------

Section 28(5) – five yearly review of all Record Keeping Plans	The Record Keeping Plans of 45 organisations were due for review during 2013-14 and all were received (see Appendix 1).
Section 29(1) – give directions as to intervals for periodic reporting on Record Keeping Plans (discretionary)	Nil
Section 30(1) – give Parliament copies of reports received under section 29	Nil

#### Part 4

Section 32 - State archives to be transferred to the State Archives Collection	The State Archivist was unable to accept transfer and custody of the backlog of archives awaiting transfer from State organisations during 2013-14 as the State Archives repository has been at full capacity since 2001.
--	---

#### Part 5 Division 2

Section 37(2)(b) – restricted access archives identified	No action required
Section 37(5) – Review of archives restricted under 37(2) (b)	SRO and the Department of Aboriginal Affairs to clarify access status of 'unassessed' former Native Welfare Department files held in the State Archives collection.

Section 38 (3) – change in restricted access period for records in the State Archives Collection	Approved: December 2013  Western Australia Police to increase the restricted access period from 25 to 50 years for identified files that contain sensitive information.
--	---

#### Part 5 Division 3

Section 40(2) – approve or refuse to approve the Archives Keeping Plan	Nil
Section 40(3) – give reasons for refusal to approve the Archives Keeping Plan	Not required
Section 40(4) – direct time for resubmission of the Archives Keeping Plan refused approval under section 40(3)	Not required
Section 41 – Archives Keeping Plan to be reviewed	Revised Plan will be submitted in August 2014.

#### Part 5 Division 4

Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil
---	-----

<b>Part 6</b>						Section 62 – establish committees		The State Records Advisory Committee met five times.																					
Section 48 - Archives containing exceptionally sensitive information						Nil		No new Committees were established.																					
<b>Part 8 Division 1</b>						Section 64(1) and (3) – submit annual report to Parliament by 1 November each year		Submitted to both Houses of the State Parliament on 16 September 2013.																					
Section 60(1)(a) – monitor the operation of and compliance with the Act						The Commission continues to rely on the Record Keeping Plan review cycle as the chief mechanism for ensuring agency compliance with the Act.		Copies tabled in both the Legislative Assembly and the Legislative Council on 17 September 2013.																					
Section 60(1)(b) – monitor compliance by government organisations with Record Keeping Plans						All government organisations required to review their Record Keeping Plans during this period complied;  SRO evaluated the reports and amended Record Keeping Plans; and  Results reported to the Commission.		Section 64(2) and (3) – submit reports to Parliament re contraventions of the Act (discretionary)																					
Section 60(1)(c) – inquire into breaches or possible breaches of this Act						<table border="1"> <thead> <tr> <th></th> <th>13-14</th> <th>12-13</th> <th>11-12</th> <th>10-11</th> </tr> </thead> <tbody> <tr> <td>open</td> <td>8</td> <td>5</td> <td>18</td> <td>13 (4 c/f from 2009-10)</td> </tr> <tr> <td>resolved</td> <td>3</td> <td>3</td> <td>14</td> <td>1</td> </tr> <tr> <td>carried forward</td> <td>5</td> <td>2</td> <td>4</td> <td>12</td> </tr> </tbody> </table>			13-14	12-13	11-12	10-11	open	8	5	18	13 (4 c/f from 2009-10)	resolved	3	3	14	1	carried forward	5	2	4	12	Section 64(4) – give the Minister a copy of any report submitted to Parliament	
	13-14	12-13	11-12	10-11																									
open	8	5	18	13 (4 c/f from 2009-10)																									
resolved	3	3	14	1																									
carried forward	5	2	4	12																									
Section 61 – establish principles and standards						<i>General Disposal Authority for State Government Information</i> approved December 2013.		Commission Annual Report submitted 16 September 2013.																					

<b>Part 8 Division 2</b>	
Section 65(4) – include in annual report any policy directions given by the Minister	None issued
Section 66(4) – comply with requests by the Minister for information and make facilities available	None received
<b>Part 8 Division 3</b>	
Section 68 – Commission may request a government organisation to report about its record keeping or an aspect of its record keeping	In previous annual reports the Commission has referred to ongoing issues with the Department of Health's Record Keeping Plan. An amended Record Keeping Plan for the Department was approved by the Commission in December 2013.

Compliance with SRC Standard 2, Principle 6	<p>The SRO manages the Commission's records, and therefore its compliance with SRC Standard 2 Principle 6 is linked to the compliance of the SRO. The following action was taken this year to ensure the Commission compliance:</p> <p>The Commissioners have continued to develop knowledge of current record keeping issues through their active participation in the work of industry associations and interaction with government clients.</p> <p>The SRO has continued to improve record keeping systems utilised for the management of the Commission's records through:</p> <ul style="list-style-type: none"> <li>• revision of the thesaurus used for file titling (terms which were found to be no longer relevant to current archives management and record keeping activities have been replaced with contemporary terminology); and</li> <li>• revision of record keeping policies and procedures for internal use to reflect the rollout of electronic records management to all staff.</li> </ul>
---	--

# Appendix 1

## Record Keeping Plans Required for Review and Received 1 July 2013 – 30 June 2014

AGENCY NAME	NEXT REVIEW DATE
Albany Cemetery Board	3 Jun 2019
Building and Construction Industry Training Fund	5 Dec 2018
Bunbury Cemetery Board	2 Oct 2018
Corruption and Crime Commission	6 Dec 2018
Curtin University of Technology	10 Oct 2018
Department of Agriculture and Food	22 Jun 2019
Department of Housing	22 Jun 2019
Dwellingup Cemetery Board	22 Apr 2019
Eastern Metropolitan Regional Council	5 Dec 2018
Fremantle Port Authority	23 Mar 2019
Gascoyne Development Commission	10 Oct 2018
Geraldton Cemetery Board	9 Mar 2019
Goldfields – Esperance Development Commission	5 Dec 2018
Kalgoorlie – Boulder Cemetery Board	3 Jun 2019
Kimberley Development Commission	5 Dec 2018
Law Reform Commission of WA	22 Apr 2019
Office of the Auditor General	6 Dec 2018
Office of the Information Commissioner	23 Mar 2019
Salaries and Allowances Tribunal	6 Dec 2018
Shire of Augusta – Margaret River	10 Oct 2018
Shire of Beverley	10 Oct 2018
Shire of Brookton	23 Mar 2019
Shire of Broome	21 Mar 2019
Shire of Chittering	22 Jun 2019
Shire of Cunderdin	23 Mar 2019
Shire of Dalwallinu	22 Jun 2019
Shire of Dardanup	22 Jun 2019

AGENCY NAME	NEXT REVIEW DATE
Shire of Dowerin	23 Mar 2019
Shire of Halls Creek	21 Mar 2019
Shire of Harvey	5 Dec 2018
Shire of Kondinin	10 Oct 2018
Shire of Mukinbudin	22 Jun 2019
Shire of Mundaring	22 Jun 2019
Shire of Murchison	21 Mar 2019
Shire of Murray	23 Mar 2019
Shire of Pingelly	22 Apr 2019
Shire of Serpentine - Jarrahdale	3 Jun 2019
Shire of Tammin	22 Jun 2019
Shire of Toodyay	10 Oct 2018
Shire of Wyalkatchem	10 Oct 2018
Shire of Yalgoo	22 Jun 2019
South Caroling Cemetery Board	22 Apr 2019
Town of East Fremantle	21 Mar 2019
Town of Port Hedland	21 Mar 2019
Wheatbelt Development Commission	10 Oct 2018

# Appendix 2

## New organisations to submit Record Keeping Plans on or before 30 June 2014

---

AGENCY NAME	DUE DATE	SUBMISSION DATE
Department of Environment Regulation	1 January 2014	31 December 2013
Department of Lands	1 January 2014	28 November 2013
Department of Local Government and Communities	1 January 2014	23 December 2013
Department of Parks and Wildlife	1 January 2014	3 December 2013
Department of Regional Development	1 January 2014	28 November 2013
Mining Rehabilitation Advisory Panel	1 January 2014	31 December 2013
Bunbury Water Corporation*	30 June 2014	20 June 2014
Busselton Water Corporation*	30 June 2014	20 June 2014

\* Schedule 3 organisations required to submit Record Keeping Plans to the relevant Minister.

# Appendix 3

## Record Keeping Plans Due for Review

1 July 2014 – 30 June 2015

AGENCY NAME	REVIEW DATE
Botanic Gardens and Parks Authority	7 Apr 2015
Chowerup Cemetery Board	18 Nov 2014
City of Armadale	18 Jun 2015
City of Bayswater	18 Jun 2015
City of Belmont	18 Jun 2015
City of Bunbury	4 Dec 2014
City of Busselton	18 Jun 2015
City of Canning	2 Oct 2014
City of Fremantle	4 Dec 2014
City of Gosnells	4 Dec 2014
City of Karratha	18 Jun 2015
City of Melville	2 Oct 2014
City of Perth	4 Dec 2014
City of South Perth	4 Dec 2014
City of Stirling	7 Apr 2015
City of Subiaco	7 Apr 2015
City of Swan	4 Dec 2014
Coal Miners Welfare Board	7 Apr 2015
Commissioner for Children and Young People	4 Dec 2014
Department of Aboriginal Affairs	2 Oct 2014
Department of Mines and Petroleum	2 Oct 2014
Department of Racing Gaming and Liquor	4 Dec 2014
Department of the Premier and Cabinet	7 Apr 2015
Disability Services Commission	2 Oct 2014
Drug and Alcohol Office	18 Jun 2015
Economic Regulation Authority	2 Oct 2014
Government Employees Superannuation Board	7 Apr 2015
Insurance Commission of Western Australia	4 Dec 2014

AGENCY NAME	REVIEW DATE
Legal Practice Board of Western Australia	4 Dec 2014
Office of the Inspector of Custodial Services	2 Oct 2014
Parliamentary Inspector of the Corruption and Crime Commission	18 Jun 2015
Peel Development Commission	18 Jun 2015
Perth Market Authority	4 Dec 2014
Pilbara Development Commission	2 Oct 2014
Potato Marketing Corporation	7 Apr 2015
Public Sector Commission	4 Dec 2014
Rivers Regional Council	4 Dec 2014
Shire of Ashburton	18 Jun 2015
Shire of Boddington	18 Jun 2015
Shire of Bridgetown – Greenbushes	4 Dec 2014
Shire of Broomehill – Tambellup	4 Dec 2014
Shire of Capel	4 Dec 2014
Shire of Carnarvon	2 Oct 2014
Shire of Chapman Valley	7 Apr 2015
Shire of Collie	7 Apr 2015
Shire of Cue	2 Oct 2014
Shire of Exmouth	2 Oct 2014
Shire of Irwin	4 Dec 2014
Shire of Kalamunda	2 Oct 2014
Shire of Katanning	2 Oct 2014
Shire of Kellerberrin	7 Apr 2015
Shire of Kent	18 Jun 2015
Shire of Kojonup	7 Apr 2015
Shire of Lake Grace	7 Apr 2015
Shire of Manjimup	7 Apr 2015
Shire of Menzies	4 Dec 2014

<b>AGENCY NAME</b>	<b>REVIEW DATE</b>
Shire of Nannup	7 Apr 2015
Shire of Ngaanyatjaraku	7 Apr 2015
Shire of Ravensthorpe	4 Dec 2014
Shire of Upper Gascoyne	4 Dec 2014
Shire of Victoria Plains	2 Oct 2014
Shire of Westonia	7 Apr 2015
Shire of Wickepin	7 Apr 2015
Shire of Woodanilling	4 Dec 2014
Shire of Yilgarn	2 Oct 2014
Shire of York	18 Jun 2015
Town of Claremont	7 Apr 2015
Town of Narrogin	7 Apr 2015
Town of Victoria Park	15 Jul 2014
Veterinary Surgeons Board	10 Mar 2015
Western Australian Land Information Authority (Landgate)	7 Apr 2015
Western Australian Museum	7 Apr 2015
Western Power (Electricity Networks Corporation)	20 Feb 2015

# Appendix 4

## Disposal Authorities developed using the Online Retention and Disposal Application during 2013 – 14

AGENCY NAME	DISPOSAL AUTHORITY TYPE	STATUS
Department of Water	R&D Schedule*	Approved on 2/08/2013
Economic Regulation Authority	R&D Schedule	Approved on 2/08/2013
WA Energy Disputes Arbitrator	R&D Schedule	Approved on 2/08/2013
[All State Government organisations]	General Disposal Authority	Approved on 6/12/2013
[All State Training Providers]	Sector Disposal Authority	Approved on 6/12/2013
Court and Tribunal Services	Sector Disposal Authority	Approved on 6/12/2013
Department of Lands / Department of Regional Development	R&D Schedule	Approved on 6/12/2013
Department of the Attorney General	R&D Schedule	Approved on 6/12/2013
Forest Products Commission	R&D Schedule	Approved on 6/12/2013
LandCorp / Metropolitan Redevelopment Authority	Sector Disposal Authority	Approved on 6/12/2013
Office of the Public Advocate	R&D Schedule	Approved on 6/12/2013
Parliamentary Counsel's Office	R&D Schedule	Approved on 6/12/2013
Public Trustee	R&D Schedule	Approved on 6/12/2013
Registry of Births, Deaths and Marriages	R&D Schedule	Approved on 6/12/2013
Solicitor General's Office	R&D Schedule	Approved on 6/12/2013
State Administrative Tribunal	R&D Schedule	Approved on 6/12/2013
WorkCover WA	R&D Schedule	Approved on 6/12/2013
Building and Construction Industry Training Fund	R&D Schedule	Approved on 21/03/2014
Department of Finance	R&D Schedule	Approved on 21/03/2014
Supreme Court of WA	R&D Schedule	Approved on 21/03/2014
Art Gallery of WA	R&D Schedule	In progress
Building Commission	R&D Schedule	In progress
Corruption and Crime Commission	R&D Schedule	In progress
Department for Child Protection and Family Support	R&D Schedule	In progress
Department of Aboriginal Affairs	R&D Schedule	In progress
Department of Corrective Services	R&D Schedule	In progress
Department of Fisheries	R&D Schedule	Pending Commission approval

AGENCY NAME	DISPOSAL AUTHORITY TYPE	STATUS
Department of Mines and Petroleum	R&D Schedule*	Pending Commission approval
Department of State Development	R&D Schedule	In progress
Department of Training and Workforce Development	R&D Schedule	In progress
Department of Treasury	R&D Schedule	In progress
Disability Services Commission	R&D Schedule	Pending Commission approval
Heritage Council of WA	R&D Schedule	Pending Commission approval
Independent Market Operator	R&D Schedule	Pending Commission approval
Legal Practice Board	R&D Schedule	In progress
Legislative Council	R&D Schedule	In progress
Office of the Environmental Protection Authority	R&D Schedule	Pending Commission approval
Public Sector Commission	R&D Schedule	Pending Commission approval
Small Business Development Corporation	R&D Schedule	In progress
State Records Office of WA	R&D Schedule	In progress
WA Local Government Association	R&D Schedule	In progress
WA Treasury Corporation	R&D Schedule	In progress

\*Retention and Disposal Schedule

---

This annual report is submitted to Parliament in accordance with the obligations of the State Records Commission under section 64(1) of the *State Records Act 2000*.

The Report outlines the activities of the State Records Commission during 2013-14 and comments on matters that pertain to the operations of the State Records Office.

**Note:** The State Records Commission is not an accountable agency with respect to the requirements of the *Financial Management Act 2006*.

© **State of Western Australia 2014**

There is no objection to this publication being copied in whole or part, provided there is due acknowledgement of any material quoted or reproduced. Published by the State Records Commission of Western Australia, September 2014. This report is available in PDF on the State Records Office website at:  
[www.sro.wa.gov.au](http://www.sro.wa.gov.au)

**State Records Commission of Western Australia**

C/- State Records Office  
of Western Australia  
Ground Floor  
Alexander Library Building  
James St (west entrance)  
Perth Cultural Centre  
Perth WA 6000

Phone: (08) 9427 3636  
Fax: (08) 9427 3638  
Email: [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au)  
Website: [www.sro.wa.gov.au](http://www.sro.wa.gov.au)