



STATE RECORDS COMMISSION

Our Ref: SRO/2019/038

Enquiries: Lena Stekl 9427 3666
Lena.stekl@sro.wa.gov.au

29 August 2019

NOTICE TO ALL CHIEF EXECUTIVE OFFICERS

Records relevant to Royal Commissions

The State Records Commission takes this opportunity to respectfully remind all public sector organisations about the importance of ensuring the protection of, and appropriate access to, records relevant to the current Royal Commissions into:

- Aged Care Quality and Safety (announced on 8 October 2018); and
- Violence, Abuse, Neglect and Exploitation of People with Disability (announced on 4 April 2019).

Under the *State Records Act 2000*, disposal of government records and data must only be undertaken in accordance with the organisation's approved Recordkeeping Plan. In view of the above Royal Commissions, I draw your attention to the following instruction in your Retention and Disposal Authority:

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation/Inquiry/FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

I would sincerely appreciate you bringing this to the attention of relevant staff across your organisation.

For further information please contact Ms Lena Stekl at the State Records Office by email at lena.stekl@sro.wa.gov.au or telephone 9427 3666.

Chris Field
Chair
State Records Commission