

## Glossary of Terms

| Term                                 | Acronym | Meaning   |
|--------------------------------------|---------|---|
| <b>Archival Record</b>               |         | A record that is to be preserved permanently because of its enduring value (ie. historical, evidential etc.)  |
| <b>Disposition</b>                   |         | The instruction placed on a State record which indicates its final fate. Disposition may take the form of: <ul style="list-style-type: none"> <li>➤ Transfer to the State Records Office as an Archive; or</li> <li>➤ Destroy <b>after</b> the expiry of its legal retention period.</li> </ul> |
| <b>General Disposal Authority</b>    | GDA     | A General Disposal Authority is designed to cover groups of records common across government and outline the length of time such records should be held and what their final disposition might be.  |
| <b>Guidelines</b>                    |         | Guidelines published by the State Records Office or the State Records Commission are designed to give further guidance for the practical implementation of Principles and Standards.  |
| <b>Principles</b>                    |         | Principles in this context form the basis of the minimum compliance requirements of the State Records Commission Standards. Principles are designed to assist government agencies with the implementation of the Standards.   |
| <b>Recordkeeping</b>                 |         | Recordkeeping is the systematic organization and control of recorded information in any format from the time it is created to its final disposition.  |
| <b>Recordkeeping Plan</b>            | RKP     | A Recordkeeping Plan is a document which must provide evidence that government organizations create, capture and manage appropriate records which document the business activity. The RKP is also required to document the lawful disposal of that information.                                 |
| <b>Recordkeeping Plan – approved</b> | RKP     | An <b>approved</b> RKP is one which has met the requirements of the SRC Standards, including the R&D component, and has been approved by the State Records Commission.  |

## Glossary of Terms

| Term                                     | Acronym | Meaning  |
|--|---------|--|
| <b>Recordkeeping Plan – cleared</b>      | RKP     | A <b>cleared</b> RKP is one which has not yet been approved pending approval of the R&D component.   |
| <b>Retention &amp; Disposal Schedule</b> | R&D     | A R&D Schedule is a document describing categories of records held by a government organization. The R&D must include instructions for the disposition of those records. This component of a government organization's approved RKP allows for the legal disposal of records.                              |
| <b>Standards</b>                         |         | Standards established by the State Records Commission in accordance with section 61 of the <i>State Records Act 2000</i> . These Standards have the same force in law as Regulations and are designed to assist State and local government organizations with the adoption of best practice recordkeeping. |
| <b>State Archive</b>                     |         | A State Archive is the facility which houses archival records under strictly controlled environmental conditions to ensure the longevity of those valuable records.  |
| <b>State Records Office</b>              | SRO     | Established under the <i>State Records Act 2000</i> , the SRO is the regulatory body responsible for overseeing the proper management of recordkeeping and archival practices across government in Western Australia.  |
| <b>State Records Commission</b>          | SRC     | The State Records Commission is an independent body established under the <i>State Records Act 2000</i> . The SRC's functions are to: monitor the operation of, and compliance with, the Act and Recordkeeping Plans; inquire into breaches or potential breaches of the Act; and report to Parliament.    |