



# Annual Report 2015/2016



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State Records Commission of Western Australia

# ANNUAL REPORT 2015/16

Chairperson, Chris Field, State Ombudsman

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and Executive Officer to the Commission, Cathrin Cassarchis

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**Front cover:** Examples of digital formats requiring preservation.

# Contents

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<b>2</b>	Chairperson's Foreword
<b>4</b>	Strategic Focus
<b>5</b>	Significant Issues
<b>6</b>	About Us
<b>7</b>	Commissioner Profile – Colin Murphy
<b>8</b>	What We Do
<b>10</b>	Our Operating Environment
<b>10</b>	Our Clients
<b>11</b>	Our Relationship with the State Records Office
<b>12</b>	Key Performance Areas
<b>22</b>	Margaret Medcalf Award
<b>23</b>	W.S. Lonnie Award for Excellence in Compliance Reporting
<b>24</b>	Vale – Emeritus Professor Geoffrey Bolton
<b>25</b>	State Records Advisory Committee Member profile – Robert O'Connor
<b>26</b>	Committees of the Commission
<b>28</b>	Compliance Report – <i>State Records Act 2000</i>
<b>34</b>	Appendix 1: Record Keeping Plans Required for Review and Received 1 July 2015 - 30 June 2016
<b>35</b>	Appendix 2: New Organizations to submit Record Keeping Plans on or before 30 June 2016
<b>36</b>	Appendix 3: Record Keeping Plans due for Review 1 July 2016 – 30 June 2017
<b>37</b>	Appendix 4: Disposal Authorities in progress using the Online Retention and Disposal Application during 2015-16



# Chairperson's Foreword



This year as I present the 15<sup>th</sup> Annual Report of the State Records Commission (**the Commission**), on behalf of my fellow Commissioners, I am pleased to report that we have signed off on several important milestones in the management of State records throughout the public sector.

Early in the reporting year, the State Records Office (**SRO**) launched a new collection management system for the management of records held in the State Archives Collection. The system, known as AtoM, is based on open source software; accords with international descriptive standards for archives; and provides enhanced functionality for searching the State's online archives catalogue.

This year the SRO, in collaboration with the Film and Television Institute, produced a training video as an induction tool for the Elected Members of local government organizations throughout the State. The Commission supports the SRO's intention to create further training material to publish to the website, as resources permit. In our Report last year, the Commission advised that certain publications were being reviewed and fully revised for publication to meet current needs within government. I am delighted to confirm a number of *Directions*; *Standards*; *General Disposal Authorities*; *Requirement Specifications*; and supporting *User Guides* were produced this year and published to the SRO website for access.

*The Directions for keeping State archives awaiting transfer to the State Archives Collection* were issued by the SRO in June 2016, giving advice to government organizations on how to keep digital and analogue archives awaiting transfer to the State Archives Collection.

This year the Commission approved: a new *General Disposal Authority* (**GDA**) for the authorized and legal disposal of Local Government Records; a GDA for Source Records, allowing for the destruction of certain original documents once digitized; two Standards, SRC Standard 7: *State Archives Retained by Government Organizations* and SRC Standard 8: *Managing Digital Information*, were published in the Western Australian *Government Gazette* of 21 June and supporting Specifications and Guidelines were also produced to enhance this documentation. Further information about these and other published documents is provided in this Report.

In previous years the Commission has reported on the transfer of State archives from the State Library. This year, I can report that a project plan, a communications plan and a workflow plan have been devised to implement the timely and orderly transfer of archives from the State Library to the State Archives Collection with transfers having commenced.

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The Commission again acknowledges the contributions of senior management and record keeping staff in all State and local government agencies. Their support for the work of the Commission and the SRO is as welcome as their continued efforts to ensure good business practice for the information assets within government. We are particularly grateful to Ms Cathrin Cassarchis, who has provided exceptional leadership as both State Archivist and Executive Director State Records.

I also wish to thank my fellow Commissioners for their support. I take this opportunity to record my sincere appreciation to my colleague Mr Colin Murphy who stepped down as Chairperson this year, having served in the role since 2007. As Chairperson, Colin has made a remarkable contribution to the work of the Commission over the past nine years.

The Report also includes, most fittingly, a tribute to a great Western Australian, Emeritus Professor Geoffrey Bolton, who sadly passed away in September 2015. Emeritus Professor Bolton brought a prodigious and penetrating intellect to all of his work, combined with a great wit, grace and humility. As one of Australia's most eminent historians, he was also a great champion of the importance of Government archives.

In a year where the 800<sup>th</sup> anniversary of the Magna Carta is a very vivid memory, the value of the preservation of records can never be underestimated. The privilege of their custodianship is a matter that both the Commission and the SRO always have in the forefront of our minds.

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Chris Field

Chairperson, State Records Commission  
September 2016

# Strategic Focus

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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 2015-16 the SRO reviewed SRC Standard 7: *Storage of State Archives retained by State Organizations through an approved Recordkeeping Plan* and SRC Standard 8: *Digital Recordkeeping*, to ensure their continuing relevance to the contemporary record keeping environment. Following a public consultation process, revised editions of both Standards were published in the *Government Gazette* on 21 June. The Standards were subsequently published to the SRO website, with an Archival Storage Specification to accompany Standard 7.

The SRO also conducted an extensive review of the General Disposal Authorities (GDAs) for Local Government Records and for Source Records. Fully revised versions of both GDAs were approved by the Commission and published to the SRO website during 2015-16. The GDAs are accompanied by reference linking tables and specifications to assist agencies with implementation.

The Online Retention and Disposal Application (ORDA) continues to be well utilized and proving its worth with 7 additional Disposal Authorities 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. The retention and disposal data being populated into ORDA represents valuable information regarding, among other things, future quantities of archives being generated by organizations. It is envisaged that all government Retention and Disposal Schedules will be captured into ORDA by the end of 2018.

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The SRO also progressed 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 undertake retention and disposal authority 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. In 2015-16 the State Archivist participated in a review of the SRO which, among other matters, considered the storage needs of the State's archives.

During 2015-16 the SRO completed development of a Collection Management System using AtoM (Access to Memory), a web based open source software for archival description. This system was released in August 2015 and replaced the SRO's BOS/AEON archives management and access system which had been in place for over ten years. The SRO also commenced work on the installation of a new digital preservation system called Archivematica in April 2016. Archivematica is intended to store the SRO's digitized archives in a fit-for-purpose system, as well as provide basic capacity for transfer of born-digital archives from government agencies.

## Broaden Access to Services

The SRO formed a partnership with the Department of Aboriginal Affairs to commence digitizing over 14,000 files held in the State Archives Collection that document Aboriginal welfare throughout the 20<sup>th</sup> century. The files are of ongoing significance for Aboriginal family history purposes.

In addition, the SRO piloted a new Digitization on Request service in January 2016 for members of the public and government agencies. Under this service, copies of archival records are digitized on request for a fee and provided to clients on CD, with digital copies to be made available via the SRO's online catalogue at a subsequent stage. The SRO intends to continue operating this service in 2016-17.

# Significant Issues

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## Archives at Risk

Western Australian government agencies have been unable to transfer State archives to the State Archives Collection since 2001, owing to lack of appropriate storage space and infrastructure. The Commission remains concerned about the potential loss or damage of more than 55 linear kilometres of State archives, and an increasing volume of digital archives, which are currently awaiting transfer to the State Archives. These historically significant archives are held by government agencies at their own cost in sub-optimum conditions that present risks to their ongoing preservation. The Commission looks forward to this situation being resolved as a matter of priority to enable the protection of irreplaceable State information, ranging from records from the 1800s to government data created in the 1990s.

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**“Good record keeping is an indication of, and vital to, good public administration and contributes to accountable and transparent decision-making.”**

**Chris Field, Ombudsman**



Government information stored on redundant media



# About Us



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

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.

## During 2015-16 the Commissioners were:

### Mr Colin Murphy

Auditor General, and Chair of the Commission until March 2016

### Mr Chris Field

Parliamentary Commissioner for Administrative Investigations – Chair of the Commission since March 2016

### Mr Sven Bluemmel

Information Commissioner

### Ms Justine McDermott

Governor's Appointee to the Commission

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



# Commissioner Profile

## Colin Murphy

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I have been the Auditor General for Western Australia for nine years now. Auditors General have many roles and functions, but a unique aspect of the role in Western Australia is to join the Ombudsman and Information Commissioner as ex officio members of the State Records Commission. The legislators wisely included a person, appointed by the Governor, who has experience in record keeping to complement this membership. But there is also a sound logic in the roles appointed by statute. Not only does each of these offices have experience in reporting directly to the Parliament, we also rely heavily on State records to carry out our roles.

My own background includes a range of roles involving government record keeping. My initial roles were largely financial, in the Commonwealth Department of Finance in Perth and Washington DC. Financial records were captured digitally, using the state of the art technology of the time which had a tiny fraction of the capacity of a modern wristwatch. Fortunately, in those times the digital information was transferred to paper, because we don't have too many devices capable of reading computer records of the era.

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A desire to remain in Perth led me to then join the State Treasury and from there to manage corporate functions, including records at the then newly formed Department of Land Administration. The department had a large records area, in terms of both staff and records. We had the privilege of converting a massive paper based and manual records system to a computerized system. I learned much about records and records management there, but perhaps the most enduring impression came from the discovery of actual treasure in the basement of the Central Government Buildings. Maps, plans, drawings and records dating back to the start of the colony. Maps and plans from the era were more like works of art. I felt privileged to read the detailed notes Sir John Forrest wrote in his early field books about discoveries and adventures. But I also felt an awesome responsibility to ensure these treasures were preserved, not only for others in the community, but importantly for future generations.

Later roles reinforced the importance of record keeping. At the Building Management Authority I found that architects and engineers from the Public Works Department had kept meticulous drawings and plans that are truly remarkable. I was also involved in the implementation and operation of records management systems as Business Manager at Murdoch University and as a member of the executive team at Treasury.

My work as Auditor General relies heavily on the records kept by government agencies. Efficient and effective information management processes are required to support agency operations and government transparency and accountability. There are many challenges in this area with resourcing pressures and changing technologies. But the work is important to facilitate open and accountable government and protection and preservation of State archives. It is a privilege to work with people committed to promoting better practice in information management and preservation of our rich heritage to ensure it remains permanently accessible to the community.

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Colin Murphy

**State Records Commissioner**  
and **Auditor General**

# What We Do

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

- Approving government organizations' Record Keeping Plans;
- Approving the legal disposal of government records;
- Monitoring the operation of and compliance with the Act;
- Monitoring compliance by government organizations 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 organizations; and
- Determining the access status of certain State archives.

The Commission holds regular meetings per year, including one in regional WA when possible (see Figure 1).

The minutes of each meeting may be viewed on the SRO website at [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

The Commissioners also attend events with the aim of enhancing public sector and community awareness of the work of the Commission and the benefits of the Act.

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## 7 August 2015

Commission meeting held in Perth.

## August to December 2015

Commissioner McDermott participated in the Review of the State Records Office.

## 6 October 2015

Commissioners Murphy, McDermott and Field attended the Geoffrey Bolton Lecture, delivered by Mr Kim Williams AM at Government House.

## 26 November 2015

Commission meeting held in Perth.

## 10 March 2016

Commission meeting held in Perth.

## 1 April 2016

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

## May/June 2016

Commissioner McDermott participated in the judging of the 2016 Margaret Medcalf Award.

## 22 June 2016

Commissioners McDermott and Bluemmel attended the presentation of the 2016 Margaret Medcalf Award.



# Our Operating Environment

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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 organizations (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 an ever increasing volume of 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

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## The Commission's clients consist of:

- State Parliament;
- Western Australian public sector organizations;
- 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.

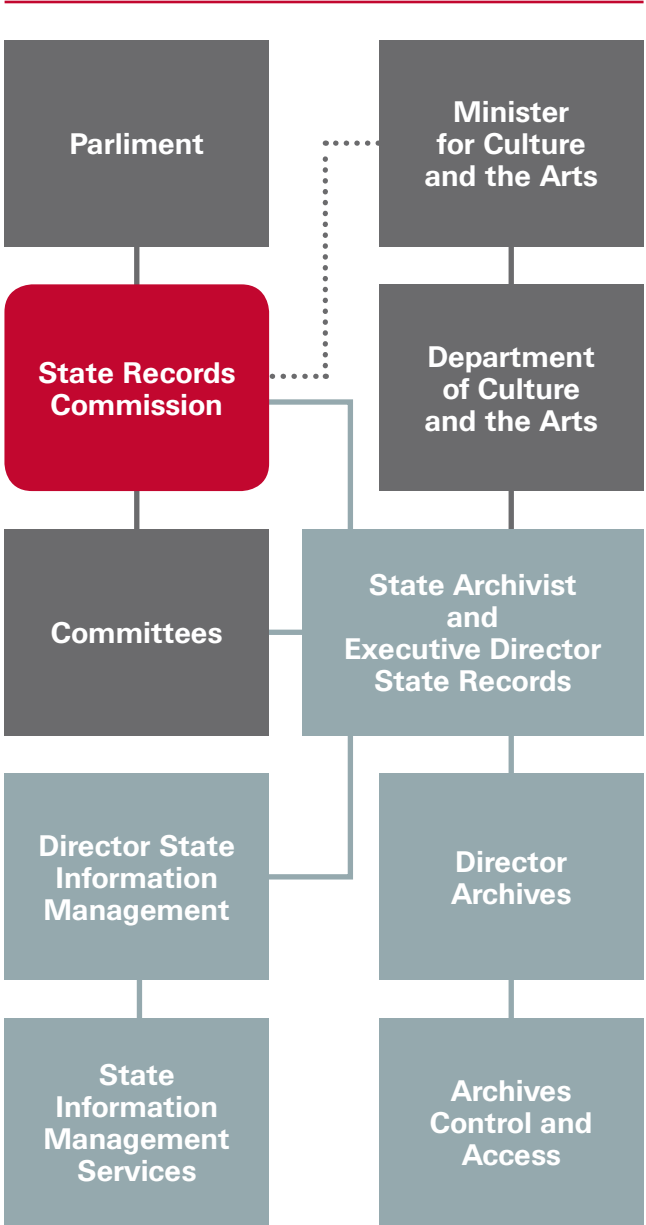


# Our Relationship with the State Records Office

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 providing technical advice and administrative support when necessary.

A cornerstone compliance requirement of the Act is the mandate for each government organization to have a Record Keeping Plan. The Record Keeping Plan must identify all records created and received by the organization; explain the format and content of those records; how they are managed in the context of the organization’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

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The following outlines activities carried out by the Commission during 2015-16 in meeting the requirements of the *State Records Act 2000*.

## 1. Government Record Keeping

### Evaluation and Approval of Record Keeping Plans

Under section 61 of the Act the Commission must establish principles and standards for the governance of record keeping by State organizations 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, government organizations 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 41 agencies were required to review their Plans (see [Appendix 1](#)).

During 2015-16 the Commission approved 42 new or amended Record Keeping Plans and the continuation of a further nine requiring no amendment (see Figure 3). In addition, 38 Record Keeping Plan review reports were considered by the Commission. These figures include 48 amended or reviewed Recordkeeping Plans submitted in the previous year which, due to meeting schedules, the Commission dealt with during the 2015-16 period.

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

In the coming year, 2016-17, a total of 29 agencies will be required to review their Record Keeping Plans (see [Appendix 3](#)).

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## Retention and Disposal Schedules

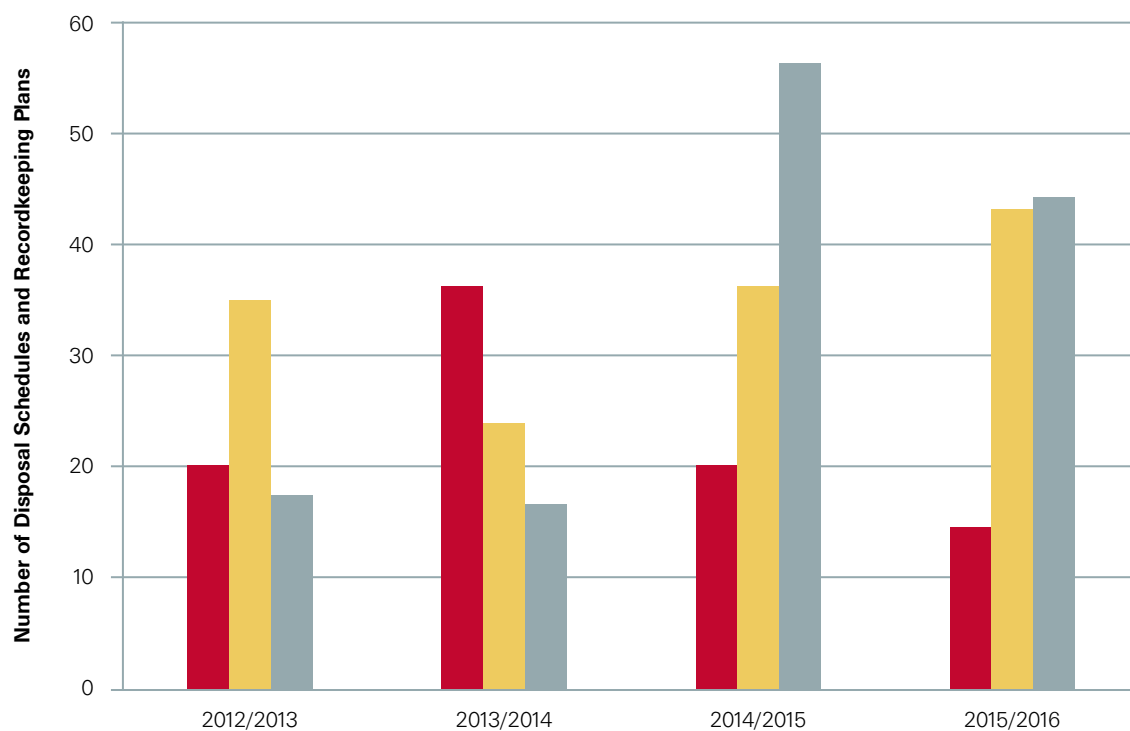
The Retention and Disposal Schedule is an integral part of an organization's Record Keeping Plan. Unless records are covered by a General Disposal Authority or Sector Disposal Authority developed by the SRO, State government organizations are required to develop Retention and Disposal Schedules to accommodate the legal 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.

Following advice from the SRO and the State Records Advisory Committee (see page 26), the Commission approved 15 Retention and Disposal Schedules during 2015-16 (see Figure 3). Of these, 9 were processed via the Online Retention and Disposal Application with the remainder being processed in hard copy.

**General Disposal Authorities, developed by the SRO and approved by the Commission, provide the legal means of disposal of information which is common to all government organizations.**

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## RECORDKEEPING PLANS AND RETENTION AND DISPOSAL SCHEDULES ACTIONED



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

- Retention and Disposal Schedules
- Record Keeping Plans for State Government agencies
- Record Keeping Plans for Local Government agencies

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## 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 labour intensive hardcopy submissions.

During 2015-16 the SRO registered 7 new disposal authorities via the Online Retention and Disposal Application, adding to the 16 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.**

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## Sector Disposal Authority Program

The program to develop a range of Sector Disposal Authorities (SDAs) across State government continued with the SRO progressing the development of three SDAs during the year. The racing, gaming, and wagering and liquor regulators draft authority was distributed to the industry for comment and input in June and December 2015. Similarly, the draft water services authority was distributed for comment in September 2015 and the mental health authority is also progressing toward approval. Once completed, these three Sector Disposal Authorities will service a total of 13 agencies, eliminating a significant ongoing workload for those individual organizations.

Since its inception in 2009, the program has proved highly successful, realizing a total of eight SDAs which cover the core business records of approximately 61 government organizations. SDAs 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

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## General Disposal Authority Review Program

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

GDAs 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 digitization.

All GDAs 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 GDA for Local Government Records. This extensive review culminated in the final fully revised Authority being approved by the Commission in March 2016 and published for local government use.

The GDA for Source Records was fully revised during the 2015-16 reporting period and circulated to government agencies for comment and input. The final version was approved by the Commission (out of session) on 2 June 2016 and published along with specifications to assist government organizations with the digitization of original records.

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## Monitoring Compliance with 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 organizations 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 Commission is of the view that a complementary compliance monitoring regime should be implemented as soon as resourcing permits.

## Record Keeping Training

The Commission notes a sustained level of enquiries and requests for the provision of training for agencies.

With limited resources, the SRO was unable to meet all training requests in 2015-16 but did produce an online induction program for delivery to local government elected members throughout the State. The induction video was very well received by almost all 140 local government organizations in Western Australia.

In addition, the following targeted record keeping training was delivered during 2015-16:

- A full-day training course delivered to representatives of 11 Shires in the Wheatbelt;
- A full-day training course delivered to three agencies in the South West;
- Six induction presentations delivered to elected members; Mayors, Presidents and staff of local government authorities;
- Three induction sessions delivered to members of University Student Guilds; and
- A presentation to the Main Roads WA Digital Futures Seminar.

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## Significant Advice and Consultancy

In 2015 the State government announced the asset sale of the Market City site in Canning Vale and the disposal of assets owned and managed by the Perth Market Authority (PMA). During 2015-16 SRO staff consulted with PMA and the Department of Treasury to discuss arrangements for custody, transfer and ongoing management of PMA records and information through the asset disposal process and following the eventual abolition of the PMA. With SRO support, over 500 boxes of records were appraised and sentenced including those records removed from the Market City site and inactive records held at an offsite commercial storage provider. The project identified State archives which have subsequently been transferred to the State Archives Collection for safe custody; time-expired temporary records which have been legally destroyed; and temporary records not yet due for destruction which will be retained by State government.

The SRO is providing ongoing support to the Training Sector Reform Project to develop a consistent approach to records management across the sector following the establishment of five new TAFE Colleges in April 2016. The TAFE Colleges replaced 11 State Training Provider Institutes which have been closed. This machinery of government initiative will necessitate a review of the SDA for State Training providers to be undertaken.

Once again, the SRO presented at the annual Main Roads WA Records Seminar. The annual 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.

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**Building effective recordkeeping into the core business systems and activities significantly elevates the compliance and management of key information assets which translates to efficient organizations.**

## 2. Manage the State Archives Collection

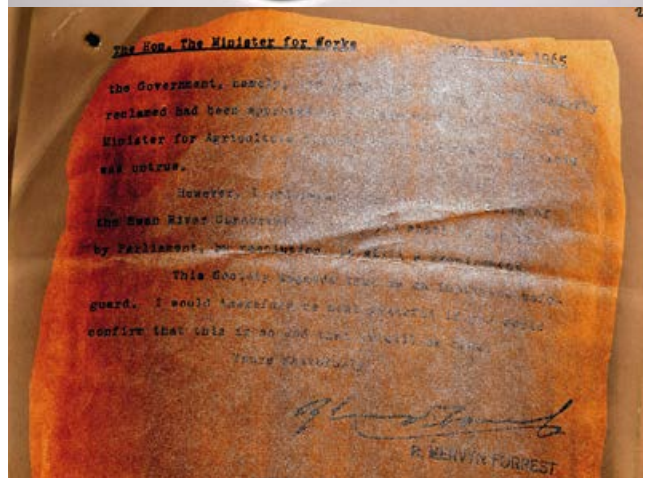
There are over 2 million unique and irreplaceable documents in the State Archives Collection. In addition there are approximately 6 million documents (which when boxed equates to 55 linear kilometres; enough to line the route from Perth to Yanchep) held in government agencies awaiting transfer to the SRO. These archives are scattered throughout over 300 government organizations and remain generally inaccessible to other government organizations and the community.

### State Archives Collection

The SRO holds the largest documentary heritage collection in the State comprising approximately 15 linear kilometres of permanent-value records from over 2000 government agencies since early settlement in the Colony. The State Archives Collection provides evidence of government activities and its interaction with citizens. It 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.

The ongoing management and preservation of the State Archives Collection is of considerable interest to the Commission. The 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's 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 specialized preservation services to help maintain the State Archives Collection has undergone significant change, reflecting a general decline of investment and resources in this area. Currently, no conservation services are available to the SRO to support the ongoing protection of fragile items, whether analogue or digital, in the State Archives Collection.



Examples of items in need of conservation treatment. – Maps and plans, magnetic tape and thermal paper – In spite of appearances, data from the magnetic tape is at greater risk of deterioration and being unreadable.



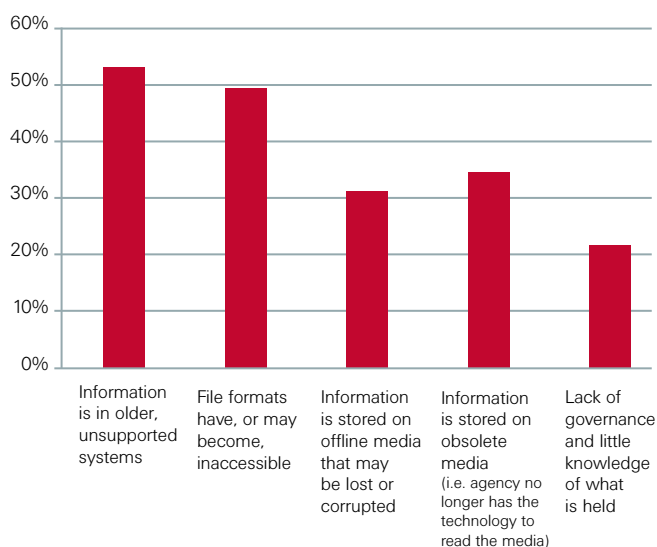
## State Archives held by Government Organizations

While State archives held by organizations must be kept in accordance with the State Archivist's *Directions for Keeping State Archives Awaiting Transfer to the State Archives Collection*, the Commission remains concerned about the increasing backlog of archives held in agencies and their long-term care and preservation. Since July 2001 government agencies have been unable to transfer hard copy archives to the SRO due to a lack of specialized storage space. As a consequence, approximately 55 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.

Similarly the lack of a Digital Archive to accommodate an increasing volume of State archives created in digital format is also a concern. The implications for the State were evident in a 2015 digital survey undertaken by the SRO in which 89 of 168 (53%) of responding agencies identified that they held 2.3 Petabytes of digital information. Only 77 out of 169 (46%) respondents were confident they would be able to transfer digital archives to the SRO if the appropriate infrastructure was in place. Similarly the survey asked agencies to identify the risks they saw with digital information becoming inaccessible over time.

### Digital Information Survey, Question 15:

"If digital information in your agency has become inaccessible or is known to be at risk of becoming inaccessible, what factors have caused this? (please select all that apply)"



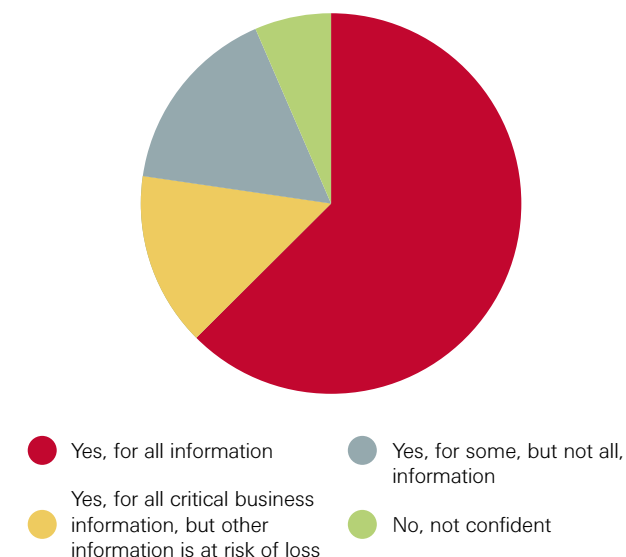
As with State archives in physical format, the responsibility for managing digital archives currently rests with each government agency. This is an onerous task given the fragile nature of digital information. To accommodate whole of government data preservation, digital archive repositories are being 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 retained by individual agencies when such records should be part of the State Archives Collection.

The issue of ensuring ongoing access to digital archives created by government agencies remains a challenge. This is evident from the 2015 digital survey of government agencies which found that 38% of agencies responding (173 respondents) were not confident about future accessibility to their digital information.

### Digital Information Survey, Question 14:

"Are you confident that your agency's digital information will remain accessible for its required retention period? (please select the most correct response)"



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## Emergency Transfers

Despite the lack of archives storage capacity, in 2015-16 the SRO accepted custody of an emergency transfer from the Perth Market Authority prior to the agency's abolition. A significant quantity of archival records from the Authority was transferred, including records dating back to the formation of the Perth Markets in 1926. The collection provides a comprehensive overview of the Market's operations over its 90 year history. These records were kept in very good order by the Perth Market Authority and their subsequent transfer to the State Archives Collection is a valuable addition to the State's documentary heritage.

The Australian Health Practitioner Regulation Agency (AHPRA) began operations on 18 October 2010 and is the national scheme for the registration and accreditation of health professionals. AHPRA took over the functions of 10 former WA health profession registration boards, including the Physiotherapists, Osteopaths, and Occupational Therapists Registration Boards, and arrangements were made to transfer the records of these Boards to the State Archives Collection in July 2015.

The privatization of WA's railway freight operations included the transfer of some Westrail records to the private operators. Private operator Aurizon has been digitizing plans of locomotives, rolling stock, depots and workshops and during the reporting year the SRO was able to select from these significant plans for acquisition in both digital and physical form.

The Mental Health Museum of WA Inc was based at Graylands Hospital and closed in 2015. A significant collection of Fremantle Lunatic Asylum and mental health hospital archives were collected from the site during 2015-16.

Many years ago an employee of a mining company rescued several volumes of the Greenbushes Mining Registrar records from the then derelict Greenbushes Courthouse. These important records were collected by SRO staff as archival estrays in November 2015.

Several other stray records were also received by the SRO, including a WA Government Railways Eastern Goldfields Railway staff register of the early 1900s; Wiluna Police Station occurrence book 1941-51; Black Range Police Station register of missing person enquiries 1905-08; and Records Of Conviction for Aboriginal natives 1891-1892.

**Estrays are records created by a WA government organization which are not under its control.**

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## State archives in the custody of the State Library of WA

The SRO commenced a project for State archives held by the State Library of WA to be transferred to the State Archives Collection. When the *State Records Act* was first enacted in 2001, some State archives remained in State Library custody. This project will ensure that legislative requirements have been fulfilled and that government archives with the State Library are united with other relevant State archives.

The first transfer of State archives under this project was made in December 2015. Further State archives were identified for transfer during 2016 however these are yet to be finalised as the State Library's planning for this project continued throughout 2015-16 and the SRO is closely monitoring progress. The Commission notes the State Library's continued planning and that a consistent momentum of transfer is yet to be achieved.

## Release of new Collection Management System

In August 2015, the SRO released its new online catalogue of the State Archives Collection. As well as providing enhanced search functionality, the new system allows clients to pre-book archives for viewing in the SRO Search Room, and to request digital copies of items for a fee. The system is based on the open-source software AtoM and accords with International Council of Archives descriptive standards. The SRO modified the system to meet Australian archival description requirements.

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

As a second stage to the Collection Management System project, the SRO commenced installation of a new digital preservation system called Archivematica in April 2016. Archivematica is intended to store the SRO's digitised archives in a fit-for-purpose system, as well as provide basic capacity for transfer of born-digital archives from government agencies.

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### 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 organizations 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 2015-16, there was one application from the Public Transport Authority to change the restricted access period for accident and collision investigation files.

A five yearly review of certain restricted access State archives required under sections 37(5) and 48(4) of the Act is due in November 2016. SRO staff commenced the process of identifying and reviewing relevant State archives during 2015-16.

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

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#### Digitization Activities

In December 2015, the SRO commenced a project in partnership with the Department of Aboriginal Affairs to digitize files held in the State Archives Collection that document Aboriginal welfare throughout the 20<sup>th</sup> century. A total of 6,200 of these files were digitized, comprising well over 100,000 pages. This project will significantly improve access to the information in these records and assist in the preservation of the original paper files. The project is continuing in 2016-17 with a further 8,000 files scheduled for digitization.

With funding provided by the Friends of Battye Library Society Inc., the SRO commenced digitization of its set of "sewerage" plans which cover most of the Perth metropolitan area for the first half of the 20<sup>th</sup> century. Drawn in preparation for the Perth sewerage scheme these plans show considerable detail about individual residential properties across the metropolitan area, over many decades. The SRO is geo-referencing each plan to add in latitude and longitude coordinates so they can be made available to members of the public in 2016-17 via a modern mapping interface making them searchable by current street location.

In January 2016, the SRO trialled a new Digitization on Request service for members of the public and for government agencies. A digitization service such as this is designed to provide equitable access to archival records, irrespective of a client's location.

On request, copies of archival records are digitized for a fee and provided to clients on CD, with digital copies to be made available via the SRO's online catalogue at a subsequent stage. The introduction of this trial service is to meet growing public demand for digital copies of State archives, particularly for clients outside the metropolitan area. Most requests received via this pilot program have been from regional, interstate and international locations.

The SRO surveyed users of this trial service in June 2016 with an overall satisfaction rating of 87%. Clients were generally very pleased with the new service, stating it was "brilliant" and "superlative", and expressed their desire that it continue. Specific feedback was also provided on ways the service could be improved.

The SRO intends to continue its Digitization on Request service into 2016-17.

# 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 12<sup>th</sup> 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?

This year the judging Panel comprised Professor Jane Lydon, Wesfarmers Chair of Australian History at the University of Western Australia; Justine McDermott, State Records Commissioner; and, Cathrin Cassarchis, State Archivist.

On 22 June 2016, Helen Morton MLC announced the winner of the Margaret Medcalf Award 2015 at a special event before invited guests. Dr Julian Bolleter authored the winning entry for his book on the history of Perth's waterfront *Take Me to the River: the Story of Perth's Foreshore*.

A special commendation was also presented to Dr Murray Arnold for his book *A Journey Travelled: Aboriginal-European Relations at Albany and the Surrounding Region from First Contact to 1926*.



**Left to right:** Dr Julian Bolleter, winner of the Margaret Medcalf Award, Miss Margaret Medcalf and Helen Morton MLC at the 2016 Award presentation.



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

The Institute of Public Administration Australia – WA (IPAA WA) recognizes 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 recognizes 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 organizations were considered for this award, with an initial shortlist yielding the reports of 39 organizations. Those reports were evaluated further and reduced to a final shortlist of 10 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 organization's record keeping systems are evaluated not less than once every five years;
- The organization conducts a record keeping training program;
- The efficiency and effectiveness of the record keeping training program are reviewed from time to time; and
- The organization's induction program addresses employees' roles and responsibilities in regard to their compliance with the organization's Record Keeping Plan.

At the W S Lonnie Awards function on 1 April 2016, the Commission's Award was presented to Main Roads Western Australia. The judging panel found Main Roads' report clearly demonstrated a commitment to maintaining a solid culture of best practice information management.

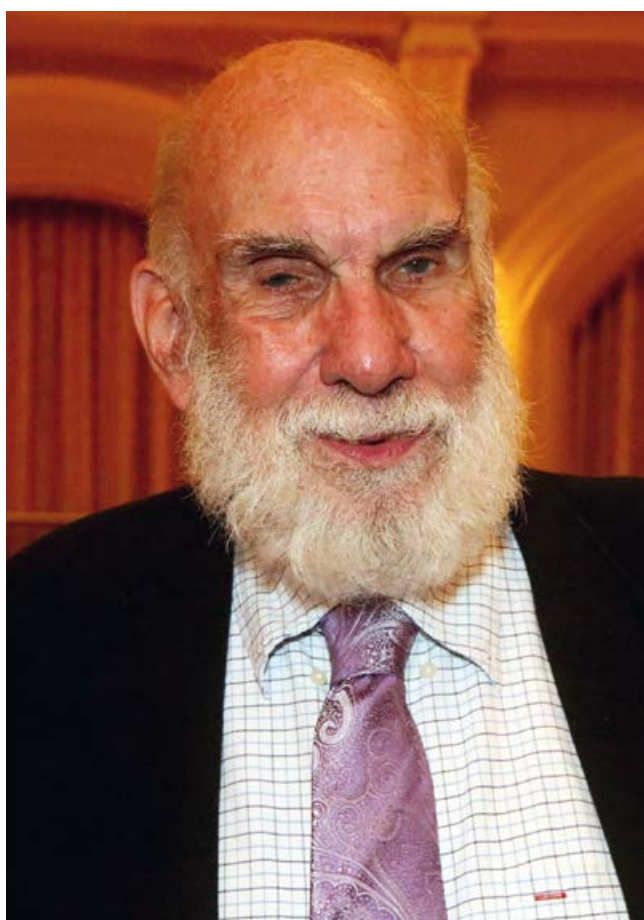
During the reporting period, Main Roads undertook a "health check" and subsequent upgrade of the corporate recordkeeping system; investigation of future implications in regard to issues such as cloud computing; review of the Retention and Disposal Schedule and Business Classification Scheme; and regular knowledge sharing forums with regional offices and Transport Portfolio partners. The judging panel was also impressed by the organization's comprehensive training program, providing relevant information to employees, contractors and consultants alike.

A special commendation was awarded to the Pilbara Ports Authority (PPA) for its account of activities to implement new information infrastructure following the merger of the Dampier and Port Hedland Port Authorities. This included developing new policies, procedures and file titling protocols, as well as migrating legacy information into a single corporate electronic document management system (EDMS). To ensure a smooth transition to the new administrative environment, the PPA also implemented a training and induction program for staff, which focused on overarching recordkeeping responsibilities and use of the new EDMS.



Stephen Troughton, Managing Director, Main Roads Western Australia (left), accepts the W.S. Lonnie Award for Excellence in Compliance Reporting from Cathrin Cassarchis, State Archivist. (Photograph: IPAA WA)

# Vale – Emeritus Professor Geoffrey Bolton



Emeritus Professor Geoffrey Bolton AO, at the 2009 Bolton Lecture  
(Photograph: Bohdan Warchomij)

The Commission notes with regret the death in September 2015 of the eminent historian, Emeritus Professor Geoffrey Curvengen Bolton AO.

Professor Bolton served on the Library Board of Western Australia's Standing Committee on Public Records (SCOPR) from 1993 to 2001. He first attended the SCOPR in October 1993, as the deputy for the Academic/Historian representative, Professor Peter Reeves. When Professor Reeves resigned from SCOPR in late 1995, Professor Bolton was appointed in his place, with Dr Jenny Gregory as deputy. Professor Bolton continued to serve as a member of SCOPR until its final meeting on 29 November 2001, two days before the *State Records Act* came into effect.

In October 2001 the Commission appointed Professor Bolton as the historical interests representative on the Commission's State Records Advisory Committee (SRAC). He participated in the inaugural meeting of SRAC on 29 May 2002, but was compelled to resign the following year, due to other work commitments: Professor Bolton was officially farewelled by the Commission and fellow committee members following the SRAC meeting held on 26 November 2003.

Professor Bolton continued to be a staunch public advocate for archives and Western Australian history through his patronage of the annual Geoffrey Bolton public lecture series, which has been presented by the State Records Office since 2004. For eleven years he gave the address in reply to each guest speaker; from Premier Geoff Gallop in August 2004 to War Memorial Director, Brendan Nelson in November 2014. On each occasion Professor Bolton in typical impromptu style eloquently reminded his audience about the need to value the State's official archives.



**Left to right:** Carol and Geoffrey Bolton meet with Cathrin Cassarchis and Marcia Langton, speaker at the 2013 Bolton Lecture.

(Photograph: Bohdan Warchomij)

# State Records Advisory Committee Member profile – Robert O'Connor

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Rob O'Connor QC is one of the longest-serving members of the State Records Advisory Committee. He has been the Representative of the Law Society of Western Australia since 2007.

Although retired from Francis Burt Chambers, Rob still holds a current practising certificate. He is a member of the Friends of Battye Library, a member of its management committee, a trustee of the Friends of Battye Library Gift Fund, a member of the Royal WA Historical Society (RWAHS), a former member of its Council, a member of the History Council of WA, a member of the National Trust of Australia (WA), and a member of the Friends of the National Library of Australia, the State Library of New South Wales, the State Library of South Australia, and New Norcia. He is a member of the City of South Perth Historical Society, a judge in the Phillip Pandal Young Heritage Written and Photographic Award, and a member of the management committee of the WA Explorers Diaries Project.

He does pro bono legal work for, among other bodies and persons, the RWAHS, the City of South Perth Historical Society, and the Friends of Battye Library. He is also active in several other community organizations.

# Committees of the Commission

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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:

- 11 November 2015;
- 3 February 2016; and
- 11 May 2016.

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

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## Membership of the Committee during 2015-16

### 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: Mr James Curtis)

### Historical Interests

Vacant  
(Deputy: vacant)

### Law Society of Western Australia

Mr Robert O'Connor QC  
(Deputy: Mr David Bruns)

### Local Government Records Management Group

Ms Julie Mathieson  
(Deputy: Mr Michael Tsakalakis)

### State Government CEO Representative

Ms Cheryl Gwilliam (retired December 2015)  
Mr Richard Strickland (member from December 2015)  
(Deputy: Mr Richard Strickland until December 2015)

### Australian Society of Archivists

Ms Rita Edwards  
(Deputy: Mrs Margaret Paterson resigned February 2016)

### Records and Information Management Professionals Australasia

Ms Suparna Chatterjee  
(Deputy: vacant)

### Minutes Secretary

Ms Gillian Hodson – Administrative Assistant, SRO

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## Retiring Committee Members

During 2015-16 the following members retired from the Committee:

- **Ms Margaret Paterson,**  
deputy representing the Australian Society of Archivists; and
- **Ms Cheryl Gwilliam,**  
member representing State Government CEOs.

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.

## Committee Remuneration 2015-16

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration
Member	Mr Robert O'Connor	Per meeting / half day	3 years	\$450
				Total: \$450

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# Compliance Report – *State Records Act 2000*

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.

Part 8 of the Act establishes the Commission. A compliance statement on the Commission's activities in 2015-16 is presented below.

PART or SECTION	NOTES
<b>Part 3</b> Division 2	
Section 20(2) – gazette orders prescribing timing for submission of organizations' Record Keeping Plans	Nil
Section 23(1) – approve or refuse to approve Record Keeping Plans	<p>Approved 51 Record Keeping Plans, comprising:</p> <ul style="list-style-type: none"> <li>• Four Record Keeping Plans from new organizations;</li> <li>• Amendments to 38 existing Record Keeping Plans; and</li> <li>• Continuation of 9 Record Keeping Plans requiring no amendment.</li> </ul>
Section 23(2) – give reasons for refusal to approve Record Keeping Plans	All approved

PART or SECTION	NOTES
<b>Part 3</b> 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 organizations to have plans	<p>Electricity Generation &amp; Retail Corporation (Synergy) submitted a report on the review of its Record Keeping Plan to the Minister for Energy on 14 December 2015.</p> <p>Electricity Networks Corporation's (Western Power's) amended Record Keeping Plan was approved by the Minister for Energy on 3 March 2016.</p>

PART or SECTION	NOTES
<b>Part 3</b> Division 4	
Section 28(3) – the Commission may require an agency to review its Record Keeping Plan (discretionary)	Not required.
Section 28(5) – five yearly review of all Record Keeping Plans	The Record Keeping Plans of 41 organizations were due for review during 2015-16 (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 or SECTION	NOTES
<b>Part 4</b>	
Section 32 - State archives to be transferred to the State Archives Collection	<p>Apart from several small emergency transfers, the State Archivist was unable to accept transfer and custody of the significant backlog of archives awaiting transfer from State organizations as the State Archives repository has been at full capacity since 2001.</p> <p>The State Archivist did, however, accept a large emergency transfer via the Department of Treasury of State archives from the Perth Market Authority dating back to its operations at Wellington Street in the 1920s. This transfer was accommodated prior to assets being handed over to the new private operator, in order to retain control of State government information assets. These archives will be kept at the SRO's intermediate records repository in uncontrolled environmental conditions, owing to storage limitations.</p> <p>The SRO received several requests to transfer State archives which it was not able to accommodate due to lack of appropriate storage. These included a request from the Shire of Broome to accept transfer of 12 volumes of minutes (1969-1979), as well as a request from the Department of the Premier and Cabinet to transfer the Northbridge History Project website and related materials (2004).</p>

PART or SECTION	NOTES
<b>Part 5 Division 2</b>	
Section 37(2)(b) – restricted access archives identified	No action required.
Section 37(5) – Review of archives restricted under 37(2)(b)	No action required.
Section 38 (3) – change in restricted access period for records in the State Archives Collection	The Public Transport Authority (PTA), on advice from the SRO, identified files in a series of records (Series 2360) described as “FILES - GENERAL (MISCELLANEOUS SERIES)” in the State Archives Collection which contained detailed, confidential, personal and sensitive information about PTA investigations into serious fatal accidents, and the victims of these accidents. The Commission granted PTA permission to increase the restricted access period for identified records in this series from 25 to 50 years.

PART or SECTION	NOTES
<b>Part 5 Division 3</b>	
Section 40(2) – approve or refuse to approve the Archives Keeping Plan	No action required.
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.
<b>Part 5 Division 4</b>	
Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil

PART or SECTION	NOTES																								
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 organizations 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><tr><th></th><th>15-16</th><th>14-15</th></tr><tr><td>Active</td><td>4</td><td>13</td></tr><tr><td>Resolved</td><td>3</td><td>9</td></tr><tr><td>Carried Forward</td><td>1</td><td>4</td></tr></table> <table><tr><th></th><th>13-14</th><th>12-13</th></tr><tr><td>Active</td><td>8</td><td>5</td></tr><tr><td>Resolved</td><td>4</td><td>3</td></tr><tr><td>Carried Forward</td><td>5</td><td>2</td></tr></table>		15-16	14-15	Active	4	13	Resolved	3	9	Carried Forward	1	4		13-14	12-13	Active	8	5	Resolved	4	3	Carried Forward	5	2
	15-16	14-15																							
Active	4	13																							
Resolved	3	9																							
Carried Forward	1	4																							
	13-14	12-13																							
Active	8	5																							
Resolved	4	3																							
Carried Forward	5	2																							

PART or SECTION	NOTES
<b>Part 8 Division 1 (continued)</b>	
Section 61 – establish principles and standards	SRC Standard 7 and 8 fully revised, gazetted and published on 21 June 2016.  SRC Standard 5 withdrawn.
Section 62 – establish committees	The State Records Advisory Committee met three 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 2015.  Copies tabled in both the Legislative Assembly and the Legislative Council on 23 September 2015.
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 22 September 2015.

PART or SECTION	NOTES
<b>Part 8</b> 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 or SECTION	NOTES
<b>Part 8</b> Division 3	
Section 68 – Commission may request a government organization to report about its record keeping or an aspect of its record keeping	No requests issued.
<b>Compliance with SRC Standard 2, Principle 6</b>	<p>The SRO manages the Commission's records, and therefore its compliance with SRC Standard 2 Principle 6 is linked to the compliance of the SRO.</p> <p>The following action was taken this year to ensure the Commission's compliance:</p> <ul style="list-style-type: none"> <li>• A listing of time expired Commission records, identified for destruction in accordance with relevant disposal authorities, was compiled for the Commission's authorization; and</li> <li>• 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.</li> </ul>



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# Appendix 1

## Record Keeping Plans Required for Review and Received 1 July 2015 - 30 June 2016

AGENCY NAME	REVIEW DATE
Animal Resources Authority	15 Sep 2020
Bunbury-Harvey Regional Council	19 Nov 2020
Burswood Park Board	27 Mar 2021
City of Cockburn	8 Apr 2021
City of Joondalup	26 Nov 2020
City of Kwinana	19 Nov 2020
City of Mandurah	8 Apr 2021
City of Nedlands	8 Apr 2021
Conservation Commission of Western Australia	19 Nov 2020
Department of Culture and the Arts	19 Nov 2020
Department of Fisheries	8 Apr 2021
Department of Sport and Recreation (includes WA Professional Combat Sports Commission)	10 Mar 2021
Edith Cowan University	8 Apr 2021
Electricity Generation and Retail Corporation (Synergy)	19 Nov 2020
Gold Corporation	8 Apr 2021
Governor's Establishment	15 Sep 2020
Great Southern Development Commission	10 Mar 2021
Main Roads Western Australia	15 Sep 2020
Mid West Ports Authority	8 Apr 2021
Mindarie Regional Council	8 Apr 2021
Office of the Director of Public Prosecutions	8 Apr 2021

AGENCY NAME	REVIEW DATE
Parliamentary Commissioner for Administrative Investigations (Ombudsman)	26 Nov 2020
Perth Theatre Trust	8 Apr 2021
Racing and Wagering Western Australia	8 Apr 2021
Screen West	8 Apr 2021
Shire of Boyup Brook	14 Jul 2020
Shire of Bruce Rock	8 Apr 2021
Shire of Carnamah	19 Nov 2020
Shire of Coorow	8 Apr 2016
Shire of Donnybrook Balingup	15 Sep 2020
Shire of Jerramungup	8 Apr 2021
Shire of Merredin	26 Nov 2020
Shire of Peppermint Grove	8 Apr 2021
Shire of Perenjori	15 Sep 2020
Shire of Williams	8 Apr 2021
Shire of Wiluna	15 Sep 2020
South West Development Commission	19 Nov 2020
Southern Metropolitan Regional Council	19 Nov 2020
Tamala Park Regional Council	8 Apr 2021
Town of Mosman Park	8 Apr 2021
Zoological Parks Authority	26 Nov 2020

# Appendix 2

## New Organizations to submit Record Keeping Plans on or before 30 June 2016

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AGENCY NAME	DUE DATE	SUBMISSION DATE
Alcohol and Other Drugs Ministerial Body	1 Jan 2016	24 Feb 2016
Road Safety Commission	1 Jan 2016	18 Nov 2015
Mental Health Tribunal	30 May 2016	24 Feb 2016

# Appendix 3

## Record Keeping Plans due for Review 1 July 2016 – 30 June 2017

AGENCY NAME	REVIEW DATE
City of Greater Geraldton	7 Mar 2017
Department of Training and Workforce Development	2 Dec 2016
Department of Treasury	7 Mar 2017
Department of Water	2 Dec 2016
LotteryWest	7 Mar 2017
Metropolitan Cemeteries Board	5 Oct 2016
National Trust of Australia (WA)	2 Apr 2017
Pharmacy Registration Board of Western Australia	2 Dec 2016
Pilbara Regional Council	7 Mar 2017
Regional Power Corporation (Horizon Power)	29 Nov 2016
Rottnest Island Authority	2 Dec 2016
Shire of Esperance	2 Dec 2016
Shire of Laverton	2 Dec 2016
Shire of Mount Magnet	5 Aug 2016
Shire of Narembeen	5 Oct 2016
Shire of Nungarin	2 Dec 2016
Shire of Three Springs	2 Dec 2016
Shire of Wandering	5 Aug 2016
Shire of Waroona	2 Dec 2016
Shire of West Arthur	5 Oct 2016
Shire of Wongan-Ballidu	5 Aug 2016
State Library of Western Australia	2 Dec 2016

AGENCY NAME	REVIEW DATE
State Solicitor's Office	2 Dec 2016
Town of Cottesloe	5 Aug 2016
Western Australian Greyhound Racing Association	8 Mar 2017
Western Australian Industrial Relations Commission, Department of the Registrar	7 Mar 2017
Western Australia Police	5 Aug 2016
Western Australian Land Authority (Landcorp)	5 Aug 2016
Western Australian Sports Centre Trust	2 Dec 2016

# Appendix 4

## Disposal Authorities in progress using the Online Retention and Disposal Application during 2015-16

AGENCY NAME	DISPOSAL AUTHORITY TYPE	STATUS
Art Gallery of Western Australia	R&D Schedule	In progress
Building Commission	R&D Schedule	Approved on 26 Nov 2015
Department for Child Protection and Family Support	R&D Schedule	Approved on 7 Aug 2015
Department of Aboriginal Affairs	R&D Schedule	Approved on 7 Aug 2015
Department of Corrective Services	R&D Schedule	In progress
Department of Health	R&D Schedule	In progress
Department of Housing	R&D Schedule	Approved on 7 Aug 2015
Department of Local Government and Communities	R&D Schedule	In progress
Equal Opportunity Commission	R&D Schedule	Approved on 7 Aug 2015
Local Government sector	General Disposal Authority	Approved on 10 Mar 2016
Main Roads Western Australia	R&D Schedule	Approved on 26 Nov 2015
Mental Health sector	Sector Disposal Authority	In progress
Office of the Appeals Convenor	R&D Schedule	Approved on 10 Mar 2016
Parliamentary Commissioner for Administrative Investigations	R&D Schedule	In progress
Racing, Gaming and Wagering, Liquor Regulators	Sector Disposal Authority	In progress
ScreenWest	R&D Schedule	In progress
Small Business Development Commission	Amendment	Approved on 26 Nov 2015
Universities sector	Sector Disposal Authority	In progress
Water Services Corporations	Sector Disposal Authority	In progress
Western Australia Police	R&D Schedule	In progress
Western Australian Land Information Authority (Landgate)	R&D Schedule	In Progress
Western Australian Local Government Association	R&D Schedule	In progress
Western Australian Electoral Commission	R&D Schedule	In progress



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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 2015-16 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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