



State Records Commission

Annual Report
2014/2015



State Records Commission of Western Australia

ANNUAL REPORT 2014/15

Enquiries

C/- State Records Office
of Western Australia
Alexander Library Building
James Street West Entrance
Perth Cultural Centre
Perth WA 6000
Telephone: +61 8 9427 3636
Email: sro@sro.wa.gov.au
Website: www.sro.wa.gov.au

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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 2014-15 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*.

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Front cover: Microfilm - one form of preservation media

Photograph - State Records Office

Chairperson's foreword



State Archives are those categories of government information which are unique and irreplaceable and therefore so valuable to the history of government and this State that they are to be kept forever.

I am pleased to present the 14th Annual Report of the State Records Commission.

In a year of fiscal restraint for the public sector, there have been a number of notable achievements in the management of State Records. Nevertheless, our most significant challenge remains. For over a decade my predecessors and I have reported on the consequences of there being insufficient storage for the State's government archives. Consequently, all government agencies are required to bear the cost of storing an estimated 53 linear kilometres of paper-based archives and the total volume of their born digital State archives. The changes to administrative functions and the dispersal of State archives amongst government organisations, with no mechanism to transfer them to safe, central custody, limits public access to them; increases the cost burden to government; and creates the risk of loss of irreplaceable government information.

Despite the lack of storage the State Records Office (SRO) has been obliged to accept small consignments of emergency transfers to ensure the protection and safety of archives which might otherwise be lost to the State. The preservation of archives not in the State Archives Collection is an important issue. In 2009 the SRO issued '*Directions for keeping hardcopy records awaiting transfer to the State Records Office*'. These 'Directions' provide guidelines for the storage of archives created in analogue formats, and prescribe minimal compliance

requirements. The Commission welcomes the SRO's commitment in 2015-16 to reissue new 'Directions' that will encompass the storage of both analogue and digital archives, awaiting transfer to the State Archives Collection.

This year SRO staff participated in decommissioning projects at two metropolitan hospitals; liaised with agencies affected by proposals to amalgamate local governments in metropolitan Perth; and provided conservation advice to government agencies based in cyclone prone regions of the State. In each of these activities the SRO's advice was framed to support the most efficient outcomes for agencies.

In March 2015, the Premier announced the imminent appointment of a Government Chief Information Officer (GCIO), within the Department of Finance. The primary role of this office is to provide leadership for Information and Communications Technology (ICT) throughout the WA government sector and the development of whole of government ICT policies. The State Records Commission (the Commission) anticipates that the GCIO and the SRO's shared expertise will work closely to ensure successes in whole of government initiatives.

I also welcome the State Government's recent initiative to make government datasets available for public use via the new Open Data website. In March 2015, the SRO provided input into the draft policy that supports this open data resource. Other Australian jurisdictions have established

similar portals in which government's publicly accessible data is made available for use and re-use. With a mandate to make government information publicly accessible, Australasian archival authorities have been closely involved in such initiatives and I therefore look forward to the SRO's ongoing contribution to the State government's Open Data program.

Last year I reported with anticipation that the SRO was working to finalise the transfer to the State Archives Collection those State archives held by the State Library, under the transitional provisions of the *State Records (Consequential Provisions) Act 2000*. Unfortunately, no single transfer has occurred. The Commission considers it important that the matter is resolved during 2015-16.

I previously reported that one of the recommendations of the 2013 Machinery of Government Review of the Arts portfolio suggested that the Minister for Culture and the Arts should identify an appropriate location for the SRO within government. Under Ministerial direction, the Department of Culture and the Arts (DCA) began exploring suitable arrangements for the SRO in 2014. The Commission looks forward to the DCA, working with the State Archivist, recommending the best administrative outcome for the SRO and its clients.

This year's report includes part two of a series of Commissioner profiles and I thank Sven Bluemmel, the Information Commissioner and State Records Commissioner, for providing this year's contribution.

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 commitment to excellence and continued support.

The Commission also acknowledges the contribution provided by senior management and record keeping staff in all State and local government agencies. Their continued efforts are vital to the improved management of government information supporting good business practices and an ongoing commitment to the integrity of the State's information assets. The Western Australian government can feel confident that the WA information governance regime is unique and progressive and being emulated by other Australasian jurisdictions.

Colin Murphy
Chairperson, State Records Commission
September 2015

Strategic focus

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

Maintain a world class regulatory environment

During 2014-15 the SRO contributed to the Public Sector Commission's review of current public sector compliance obligations in administration and management. The review found that the compliance obligations required of agencies under the *State Records Act 2000* have value and are not considered onerous. This is a sound indicator that good recordkeeping is essential to good governance.

In addition, the SRO issued instructions for the *Management of Information Following Administrative Change*, an Information Sheet for general use by any agency going through administrative change. The instructions proved a timely guide for agencies subject to local government reform.

The Online Retention and Disposal Application (ORDA) continues to be well utilised and proving its worth with 11 additional agencies registered to ORDA during the year. The system successfully introduces agencies to a master template for the development of Retention and Disposal Schedules, thus limiting the amount of time and duplication of effort for each agency. Since implementation in late 2012, a total of 69 agencies have utilised the ORDA system to create, develop or amend their Retention and Disposal Schedules. It is envisaged that all government Retention and Disposal Schedules will be captured into ORDA by 2018.

During the year, the SRO initiated the development of three more Sector Disposal Authorities (SDAs): for the Racing, Gaming and Wagering, and Liquor Regulators; Water Services Corporations; and the Mental Health sector. Once completed, these three SDAs will service 13 government agencies thereby eliminating the need for any of those agencies to commit resources to retention and disposal development again.

Manage the State Archives Collection

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 high priority for the SRO and the Commission.

During 2014-15 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 is due to be implemented in late 2015 and will replace the SRO's BOS/AEON archives management and access system which has been in place for over ten years. Significantly, this new system will also provide digital preservation capability. It is anticipated that this new capability will be built upon to allow the SRO to manage the transfer of digital archives into the State Archives Collection.

Broaden Access to Services

The SRO entered into a new agreement with Ancestry.com.au to provide the company with a non-exclusive license to digitise and provide access to copies of selected State archives. In 2014-15, Ancestry made available on its website historical sets of Convict, Land and Railway Employee records sourced from the State Archives Collection.

A Collection Management System is a catalogue of the holdings within the Archives which also provides features for managing; preservation; access; and loans.



Brittle paper syndrome due to lack of preservation

Significant issues

Archives at Risk

The situation whereby the SRO has been unable to accept the transfer of State archives from government agencies since 2001, owing to lack of appropriate storage space and infrastructure, remains of great concern to the Commission. Currently, 53 linear kilometers of State archives and an increasing volume of digital archives, awaiting immediate transfer to the State Archives, are held by government agencies at their own cost. These historically significant records are currently stored in conditions which are inappropriate and which present risks to the ongoing preservation of such information, some of which date back to the 1800s. The Commission looks forward to this situation being resolved as a matter of priority and the protection of irreplaceable State information from possible loss or damage.



Aged leather-bound volumes deteriorated through inappropriate storage

Compliance Monitoring

Section 60 of the *State Records Act 2000* requires the Commission to monitor the operation of and compliance with the Act. Monitoring is largely achieved by self-evaluation undertaken by government agencies, as well as investigations by the SRO into suspected breaches of the Act. The Commission is of the view that a complementary compliance monitoring regime should be implemented as soon as resourcing permits.



Mould-infested records unable to be salvaged

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, Chris Field , Justine McDermott and Colin Murphy.

During 2014 – 15 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

Commissioner profile

Sven Bluemmel



This year marks the 800th anniversary of the granting of the Magna Carta, one of the most celebrated documents in human history. None other than the towering judicial figure of Lord Denning described it as “*the greatest constitutional document of all times – the foundation of the freedom of the individual against the arbitrary authority of the despot*”. Although it took many centuries after it was originally issued by King John on 15 June 1215, for the legal system to evolve to protect the liberties of ordinary people, and not just members of the aristocracy, there is no denying the contribution of Magna Carta to shaping the society in which we live today.

An exemplification of a subsequent charter issued by King Edward I in 1297 is held in Parliament House in Canberra, one of only two exemplifications of Magna Carta held outside the United Kingdom. I can think of no better illustration of the value of records and archives than this historical treasure. Even though it was created some 30 generations ago, its value was recognised and we now have the benefit of its preservation to educate and inspire us all.

I feel privileged to play a part in strengthening our system of government accountability, both as a State Records Commissioner and as Information Commissioner. In addition to Law, my tertiary studies at the Australian National University encompassed a Science degree with a focus on mathematics, physics and statistics. This was, and remains, a rather unusual combination of disciplines. I pursued Science because I appeared to have some

aptitude for it and I love discovering how, and why, things work. Unlike some of my friends at law school, I did not study law for noble reasons such as wanting to right wrongs and help the vulnerable achieve justice. I merely thought that it would be likely to lead to a career that would pay the bills. Much to my surprise, I found the study of law to be inspiring and enjoyable. By the end of my first year of University, somewhat to my surprise, I knew I had found my calling.

As Information Commissioner, I play a part in administering the *Freedom of Information Act*. The goals of that Act, as expressed by Parliament, are to enable greater public participation in government and to make State and local government more accountable to the people. These goals cannot be achieved without effective record keeping by government. While this has always been the case, the massive increase in the use of electronic communications by government raises particular challenges.

I sometimes ask myself what would have happened if the Magna Carta had originally been written as an electronic document. Would we still recognise the file format? Would accessing its contents require particular hardware or software that can only be found in museums? Would its creators have had the foresight to realise its tremendous historical importance or would the only surviving version have ended up on a backup tape in a damp basement? The challenges of recordkeeping in the digital age are complex and cannot be ignored. As we face these challenges, I

look forward to continuing to work with my fellow Commissioners, the State Records Office and agencies to ensure that current and future generations are well served by sound recordkeeping and archiving practice in Western Australia.

Sven Bluemmel
State Records Commissioner and
Information Commissioner

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

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.

1 August 2014

Commission meeting held at the Western Australian Museum in Kalgoorlie.

3 November 2014

All Commissioners attended the Geoffrey Bolton Lecture, delivered by Hon. Dr Brendan Nelson at Government House.

5 December 2014

Commission meeting held in Perth.

20 March 2015

Commission meeting held in Perth.

27 March 2015

Commissioners Murphy and Bluemmel attended the W.S. Lonnie Awards presentation.

May/June 2015

Commissioner McDermott participated in the judging of the 2015 Margaret Medcalf Award.

24 June 2015

Commissioners Field, McDermott and Bluemmel attended the presentation of the 2015 Margaret Medcalf Award.

Our operating environment

In performing its functions the Commission is responsible for ensuring, as far as possible, a high standard of record keeping is maintained in over 300 government agencies and statutory organisations (including 140 local authorities) that best serves the interests of the people of Western Australia.

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

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. This support may take the form of Standards, Guidelines, templates, consultancy or training.

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.

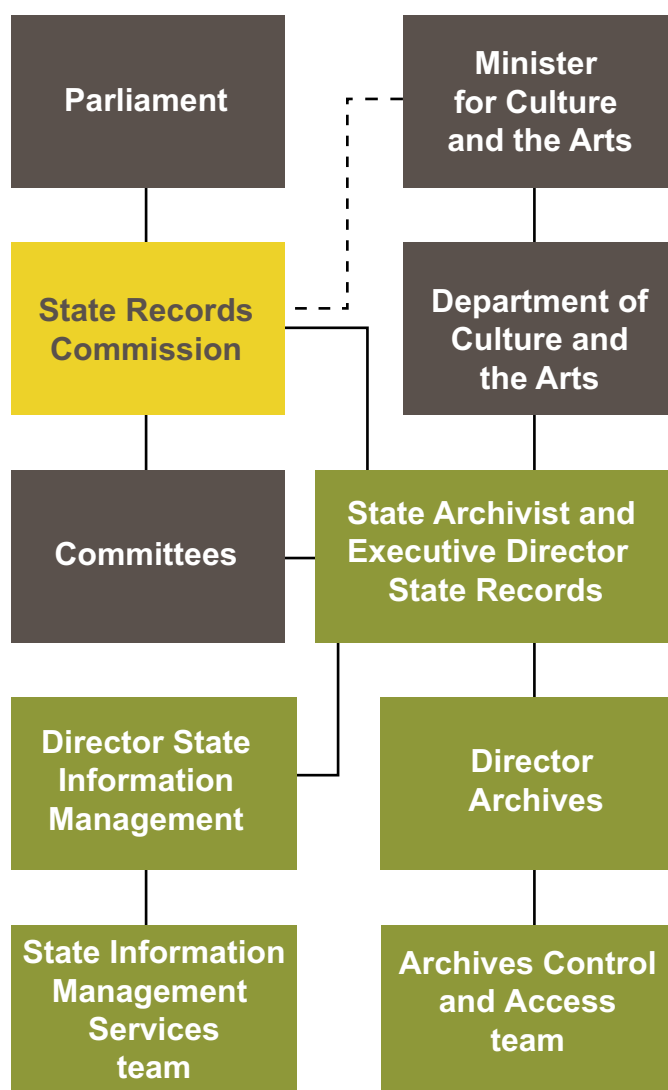
Our relationship with the State Records Office

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, forms 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 and staff providing technical advice and administrative support when necessary.

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 a government organisation; explain the format and content 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 legal 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 and suspected breach reports to the Commission regarding agency practice.

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



Key performance areas

The following outlines activities carried out by the Commission during 2014–15.

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 73 agencies were required to review their Plans (see Appendix 1).

During 2014–15 the Commission approved 46 new or amended Record Keeping Plans and the continuation of a further 14 requiring no amendment (see Figure 3). In addition, 33 Record Keeping Plan review reports were considered by the Commission. These figures include 20 amended or reviewed Record Keeping Plans submitted in the previous year which, due to meeting schedules, the Commission dealt with during the 2014-15 period.

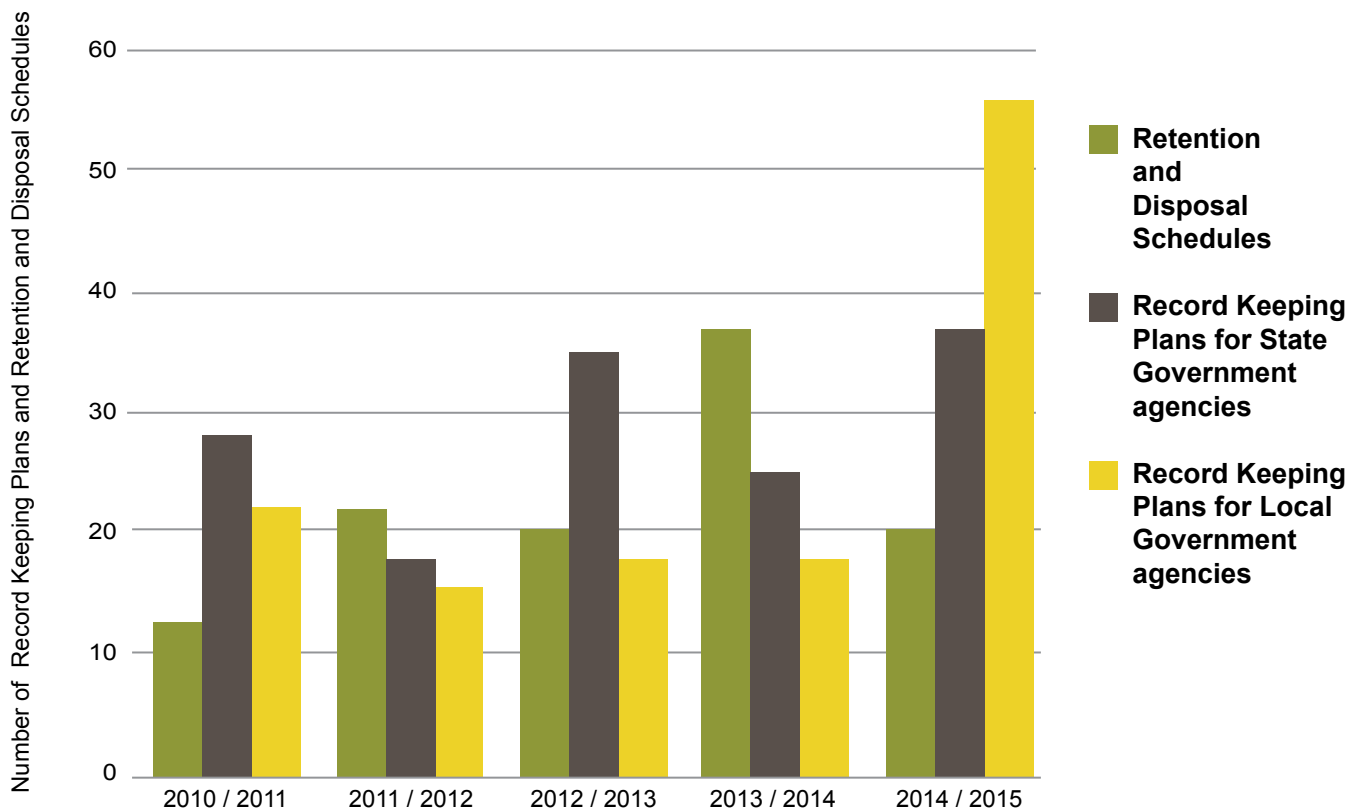
Also during the reporting year a total of four new organisations were required to submit Record Keeping Plans within six months of their creation date and all four organisations complied (see Appendix 2).

In the coming year, 2015–16, a total of 41 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 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 (or functional) records. Record Keeping Plans can only be approved by the Commission once the Retention and Disposal Schedule has been given final approval.

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



Following advice from the SRO and the State Records Advisory Committee (see page 33), the Commission approved 20 Retention and Disposal Schedules during 2014-15 (see Figure 3). Of these, 19 were processed via the Online Retention and Disposal Application and one, the Department of Health’s Patient Information Schedule, was processed in hard copy due to its unique structure.

Online Retention and Disposal Application

Developed by the SRO, the Online Retention and Disposal Application is a web-based system enabling government agency staff, and consultants working with agencies, the convenience of drafting and submitting disposal authorities in a secure online environment. The system integrates all processes associated with the SRO's management of disposal authorities including registration, tracking, reviewing and reporting, and marks a significant shift away from hardcopy submissions.

During 2014-15 the SRO registered 14 new disposal authorities via the Online Retention and Disposal Application, adding to the 21 authorities being progressed during the year (see Appendix 4).

Sector Disposal Authorities, developed by the SRO, provide the legal means of disposal of information common to a group or set of like organisations which might operate with common functions.

Sector Disposal Authority Program

The program to develop a range of Sector Disposal Authorities across State government continued with the SRO currently developing authorities for agencies involved in the licensing and regulation of the racing, gaming and wagering, and liquor industries; water services corporations; and the mental health sector. Once completed, the three Sector Disposal Authorities will service a total of 13 agencies, eliminating a significant and ongoing workload for the individual agencies.

Since its inception, the program has realised a total of eight Sector Disposal Authorities, covering the core business records of approximately 59 organisations (see Figure 4). Sector Disposal Authorities not only reduce time and resource imposts on government agencies but importantly, reduce duplication of process and ensure a consistent, uniform and comprehensive approach to the legal disposal of information across government.

Figure 4: Sector Disposal Authorities (SDAs) and government agency coverage



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 particular classes of records common to the whole of State or local government and eliminate a significant body of work for individual agencies. General Disposal Authorities are continuing authorities for the legal disposal of information documenting the common 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 the legal disposal of:

- **State Government Information** – covering all administrative, finance and human resource records throughout State government;
- **Local Government Records** – covering all administrative and functional records of local government; and
- **Source Records** – for the disposal of hard copy records after digitisation.

All General Disposal Authorities must be reviewed every five years in accordance with the Act. During 2014-15 the SRO, in partnership with the Local Government Records Management Group, began a review of the *General Disposal Authority for Local Government Records*.

Monitoring Compliance Under the *State Records Act 2000*

Under section 60(1) of the Act, the Commission is required 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.

The value of the review mechanism as a diagnostic and planning tool for agencies can be demonstrated by the Town of Claremont (the Town). The Town relied on its Record Keeping Plan to reconstruct its practices and systems following a 2010 fire on its premises, which resulted in significant damage.

During 2014-15 the Town reported on the review of its recordkeeping systems and subsequently submitted an amended Record Keeping Plan, reporting the need to update and improve disaster management strategies. The subsequent amended Record Keeping Plan, which will be submitted for Commission approval in the 2015-16 reporting period, includes a new disaster management plan and improved processes for the storage and backup of corporate information.

The Commission commends the Town for the work done to date to reduce future risk to its corporate information.

Record Keeping Training

The Commission notes a 40% increase on previous years for enquiries and requests for SRO training.

With limited resources, the SRO was unable to meet all requests but did deliver the following targeted record keeping training during 2014-15:

- A two-day training course delivered to representatives of eight Shires in the Central Wheatbelt;
- A two-day training course delivered to representatives of the City of Karratha;
- Six induction presentations delivered to elected members and staff of local government authorities;
- Two induction sessions delivered to members of University Student Guilds; and
- A presentation to the annual Main Roads Information Services Seminar.

Significant Advice and Consultancy

During 2014-15 SRO staff continued to make a valuable contribution to the work of inter-agency teams including the Swan-Kalamunda Health Services Transition and Decommissioning Project, in preparation for the closure of Swan District Hospital.

Once again, the SRO presented at the annual Main Roads WA Records Seminar. This Seminar is an excellent initiative by Main Roads to provide a regular forum for its staff, throughout the State, to assist in improving the knowledge and skills required to conduct

and improve the business of Main Roads. The SRO delivers presentations and participates in round table discussions to provide advice and insight on contemporary and evolving recordkeeping issues. As stated by Megan Whittle of Main Roads, *“This regular event has clearly resulted in a growing and better informed records management focused employee base and has improved staff compliance with the State Records Act 2000.”* In addition, the SRO assisted Main Roads with its revised Retention and Disposal Schedule and transitional arrangements associated with the transfer of the Office of Road Safety to the Road Safety Commission.

In contrast to thinking of recordkeeping purely as a matter of compliance; a proactive approach to the management of information as an asset can contribute significantly to agency goals and effectiveness.

Digital Information Survey

In March 2015, the SRO surveyed State and local government to gain a better insight into current digital record keeping practices and issues related to the long-term preservation of digital information and metadata. Analysis of the survey data will be used to provide intelligence into the requirements for government digital services and related activities. Preliminary survey results indicate that 39% of agencies appear to be managing most of their records in digital form only. A further 46% of government agencies state they are currently in a position to transfer their digital archives to the State Archives Collection for ongoing management and preservation.

The trends from this survey show an increasing move toward digital record keeping within government, although very few agencies manage all of their information in the purely digital space. Digital recordkeeping has many benefits over paper-based information management, including improved access to information and potentially lower costs to government. However, the survey highlighted a number of areas where improvement is required. For example, most government agencies stated they are not currently conducting authorised disposal of their digital records.

Unless this situation is remedied, the potential is for agencies to suffer:

- increasing costs retaining time-expired information;
- reduced efficiency in being able to locate

the right information when required;

- lack of clarity as to the value of government information and data if it is not assessed from the outset; and
- an inability to make access available to the public.

A report summarising survey findings is due to be published in 2015-16.

Key performance areas cont'd

2. Manage the State Archives Collection

Western Australian State archives include those items already transferred to the SRO by government agencies (over 2 million unique and irreplaceable documents), as well as those government records identified as archives still held in government agencies awaiting transfer to the SRO. This latter category amounts to some 6 million documents (which when boxed equates to 53 linear kilometres; enough to line the route from Perth to Yancheb). These archives are scattered throughout 300 government organisations and remain generally inaccessible to other government organisations and the community.

State Archives Collection

The Collection is the largest documentary heritage collection in the State and comprises approximately 15 linear kilometres of permanent-value records from over 2000 government agencies. The State Archives Collection provides evidential value of government activities and its interaction with citizens since early settlement in the Colony. The collection supports a wide range of research needs, including family history, heritage, legal, scientific 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 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.

Over the past ten years the delivery of specialised preservation services to help maintain the State Archives Collection in perpetuity has undergone significant changes, reflecting a general decline of investment and resources in this area. Currently, no conservation services are available to the SRO to support the ongoing remediation of fragile items in the State Archives Collection.



Damaged archive - pest infested

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 6 million items, 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 lack of a Digital Archive to accommodate an increasing proportion of State archives in digital format is also a concern. 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. To accommodate whole of government data preservation, digital archives are being established in other Australian government jurisdictions but WA is yet to meet the needs of government in this area.

This situation presents a significant impost for government agencies, in terms of ongoing cost for storing permanent-value records and having to carry out a function which is not their primary responsibility.

The accumulation of State archives within agencies means vital information of personal, business and community importance is generally inaccessible outside of the agencies. In effect, the Western Australian public is, at a practical level, denied access to information to which they have a legal right. The SRO continues to receive enquiries from members of the public needing to access information which is being retained by individual agencies when such records should be part of the State Archives Collection.

The need to resolve this situation 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 improved 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: 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 Recordkeeping*, respectively.

Despite the lack of archives storage capacity, in 2014-15 the SRO accepted custody of several small emergency transfers from agencies due to close, comprising the Coal

Industry Superannuation Board and Princess Margaret Hospital for Children. Several stray records were also received, comprising a Yalgoo Primary School Punishment Book (1949-1987), a Boulder Police Station Duty Book (1902) and a small collection of early Cue Police Station records handed in at the SRO after being found in a suitcase recently bought at auction. During the year, the SRO also commenced an assessment of engineering plans of WA Government Railways rolling stock which were transferred to a private freight operator.

In addition, the SRO sought the transfer of the archives of the Western Australian Egg Marketing Board. The Egg Marketing Board was constituted under the *Marketing of Eggs Act 1945* to administer the production and sale of eggs. The WA Egg Industry was deregulated in December 2005 with all assets, including records, transferred to the new producer owned commercial organisation, West Coast Eggs Pty Ltd.

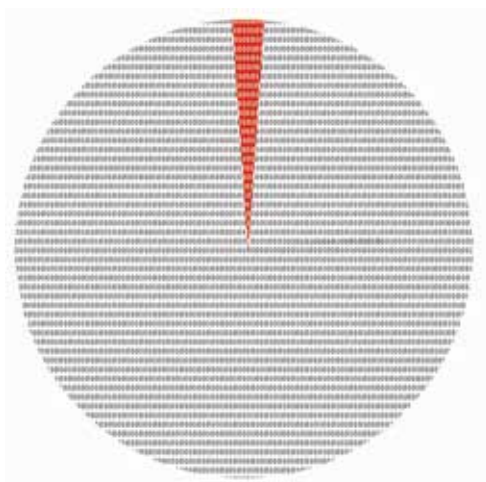
Under the *State Records Act 2000*, West Coast Eggs (still trading as Golden Egg Farms) was required to maintain the Board's records in accordance with the Board's Record Keeping Plan and Retention and Disposal Schedule. The SRO maintained regular contact with the organisation to ensure this was the case. Further to the SRO's enquiry in early 2015, West Coast Eggs advised it had no further business or reference use for the Board's archives and agreed to their transfer to the SRO. The SRO appraised the Board's records and selected items to be added to the

State Archive Collection.

Significant runs of archives include:

- Board Minutes from the first meeting of 26 April 1946 to the last in 2005;
- Albums of indexes to the minutes 1946–1984;
- Board files 1970s-1990s, which include many details of WA egg producers;
- Albums of newspaper cuttings, 1943–1996, documenting egg industry and Board activities;
- Photograph albums recording Board members, promotional activities, and competitions such as the Nutrition Awareness Awards; and
- Other records, such as submissions and transcripts associated with the 1972 Egg Industry Enquiry.

These records were kept in very good order by the Board and by West Coast Eggs. The Commission commends West Coast Eggs for maintaining the Board's records and their subsequent transfer to the State Archives Collection as a valuable addition to the State's documentary heritage.

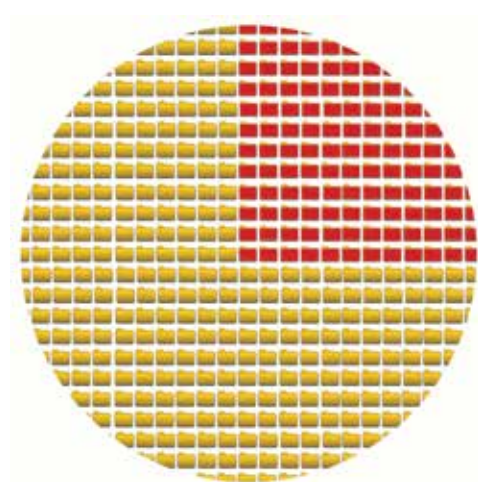


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Percentage of digital archives awaiting transfer to the SRO 99.5% (currently inaccessible to the public)



Percentage of digital archives with SRO: 0.5%



Physical items awaiting transfer to the SRO: 6 million (currently inaccessible to the public)



Physical items with SRO: 2 million

Figure 5: Proportion of State archives in agency custody compared with those archives held in the State Archives Collection.

“The records of State government departments and authorities, local governments and universities are of critical importance to the work of the Western Australian Ombudsman. In undertaking our work, including investigations of complaints from members of the public, major own-motion investigations, reviews of child deaths and family and domestic violence fatalities, or the inspection and monitoring of statutory functions, the office needs to access and consider records. Good record keeping is an indication of, and vital to, good public administration and contributes to accountable and transparent decision-making.”

Chris Field, Ombudsman

State archives in the custody of the State Library of WA

A project was planned during the year for the transfer of responsibility for State archives still held by the State Library of Western Australia to the State Archives Collection.

When the *State Records Act 2000* was enacted, some State archives remained in State Library custody, such as government photographic collections. Under the transitional provisions of the *State Records (Consequential Provisions) Act 2000*, these archives should have been transferred to the custody of the SRO. This project seeks to ensure that the legislative requirements have been fulfilled and that the government archives currently with the Library are united with related State archives to preserve context and provide improved accessibility to government and the community.

The Commission notes the State Library's planning for this project continued in 2014-15 and that no actual transfers proceeded. Whilst significant effort has been devoted to achieving this outcome, it is yet to be realised and the photographs and other relevant records remain unable to be captured into context with original archives within the State Archives Collection.

Development of new Collection 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 2014-15 the SRO continued work on the development of AtOM: Access to Memory, a web-based open-source system for archival description. 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.

The new system is due to "go live" in the latter half of 2015.

Key performance areas cont'd

3. Broaden access to our services

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 2014-15, there were no applications to change the access status of any records 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.

Arrangement with Ancestry.com

The SRO entered into a new agreement with Ancestry.com.au to provide the company with a non-exclusive license to digitise and provide access to copies of selected State archives. In 2014-15, Ancestry made available on its website historical sets of Convict, Land and Railway Employee records that were sourced from the State Archives Collection. Approximately 672,000 images of State archives were provided to Ancestry as part of this agreement, with names listed in these historical records now searchable via Ancestry's website to support family history research.

This is the third agreement the SRO has entered into with Ancestry, with historical sets of passenger records and City of Perth Rate Books previously provided under a similar arrangement.

Initiatives such as this provide broader, world-wide access to State archives. In addition, key sets of State archives are digitised and preserved for subsequent availability on the SRO's website.

Margaret Medcalf Award

The Margaret Medcalf Award is an annual event hosted by the SRO and supported by the State Records 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 11th anniversary of the award's presentation and the variety of the nominations and winners reflects the diverse nature of the archives themselves.

The judging criteria for the 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.

- **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?

On 24 June 2015, the Hon. Minister John Day MLA announced the winner of the Margaret Medcalf Award 2015 at a special event before invited guests. Dr Kerry King authored the winning entry for her PhD thesis '*A lesser species of homicide – manslaughter, negligent and dangerous driving causing death: the prosecution of drivers in Western Australia, 1946-2011*'.

The judging panel also awarded a special commendation to Dr Chris Owen for his PhD thesis '*Weather hot, flies troublesome*'. *Police in the Kimberley District of Western Australia 1882-1901*.



(L to R) Miss Margaret Medcalf, Dr Kerry King, winner of the Margaret Medcalf Award, and the Hon John Day at the 2015 Award presentation.

Photograph: Bohdan Warchomij



Miss Margaret Medcalf presenting the Special Commendation to Dr Chris Owen.

Photograph: Bohdan Warchomij

Case Study: School Archives Collection Program

The Department of Education's Corporate Information Services (CIS) initiated the *School Archives Collection Program* in 2011. Valuable government school archives throughout the State, are collected, registered and transferred to suitable storage until such time when the SRO can take permanent custody of them.

The CIS developed the *School Archive Toolkit* to assist schools with the management and transfer of their archival records. Government schools established before 1960 were given priority to participate in the Program.

The Program was implemented in stages:

- **Pilot Stage (2010):** 6 schools volunteered to have their inactive school archival records assessed by CIS. Palmyra Primary School established in 1913 was the oldest school in this pilot stage. The procedure for collection and processing of school archives were finalised following the pilot stage;
- **Stage 1 (2011):** 48 schools, established between 1874 and 1920, formed the next transfer phase;
- **Stage 2 (2012):** 58 schools, established between 1921 and 1960, followed; and
- **Stage 3 (2013-2015):** 196 schools, established between the 19th Century and 1960, constituted the remainder of the Program to include all schools established up to 1960.

As of April 2015:

- 308 schools established before 1960 have been invited to join the Program;
- 192 schools have submitted their schools archives for processing and storage;
- CIS has processed and stored the archives of 81 closed schools, which constitutes;
- 1,369 boxes of archives collected from schools and awaiting transfer to the State Archives Collection.

Some schools have elected not to join the transfer Program and discussions are continuing with the CIS and these schools in order to assist them to collect and transfer their archival records. Whilst the purpose of the Program was intended to collect and protect schools archives, the Program also assists former government school students in accessing their enrolment records.

The project carried out by the Department of Education is a significant initiative and the Commission congratulates the Department in initiating and carrying out this important project, as well as those government schools that have assisted in the Program. While it is apparent that many older sets of school records have not survived, it is vital to safeguard those that remain to ensure they can be added to the State Archives Collection as soon as they can be accommodated.

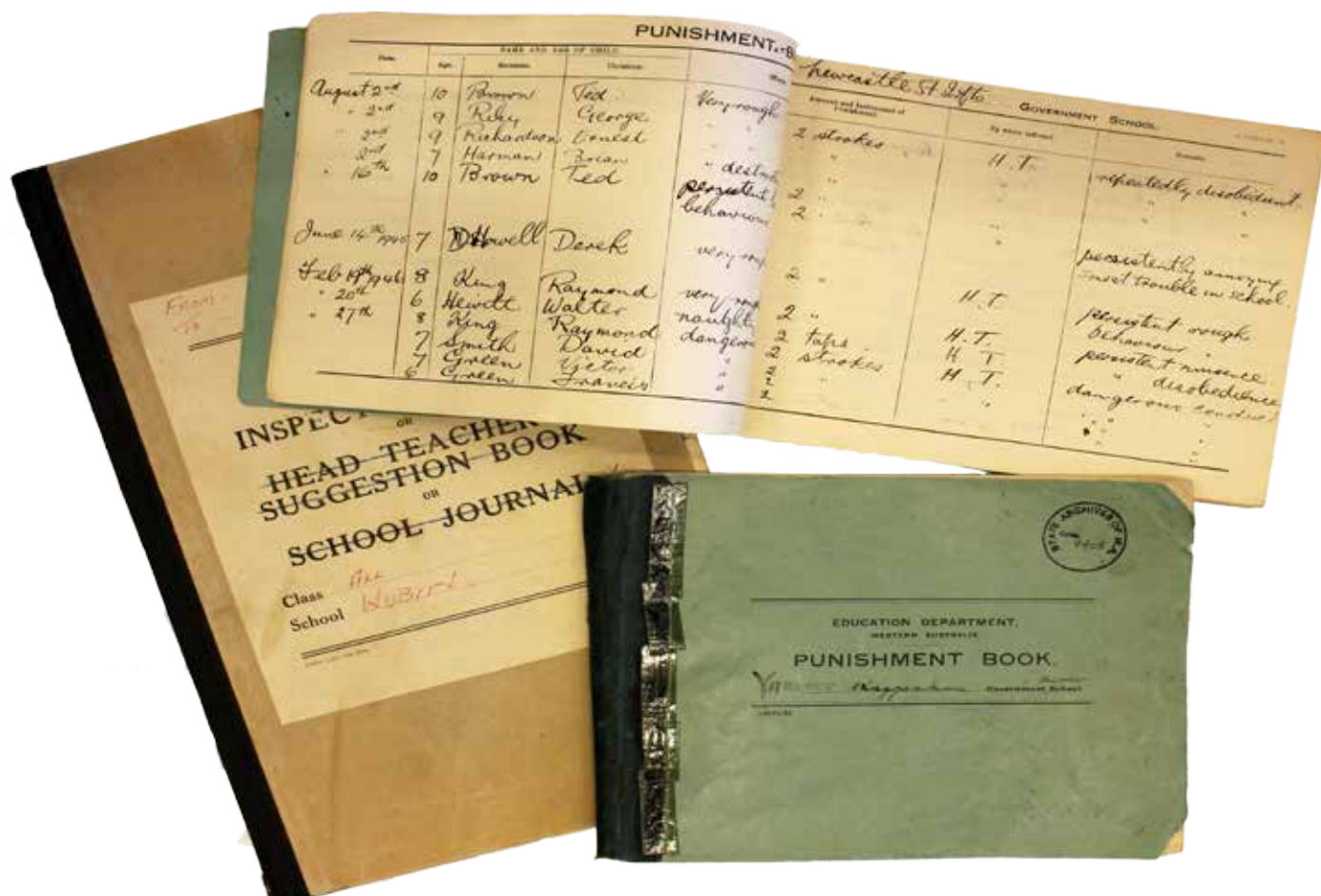
School records such as Admission Registers and Punishment Books are frequently requested at the SRO's Search Room. They are a fantastic genealogical resource and contain a wealth of information for researchers interested in social history. Admission Registers can include details such as student's name, residence, place of birth, schools previously attended, religion, and parent's occupation. Punishment Books highlight how society has changed over time in relation to corporal punishment practices in schools.



Above
Excerpt from Riverton Primary School, Admission Register. WAS 2654 Cons 6738

Below
Inspector's Book, Wubin Primary School (WAS 2666 Cons 6773);

Punishment Books from Yarloop Primary School (WAS 931 Cons 4408) and Newcastle Street Infants Primary Schools (WAS 919 Cons 4389).



W.S. Lonnie Award for Excellence in Compliance Reporting

The Institute of Public Administration Australia – WA (IPAA WA) 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 29 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 they addressed the following criteria:

- 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.

At the W.S. Lonnie Awards function on 27 March 2015, the Commission's Award was presented to the Department of Fisheries. The judging panel found the Department's report an outstanding account of a program to improve information management across the

organisation, including regional offices.

The Department documented the upgrade of its Electronic Document and Management System (EDMS) and other tools to streamline the management of corporate information. These changes were communicated to staff via a comprehensive training and induction program, subject to ongoing review. The Department also extended these initiatives to improve information management in regional offices, via audits, reviews, training and induction.

With steadily increasing amounts of electronic information being captured into the EDMS, the Department's program demonstrated an increased agency-wide understanding about the value of information as a corporate asset. This is evidenced by the documentation provided through the Record Keeping Plan process and as part of the Department's commitment to continued improvement.



Heather Brayford, Director General of the Department of Fisheries (left), accepts the W.S. Lonnie Award from Cathrin Cassarchis, State Archivist
Photograph: courtesy of IPAA WA

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 committees to assist it in the performance of its functions.

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. The SRO leads and provides administrative support to the Committee and recommendations are presented to the Commission following each meeting.

The Committee met on:

- 15 July 2014;
- 20 November 2014;
- 26 November 2014; and
- 15 April 2015.

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

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	\$450	\$450	\$900

Membership of the Committee during 2014-15

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: Michael Tsakalakis)

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

Retiring Committee Members

During 2014-15 the following members retired from the Committee:

- Ms Anne Seghezzi, deputy representing the Law Society of Western Australia;
- Ms Rebecca Bairnsfather-Scott, deputy representing the Department of Aboriginal Affairs; and
- Ms Jennie Carter, member representing Historical Interests.

The Commissioners extend their appreciation and thanks to all Committee representatives for their valuable participation and contribution to the important work of the Committee. The dedication with which they approach this work bears witness to their considerable commitment to the selection and preservation of Western Australia's archival heritage.



Two of the retiring Committee Members,

(L) Ms Jennie Carter and (R) Ms Anne Seghezzi.

Photographs: State Records Office

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 2014-15 is presented below.

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

PART or SECTION	NOTES
Part 3 Division 2	
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 60 Record Keeping Plans, comprising: Five Record Keeping Plans from new organisations; Amendments to 41 existing Record Keeping Plans; and Continuation of 14 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	Current plan to be reviewed by: 6 December 2018.
Section 27 – Schedule 3 organisations to have plans	No action was required with respect to the Record Keeping Plans of Schedule 3 organisations during 2014-15.

Part 3 Division 4

Section 28(3) – the Commission may require an agency to review its Record Keeping Plan (discretionary)	Not required
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Section 28(5) – five yearly review of all Record Keeping Plans	The Record Keeping Plans of 73 organisations were due for review during 2014-15 (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	Apart from several small emergency transfers, the State Archivist was unable to accept transfer and custody of the backlog of archives awaiting transfer from State organisations during 2014-15 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)	Former Native Welfare Department files held in the State Archives collection are being assessed by the Department of Aboriginal Affairs to clarify access requirements.

Section 38 (3) – change in restricted access period for records in the State Archives Collection	No action required
Part 5 Division 3	
Section 40(2) – approve or refuse to approve the Archives Keeping Plan	Revised Archives Keeping Plan approved on 1 August 2014
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	Current Plan to be reviewed by 1 August 2019.
Part 5 Division 4	
Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil

Part 6																					
Section 48 - Archives containing exceptionally sensitive information	Nil																				
Part 8 Division 1																					
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.																				
Section 60(1)(b) – monitor compliance by government organisations with Record Keeping Plans	SRO evaluated Record Keeping Plan review reports and amended Record Keeping Plans and results were reported to the Commission.																				
Section 60(1)(c) – inquire into breaches or possible breaches of this Act	<table border="1"> <thead> <tr> <th></th> <th>14-15</th> <th>13-14</th> <th>12-13</th> <th>11-12</th> </tr> </thead> <tbody> <tr> <td>active</td> <td>13</td> <td>8</td> <td>5</td> <td>18</td> </tr> <tr> <td>resolved</td> <td>9</td> <td>3</td> <td>3</td> <td>14</td> </tr> <tr> <td>carried forward</td> <td>4</td> <td>5</td> <td>2</td> <td>4</td> </tr> </tbody> </table>		14-15	13-14	12-13	11-12	active	13	8	5	18	resolved	9	3	3	14	carried forward	4	5	2	4
	14-15	13-14	12-13	11-12																	
active	13	8	5	18																	
resolved	9	3	3	14																	
carried forward	4	5	2	4																	
Section 61 – establish principles and standards	No new record keeping principles and standards were issued during 2014/15.																				

Section 62 – establish committees	The State Records Advisory Committee met four times. No new Committees were established.
Section 64(1) and (3) – submit annual report to Parliament by 1 November each year	Submitted to both Houses of the State Parliament on 22 September 2014. Copies tabled in both the Legislative Assembly and the Legislative Council on 23 September 2014.
Section 64(2) and (3) – submit reports to Parliament re contraventions of the Act (discretionary)	Nil
Section 64(4) – give the Minister a copy of any report submitted to Parliament	Commission Annual Report submitted 25 September 2014.

Part 8 Division 2

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

Part 8 Division 3

Section 68 – Commission may request a government organisation to report about its record keeping or an aspect of its record keeping	No requests issued
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Compliance with SRC Standard 2, Principle 6

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:

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.

The SRO has continued to improve record keeping systems utilised for the management of the Commission’s records through:

- Implementation of recordkeeping practices to capture and manage born digital records in electronic format and cease the requirement to print and file electronic records; and
- Scanning records received in hard copy for distribution and access purposes.

Appendix 1

Record Keeping Plans Required for Review and Received 1 July 2014 – 30 June 2015

AGENCY NAME	NEXT REVIEW DATE
Botanic Gardens and Parks Authority	7 Apr 2020
Chowerup Cemetery Board	18 Nov 2019
City of Armadale	18 Jun 2020
City of Bayswater	18 Jun 2020
City of Belmont	18 Jun 2020
City of Bunbury	4 Dec 2019
City of Busselton	18 Jun 2020
City of Canning	5 Dec 2019
City of Fremantle	4 Dec 2019
City of Gosnells	4 Dec 2019
City of Karratha	18 Jun 2020
City of Melville	5 Dec 2019
City of Perth	4 Dec 2019
City of South Perth	20 Mar 2020
City of Stirling	7 Apr 2020
City of Subiaco	20 Mar 2020
City of Swan	4 Dec 2019
Coal Miners' Welfare Board	7 Apr 2020
Commissioner for Children and Young People	5 Dec 2019
Department of Aboriginal Affairs	5 Dec 2019
Department of Mines and Petroleum	2 Oct 2019
Department of Racing, Gaming and Liquor	4 Dec 2019
Department of the Premier and Cabinet	7 Apr 2020
Disability Services Commission	2 Oct 2019
Economic Regulation Authority	5 Dec 2019
Electricity Corporations Network (Western Power)	2 Feb 2020
Government Employees Superannuation Board	7 Apr 2020

AGENCY NAME	NEXT REVIEW DATE
Insurance Commission of Western Australia	4 Dec 2019
Legal Practice Board of Western Australia	4 Dec 2019
Office of the Inspector of Custodial Services	5 Dec 2019
Parliamentary Inspector of the Corruption and Crime Commission	18 Jun 2020
Peel Development Commission	18 Jun 2020
Perth Market Authority	4 Dec 2019
Pilbara Development Commission	2 Oct 2019
Potato Marketing Corporation	7 Apr 2020
Public Sector Commission	4 Dec 2019
Rivers Regional Council	20 Mar 2020
Shire of Ashburton	18 Jun 2020
Shire of Boddington	18 Jun 2020
Shire of Bridgetown – Greenbushes	4 Dec 2019
Shire of Broomehill – Tambellup	20 Mar 2020
Shire of Capel	4 Dec 2019
Shire of Carnarvon	20 Mar 2020
Shire of Chapman Valley	7 Apr 2020
Shire of Collie	7 Apr 2020
Shire of Cue	2 Oct 2019
Shire of Exmouth	5 Dec 2019
Shire of Irwin	20 Mar 2020
Shire of Kalamunda	5 Dec 2019
Shire of Katanning	20 Mar 2020
Shire of Kellerberrin	7 Apr 2020
Shire of Kent	18 Jun 2020
Shire of Kojonup	7 Apr 2020
Shire of Lake Grace	7 Apr 2020
Shire of Manjimup	7 Apr 2020

AGENCY NAME	NEXT REVIEW DATE
Shire of Menzies	20 Mar 2020
Shire of Nannup	7 Apr 2020
Shire of Ngaanyatjaraku	7 Apr 2015
Shire of Ravensthorpe	4 Dec 2019
Shire of Upper Gascoyne	4 Dec 2019
Shire of Victoria Plains	2 Oct 2019
Shire of Westonia	7 Apr 2020
Shire of Wickepin	7 Apr 2020
Shire of Woodanilling	4 Dec 2019
Shire of Yilgarn	20 Mar 2020
Shire of York	18 Jun 2020
Town of Claremont	7 Apr 2020
Town of Narrogin	7 Apr 2020
Town of Victoria Park	15 Jul 2019
Veterinary Surgeons Board	10 Mar 2020
Western Australian Alcohol and Drug Authority*	N/A
Western Australian Land Information Authority (Landgate)	7 Apr 2020
Western Australian Museum	7 Apr 2020

* Western Australian Alcohol and Drug Authority abolished and functions transferred to the Mental Health Commission on 1 July 2015

Appendix 2

New organisations to submit Record Keeping Plans on or before 30 June 2015

AGENCY NAME	DUE DATE	SUBMISSION DATE
Minerals Research Institute of Western Australia	1 Aug 2014	25 Jul 2014
Department of the State Heritage Office	1 Jan 2015	30 Dec 2014
Pilbara Ports Authority	1 Jan 2015	17 Dec 2014
Southern Ports Authority	1 Apr 2015	1 Apr 2015

Appendix 3

Record Keeping Plans Due for Review

1 July 2015 – 30 June 2016

AGENCY NAME	REVIEW DATE
Animal Resources Authority	15 Sep 2015
Bunbury-Harvey Regional Council	19 Nov 2015
Burswood Park Board	27 Mar 2016
City of Cockburn	8 Apr 2016
City of Joondalup	19 Nov 2015
City of Kwinana	19 Nov 2015
City of Mandurah	8 Apr 2016
City of Nedlands	8 Apr 2016
Conservation Commission of WA	19 Nov 2015
Department of Culture and the Arts	19 Nov 2015
Department of Fisheries	8 Apr 2016
Department of Sport and Recreation	15 Sep 2015
Edith Cowan University	8 Apr 2016
Electricity Generation and Retail Corporation (Synergy)	14 Dec 2015
Gold Corporation	8 Apr 2016
Governor's Establishment	15 Sep 2015
Great Southern Development Commission	15 Sep 2015
Main Roads Western Australia	15 Sep 2015
Mid West Ports Authority	8 Apr 2016
Mindarie Regional Council	8 Apr 2016
Office of the Director of Public Prosecutions	8 Apr 2016
Parliamentary Commissioner for Administrative Investigations	15 Sep 2015
Perth Theatre Trust	8 Apr 2016
Racing and Wagering WA	8 Apr 2016
Screenwest	8 Apr 2016
Shire of Boyup Brook	14 Jul 2015
Shire of Bruce Rock	8 Apr 2016

AGENCY NAME	REVIEW DATE
Shire of Carnamah	19 Nov 2015
Shire of Coorow	8 Apr 2016
Shire of Donnybrook-Balingup	15 Sep 2015
Shire of Jerramungup	8 Apr 2016
Shire of Merredin	15 Sep 2015
Shire of Peppermint Grove	8 Apr 2016
Shire of Perenjori	15 Sep 2015
Shire of Williams	8 Apr 2016
Shire of Wiluna	15 Sep 2015
South West Development Commission	19 Nov 2015
Southern Metropolitan Regional Council	19 Nov 2015
Tamala Park Regional Council	8 Apr 2016
Town of Mosman Park	8 Apr 2016
Zoological Parks Authority	15 Sep 2015

Appendix 4

Disposal Authorities developed using the Online Retention and Disposal Application during 2014 – 15

AGENCY NAME	DISPOSAL AUTHORITY TYPE	STATUS
Art Gallery of WA	R&D Schedule	In progress
Building Commission	R&D Schedule	In progress
Construction Industry Long Service Leave Payments Board	R&D Schedule	Approved 5 Dec 2014
Corruption and Crime Commission	R&D Schedule	Approved 5 Dec 2014
Department for Child Protection and Family Support	R&D Schedule	Pending Commission Approval
Department of Aboriginal Affairs	R&D Schedule	Pending Commission Approval
Department of Corrective Services	R&D Schedule	In progress
Department of Fisheries	R&D Schedule	Approved on 1 Aug 2014
Department of Health	R&D Schedule	In progress
Department of Housing	R&D Schedule	Pending Commission Approval
Department of Local Government and Communities	R&D Schedule	In progress
Department of Mines and Petroleum	R&D Schedule	Approved on 1 Aug 2014
Department of State Development	R&D Schedule	Approved on 5 Dec 2014
Department of Training and Workforce Development	R&D Schedule	Approved on 5 Dec 2014
Department of Treasury	R&D Schedule	Approved on 5 Dec 2014
Disability Services Commission	R&D Schedule	Approved on 1 Aug 2014
Equal Opportunity Commission	R&D Schedule	Pending Commission Approval
Heritage Council of WA	R&D Schedule	Approved on 1 Aug 2014
Independent Market Operator	R&D Schedule	Approved on 1 Aug 2014
Legal Practice Board	R&D Schedule	Approved on 5 Dec 2014
Legislative Council	R&D Schedule	*Approved by the President of Legislative Council
Local Government sector	General Disposal Authority	In progress
Main Roads Western Australia	R&D Schedule	In progress
Minerals Research Institute of Western Australia	R&D Schedule	Approved on 5 Dec 2014
Office of the Appeals Convenor	R&D Schedule	In progress
Office of the Environmental Protection Authority	R&D Schedule	Approved on 1 Aug 2014
Public Sector Commission	R&D Schedule	Approved on 1 Aug 2014

AGENCY NAME	DISPOSAL AUTHORITY TYPE	STATUS
Racing, Gaming & Wagering, Liquor Regulators	Sector Disposal Authority	In progress
Small Business Development Corporation	R&D Schedule	Approved on 5 Dec 2014
State Records Office of WA	R&D Schedule	Approved on 5 Dec 2014
WA Local Government Association	R&D Schedule	In progress
WA Treasury Corporation	R&D Schedule	Approved on 5 Dec 2014
Water Corporation	Ad Hoc Disposal Authority	Approved on 5 Dec 2014
Water Services Corporations	Sector Disposal Authority	In progress
Western Australia Police	R&D Schedule	In progress

