



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 7 AUGUST 2015 IN THE ALEXANDER LIBRARY BUILDING

PRESENT:

Mr Colin Murphy (CHAIR)	Auditor General
Mr Sven Bluemmel	Information Commissioner
Mr Chris Field	Parliamentary Commissioner for Administrative Investigations (Ombudsman)
Ms Justine McDermott	Governor's Appointee
Ms Cathrin Cassarchis (Executive Officer)	State Archivist and Executive Director State Records
Ms Isabel Smith (Executive Secretary)	Director State Information Management

MINUTES:

Ms Lena Stekl	Recordkeeping Consultant
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1. Welcome and Apologies

The Chair opened the meeting at 9.40am and noted Leigh Hays as an apology.

2. Declaration of conflicts of interest

Nil

3. Notices of urgent business

Nil

4. SRC Minutes of 20 March 2015

4.1 Confirmation and Sign-off of Official Minutes for Publication

The minutes were **CONFIRMED** with minor amendments and signed by the Chair.

4.2 SRC Action List

The Commission **NOTED** the action list.

5. MATTERS ARISING

5.1 Lonnie Awards – State Records Commission Award 2015

The State Archivist advised that she presented the State Records Commission Award to the Department of Fisheries at the Institute of Public Administration Australia's Lonnie Awards ceremony on 27 March.

The Commission **NOTED** the update.

5.2 Royal Commission into Institutional Responses to Child Sexual Abuse

The State Archivist advised that the Council of Australasian Archives and Records Authorities (CAARA) working group continues to work through recordkeeping issues related to this Royal Commission. The group has agreed that Royal Commission records will be transferred to the custody of National Archives of Australia. A paper on the working group's progress will be presented at the next CAARA meeting.

The Commission **NOTED** the update.

5.3 Midland Public Private Hospital

The Director State Information Management (D:SIM) advised that the State Records Office (SRO) continues to meet with the project group involved with the transition to the new Midland Public Private Hospital.

The Commission **NOTED** the update.

5.4 Cyclone Olwyn

The D:SIM advised that one local government authority, the Shire of Shark Bay, reported water damage to certain records following Cyclone Olwyn. These records are being maintained in freezer storage to prevent further damage, while the Shire finalises infrastructure issues.

The Commission **NOTED** the update.

5.5 SRC Meeting – Final Meeting 2015

The Commission considered possible meeting dates and **AGREED** that the final 2015 meeting would be held on 26 November at the State Records Office, including a morning tea with State Records Advisory Committee members if there is sufficient interest.

The State Archivist advised that she would be an apology for this meeting.

6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT

6.1 Organizational Changes

6.1.1 Register of Government Organizations – Administrative Change – Extract

The Commission **NOTED** the register with updated information.

6.1.2 Register of Defunct Government Organizations – Extract

The Commission **NOTED** the register with updated information.

6.2 Inquiring into Breaches or Possible Breaches

6.2.1 Register of Alleged Breaches

The Commission **NOTED** the register updating current inquiries.

6.2.1.1 Pilbara Development Commission

The Commission noted the SRO's analysis and recommendation, and **AGREED** that no further action is required.

The Commission also suggested that the Annual Report emphasise that:

- the intelligence gathered from suspected breaches was used to inform the development of best practice guidelines and other service delivery; and
- agencies are encouraged to report possible breaches.

6.2.1.2 Pilbara Institute

The Commission noted the SRO's analysis and recommendation, and **AGREED** that no further action is required.

6.2.1.3 Water Corporation

The Commission noted the SRO's analysis and recommendation, and **AGREED** that no further action is required.

6.3 State Records Commission - Risk Management

Nil

6.4 Compliance Monitoring – Recordkeeping Plans

Nil

7. APPROVAL OF RECORDKEEPING PLANS (RKPS)

7.1 State Records Advisory Committee (SRAC)

7.1.1 SRAC Minutes – 15 April 2015

The Commission **NOTED** the SRAC minutes.

7.1.2 SRAC Membership – Nominations / Resignations

The Commission **NOTED** the resignation of Ms Jennie Carter, representing Historical Interests; and Ms Rebecca Bairnsfather-Scott, representing the Department of Aboriginal Affairs; and commended both members for their valuable work on the SRAC.

The Commission also **APPROVED** the recommendations for re-appointment of members and a deputy; and the appointment of a new member and new deputy for the Records and Information Management Professionals Australasia and the Law Society of Western Australia, respectively.

7.2 Retention and Disposal Schedules for APPROVAL

7.2.1 RD 2014013 – Equal Opportunity Commission

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

7.2.2 RD 2013022 – Department for Child Protection and Family Support

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

7.2.3 RD 2013059 – Department of Aboriginal Affairs

The Commission **APPROVED** the Schedule.

7.2.4 RD 2014009 – Department of Housing

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

7.2.5 RD 2014001/1 – General Retention and Disposal Authority for National Bodies

The D:SIM advised that two new classes are proposed for incorporation into the General Retention and Disposal Authority for National Bodies (the Authority), which is used by National Bodies established under various national schemes.

The proposed new classes would enable the disposal of payment card data in accordance with the Payment Card Industry Data Security Standard. All members of the CAARA National Bodies working group have endorsed the amendments and are seeking approval of the new classes within their respective jurisdictions.

The Commission **APPROVED** the amendments to the Authority.

7.3 Disposal Lists for APPROVAL

7.3.1 DL 2015007 – Department of Corrective Services

The State Archivist advised that this Disposal List proposes to photocopy and destroy certain files affected by mould, with the photocopies being retained in accordance with the Department of Corrective Services' Retention and Disposal Schedule.

The Commission **APPROVED** the Disposal List.

7.4 Outstanding Restricted Access Matters

Nil

7.5 Transfer of State Archives

7.5.1 Requests to Transfer State Archives to the Custody of the State Records Office

The State Archivist advised that the SRO accepted several emergency archive transfers during the reporting period, from the Egg Marketing Board; Yalgoo Primary School; Boulder Police Station; Cue Police Station; Princess Margaret Hospital; and the WA Registration Boards for Physiotherapists, Occupational Therapists and Osteopaths. The SRO also received requests to transfer State archives into SRO custody, from the Department of Education (DoE) and the Shire of East Pilbara. The State Archivist highlighted the DoE's ongoing program to assist government schools with identifying and transferring their archival records to head office for ongoing management.

The Commission **NOTED** the information provided and suggested that the DoE's program would make a valuable case study in the Commission's annual report as an illustration of archives at risk of loss to the community.

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2013073 – Department of Local Government and Communities

APPROVED

7.6.2 RKP 2015010 – Southern Ports Authority

APPROVED

7.6.3 RKP 2015011 – North Metropolitan Health Service

APPROVED

7.6.4 Amended RKP 2015003 – Wheatbelt Development Commission

APPROVED

7.6.5 Amended RKP 2015007 – Shire of Sandstone

APPROVED

7.6.6 Amended RKP 2015009 – Shire of Pingelly

APPROVED

7.6.7 Amended RKP 2015012 – Western Australian Land Information Authority (Landgate)

APPROVED

7.6.8 Amended RKP 2015014 – Shire of Mingenew

APPROVED

7.6.9 Amended RKP 2015015 – Western Australian Meat Industry Authority

APPROVED

7.6.10 Amended RKP 2015017 – Eastern Metropolitan Regional Council

APPROVED

7.6.11 Amended RKP 2015021 – Shire of Bridgetown-Greenbushes

APPROVED

7.6.12 Amended RKP 2015022 – WorkCover WA

APPROVED

7.6.13 Amended RKP 2015023 – Shire of Lake Grace

APPROVED

7.6.14 Amended RKP 2015024 – Shire of Cue

The D:SIM advised that the Shire's amended Plan demonstrates a significant number of improvements on previous practice, which is all the more commendable considering the small size of the organisation.

APPROVED

7.6.15 Amended RKP 2015020 – City of Karratha

APPROVED

7.6.16 Amended RKP 2015005 – Town of Claremont

The D:SIM highlighted that the Town of Claremont's Recordkeeping Plan demonstrates improvement in disaster recovery measures, in particular the storage of backups and the vital records program. The State Archivist suggested it could be used as a case study in the Commission's annual report.

APPROVED

7.7 Recordkeeping Plans CLEARED Pending Approval of the Retention and Disposal Schedule

Nil

7.8 RKP Reports – Reports on Reviews

7.8.1 Recordkeeping Plans – Report on Reviews

The Commission **NOTED** the Report on Reviews.

7.9 Report – Recordkeeping Plans and Retention and Disposal Schedules

Nil

7.10 Schedule 3 Recordkeeping Plans

Nil

8. LEGISLATION REVIEW ISSUES

8.1 SRO input into new legislation

8.1.1 Regulations for Digital Legal Deposit

The State Archivist reported that the State Library of Western Australia (SLWA) conducted an information forum on the draft Regulations, which SRO staff attended. Several queries about the Regulations were raised by attendees.

The Commission **NOTED** the information provided.

9. MANAGEMENT OF THE STATE ARCHIVES COLLECTION

9.1 Recovery of Estrays

9.1.1 Estrays – State Library of Western Australia – Government Archives

The State Archivist provided an update on SRO liaison with the SLWA regarding the transfer of State archives in SLWA collections to the SRO. A joint project plan has been drafted and is awaiting signature from the State Librarian.

The Commission suggested that the reporting of this issue in the Commission's annual report emphasise that while much effort has been made by the SRO to get the transfer process underway, to date it has yet to begin.

The Commission also **AGREED** that it would be appropriate, given the lack of progress, for the Chair to meet and apprise the Director General of the Department of Culture and the Arts of the intention to report this matter. An interim statement will be developed for the annual report.

The Commission **NOTED** the update.

9.1.2 Estrays – Recovery of government records under Part 7 of the *State Records Act 2000*

The State Archivist advised that the Yalgoo Primary School Punishment Book formerly in the custody of the Shire of Yalgoo (the Shire) has now been transferred to the SRO.

The Commission **NOTED** the update.

9.2 Applications to Restrict Access to records in the State Archives Collection

Nil

10. ESTABLISHING STANDARDS AND GUIDELINES

10.1 Publications Review and Development Register - Extract

The State Archivist reported that a Request for Comment (RFC) on the draft updated *SRC Standard 8: Digital Recordkeeping* was published to the SRO website. The RFC period ran until 31 July and the SRO is currently assessing the comments received. The Commission suggested that notice of such updates be circulated to agency Chief Executive Officers as well as Records Managers.

The Commission **NOTED** the register with updated information.

11. STATE RECORDS COMMISSION ANNUAL REPORT

11.1 SRC Annual Report 2014 / 2015 - Draft

The Commission considered the draft annual report and suggested several changes to content, including:

- clarifying the importance of archival storage for a lay audience;
- emphasising people's legal right to access records and the work that could not be done without access;
- providing more concrete examples of State archives at risk: what they are; potential risks; how they are used; and
- emphasising the value of archives to the community.

Commissioner Field **AGREED** to submit a "breakout box" covering the use of records in the Ombudsman's role.

The Commission remarked on the steady improvement in annual reports over the years and suggested that the 2014/2015 report could be circulated to media outlets such as *The West Australian*, once tabled.

The Commission advised that any further comments would be forwarded out of session. The D:SIM advised that the deadline for comments on the first draft had been extended to 14 August.

12. ITEMS FOR INFORMATION

12.1 State Records Office Operational Activities

The Commission **NOTED** the Operational Activities.

12.2 State Records Commission Activities

The Chair advised that he had met with Margaret Butcher and Vanessa Russ on 6 August in relation to the SRO Future Directions Working Group.

13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public Programs and Outreach Activities

The State Archivist spoke to the paper describing public programs updates, including the scheduled date of 6 October 2015 for the Geoffrey Bolton Lecture.

The State Archivist also advised that the SRO has received very positive comment about the archives exhibition at Parliament House and the exhibition period is likely to be extended.

The Commission **NOTED** the report and the date for the Geoffrey Bolton Lecture.

14. STATE ARCHIVIST'S REPORT

14.1 State Archivist's Report

The State Archivist reported on SRO strategic and operational matters including the rollout of the new collection management system on 17 August; liaison with the Department of Finance regarding preservation of digital records of major infrastructure projects; and the SRO Future Directions Working Group, which is scheduled to finalise its report at its September meeting.

The Commission **NOTED** the State Archivist's report and requested notification of the Working Group outcomes once the report is available.

15. NEW BUSINESS

15.1 Digital Recordkeeping Survey

The State Archivist advised that the SRO issued an agency survey in March to gather information about digital recordkeeping practices and readiness to transfer digital archives to the SRO. An interim report of the findings has been drafted, with a further report to be published.

The Commission **NOTED** the attached report on the survey.

15.2 Newman Senior High School – Fire Damage

The D: SIM advised of Newman Senior High School's report to the SRO regarding the loss of certain temporary records due to a fire. The Commission **NOTED** the report.

15.3 Melville City Council – Elected Members

The D:SIM reported on recent contact with the City of Melville (the City) regarding Elected Members' (EMs') compliance with the City's Recordkeeping Plan.

The Commission considered the information provided and advised that the City has the ultimate responsibility for ensuring compliance and that it would be appropriate for the SRO to offer further induction and education of EMs. It was suggested that it may also be appropriate to involve the Department of Local Government in the matter, as necessary.

15.4 Appointment of SRC Chair – 3 year term

The State Archivist advised that the Chair's current term expires in March 2016 and the next appointment to the role requires finalisation at the November 2015 meeting. The Commissioners were invited to consider the role, in preparation for the November meeting.

The meeting closed at 11.40am.

NEXT MEETING – Thursday 26 November 2015 to be held in the South West Room,
State Records Office.

SIGNED.....

DATED.....

Mr Colin Murphy
State Records Commission