

**STATE RECORDS COMMISSION  
ANNUAL REPORT 2022-23**



State Records Commission of Western Australia

# ANNUAL REPORT 2022-2023

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Chris Field PSM, Ombudsman

## Executive Officer to the Commission:

Damian Shepherd, State Archivist and  
Executive Director, State Records Office

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## We encourage feedback:

Email us so we can improve our Annual Report  
next year.

## Acknowledgement of Country

The State Records Commission acknowledges  
the traditional custodians throughout Western  
Australia and their continuing connection to  
the land, sea, culture and knowledge. We pay  
our respects to all members of the Aboriginal  
communities and their cultures and to Elders both  
past and present.

## Image sources:

Front cover:

Centre circle – State Records Office, series 2334, original Certificate of Freedom for Michael Madden (Maddon) (top) / Dame Edna during the America's Cup Challenge, Fremantle, 1986/87, State Records Office, unprocessed Tourism Department photographic collection (below)

Centre (upper) – State Records Office. Photograph enclosed on Education Dept file, c. 1925, school unknown.

Centre (lower background) - Chief Traffic Manager Branch Annual Picnic at Rockingham, 05/02/1960. WA Government Railways photographs, State Records Office.

Right - Building Plans for Carnival Square from 1938. State Records Office.

Inside cover (this page) (top left) – WA Government Railways photograph. State Records Office.

Contents page (top right) – Building plans for Carnival Square from 1938. State Records Office.

Page 4. Chairperson's Foreword (background) – Advertising hoardings, rail line east of Perth Railway Station, 1947. State Records Office.

Page 5. Background (top of page) – Advertising hoardings, rail line east of Perth Railway Station, 1947. State Records Office.

Page 7. What We Do (lower right) - Advertising hoardings, William Street Bridge, 1938. Station, 1947. State Records Office.

Page 8. Our Clients. Background (top of page) – Plan of 14 Bagot Road. State Records Office. Cons. 2489.

Page 13. Background (lower right) – Wellington Street looking towards Perth from Milligan Street corner, 1937. State Records Office.

Page 15. Strategic Focus. Background (top of page) – Wellington Street approach to Railway Station, 1898. State Records Office.

Page 16. Key Challenges. Background (bottom of page) – Trolley buses in Perth. Date unknown. State Records Office.

Page 17. Performance. Background (lower right) – Perth Railway Yard, 1956. State Records Office.

Page 18. Highlights. Background (bottom of page) – Trolley buses in Perth. Date unknown. State Records Office.

Page 24. Information Management. Background (bottom of page) – Entrance to the Old Markets, Perth, 1935. State Records Office.

Page 25. Background (top of page) – Students from Claremont Teachers College, 1925. State Records Office.

Page 31. Background (lower right) – WA Government Railways photograph. State Records Office.

Page 34. Background (bottom of page) – WA Government Railways photograph. State Records Office.

Page 37. Background (lower right) – Railway Picnic at Point Walter, 1937. State Records Office. Cons. 2489.

Page 53. (Upper left) - Bolgart State Hotel plan. State Records Office. (Upper right and centre) - Caves Board Photographs. State Records Office.

Back cover:

Circle – Sir John Forrest officially turning on the valve to mark the opening of the Goldfields Water Supply Scheme at Coolgardie on 24 January 1903. State Records Office, Public Works Department commemorative photo album

(top) / Chief Civil Engineering Branch Annual Picnic at Rockingham, 14/02/1958. WA Government Railways photographs, State Records Office (below)

Top (colour) – Native Flora Protection Act poster c.1960's. State Records Office.

Centre (colour) – 2023 Reconciliation Week Banner - Jartuti water place east of Parnngurr. In pujiiman (traditional, desert dwelling) days old people walked and hunted there, we went there recently with KJ (Kanyirri inpa Jukurrpa) ranger mob, lovely place. © Beverley Rogers/Copyright Agency, 2022 – Martumili Artists.

Lower - Perth, 1898. Wellington Street approach to Railway Station. State Records Office.

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## CHAIRPERSON'S FOREWORD



**I am delighted to present the 22nd Annual Report of the State Records Commission (the Commission).**

This year's report includes several examples of the work of members of the public as well as researchers, writers and artists who use Western Australian State archives to understand the past and present, and to imagine our future. I have been very fortunate through my roles as Chairperson of the Commission, and President of the International Ombudsman Institute, to have seen firsthand the importance of historically and culturally significant records to people in other nations, as well as here in Western Australia. These records and archives are valued as reflections of cultural identity, good governance, the rule of law, human rights and democracy and are rightly protected in ways that recognise this value. In short, the State archives have been called the 'memory of government' in Western Australia and, together with collections managed by the cultural institutions and community in Western Australia, they preserve the memory of our state.

It is also vital that State records both enhance respect for the cultures of our extraordinarily successful multicultural society and deeply valued diaspora communities, but very particularly celebrate and preserve the voices and memories of the first Australians, and oldest continuous culture on earth. Aboriginal cultures preserve a vastly deeper memory over timeframes of millennia. By decolonising archives and other cultural initiatives, there is an opportunity to gain a new perspective on both the present and the future. The Commission is therefore very pleased to see the

priority given to establishing meaningful and ongoing engagement with Aboriginal people to facilitate access and use of State archives in the new Strategic Plan 2023-2026 for the State Records Office.

Records, in all their forms, cannot be created, managed and preserved appropriately without good practice in place. Particularly in today's digital age, information needs to be well managed from the time it is created or captured to the point at which it is either disposed of responsibly or preserved permanently as archives. The Commission is encouraged by the excellent engagement by the Western Australian public sector and other stakeholders with the State Records Office in developing a Western Australian Information Management Framework. The Commission looks forward to the framework being completed shortly and used to support a more integrated approach to information management.

The Commission recognises the critical role that all public sector employees, and the third party organisations that support them, play in good information management. The continued work this year on development of a more streamlined standard for records management and a supporting framework, including simpler online monitoring and reporting, aims to facilitate continuous improvement in practice. I would also like to acknowledge the support of the State Records Advisory Committee, working groups and communities of practice who work with



7 -  
VAL SHOW  
OCT. 6-10  
NIGHT SHOW  
THUR

with  
Gordon  
Hall

Careless spending sows the seeds of  
INFLATION  
WORK  
SECURITY

Wine Trail

the State Records Office to ensure regulatory and other requirements are not unnecessarily burdensome, but at the same time absolutely effective in ensuring the Parliament's will in the form of the *State Records Act 2000* (**the Act**) is achieved.

I take this opportunity to express my profound gratitude to my fellow Commissioners as well as the Director of the State Records Office and staff of the State Records Office. The Director and his staff do exceptional work for the Western Australian Parliament and community and it is deeply appreciated by myself and Commissioners.

The very broad range of work described in this report is a testament to the dedication of those mentioned above and many others who bring the objectives of the Act to life. On behalf of the Commission, I reiterate our deep respect for the wisdom of Parliament for enacting the Act, and our sincere sense of responsibility and privilege for ensuring its benefits are realised for all Western Australians.

“

*These records and archives are valued as reflections of cultural identity, good governance, the rule of law, human rights and democracy and are rightly protected in ways that recognise this value.*

”

**Chris Field PSM**

Chairperson, State Records Commission  
September 2023



**The State Records Commission** - Left to right: Mr Alan Ralph (Governor's Appointee), Ms Caroline Spencer (Auditor General), Mr Chris Field PSM (Parliamentary Commissioner for Administrative Investigations / Chairperson of the Commission), Ms Catherine Fletcher (Information Commissioner).

## ABOUT US

### The Commission was established in July 2001 under 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 2022-23 the Commissioners were:

#### MR CHRIS FIELD PSM

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

#### MS CAROLINE SPENCER

Auditor General, appointed May 2018

#### MS CATHERINE FLETCHER

Information Commissioner, appointed July 2018

#### MR ALAN RALPH

Governor's Appointee to the Commission, re-appointed in November 2021

### Commission Remuneration 2022-23

<b>Position</b>	Member
<b>Name</b>	Mr Alan Ralph
<b>Type of remuneration</b>	Per annum
<b>Period of membership</b>	3 years
<b>Gross/actual remuneration</b>	\$6,700
<b>Total</b>	\$6,700



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

# WHAT WE DO

The Commission's functions are set out in the *State Records Act 2000 (the Act)* and include:

- Approving record keeping plans for certain government organisations.
- 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 non-compliance with the Act.
- Establishing principles and standards for the governance of record keeping by State organisations.
- Determining the access status of certain State archives.

The Commission meets regularly to support these functions.

The Commissioners also support the objectives of the Act through their own statutory roles where appropriate and participate in events and other forums with the aim of enhancing public sector and community awareness of the work of the Commission and the benefits of the Act.

## Commission meetings:

### 5 August 2022

Commission meeting held in Perth

### 28 November 2022

Commission meeting held in Perth

### 2 May 2023

Commission meeting held in Perth

The Commission also occasionally considers papers out of session where matters are time critical.

## Other events:



31 MARCH 2023

### Institute of Public Administration Australia WA (IPAAWA) Lonnie Awards for Excellence in Annual Reporting

Hyatt Regency Perth

Attended by Commissioners Fletcher  
and Spencer.

# OUR CLIENTS

## The Commission's clients include:



### THE PEOPLE OF WESTERN AUSTRALIA,

who seek to discover, access and use information in the State records and State archives collection; and ultimately benefit from the principles and standards through which State records and archives are secured and made discoverable and accessible.



### STATE PARLIAMENT,

which relies on State records and archives as the memory of government; and uses records of information to inform decision making.



### WESTERN AUSTRALIAN GOVERNMENT ORGANISATIONS,

who create, manage and share records of information as they carry out the business of government.



### GOVERNMENT TRADING ENTERPRISES,

who rely on effective access to records of information to plan and deliver services to the community.



### LOCAL GOVERNMENT AUTHORITIES AND ELECTED MEMBERS,

who create, manage and share records of information as they carry out the business of local government.



### A RANGE OF STATUTORY OFFICES, INCLUDING THE GOVERNOR'S ESTABLISHMENT,

Ministerial offices, Commissions, and Committees of Inquiry, who rely on the evidential value of State records and archives to uphold the integrity of government in Western Australia.





Canadian academic, Dr Mélanie Méthot, and her daughter (and research assistant) visited the State Records Office in 2023 to conduct research into historical bigamy cases in WA using the State archives. Dr Méthot is a Professor of History at the University of Alberta and used Supreme Court criminal files in the State archives collection relating to legal cases from 1867 through to the 1940s. The State Records Office also assisted Dr Méthot prior to her visit through its digitisation on request service. During her visit to Perth, Dr Méthot was a guest of the SRO on ABC Radio 720 and discussed her research.



International scholar, Dr Gabriella Petrick, visited the State Records Office in 2022 to conduct research into the globalisation of the wine industry during the 20th and 21st Centuries. Dr Petrick is a historian of science and technology, focussing on food systems, sustainability and the sensory history of taste. She travelled to Perth from Birmingham UK, via Norway where she has been a Marie S. Curie Fellow at the Greenhouse Centre for Environmental Humanities, University of Stavanger.

While conducting her research in Perth, Dr Petrick used State archives related to the wine industry, soil analysis, meteorology, government planning for the Swan Valley and other records. Dr Petrick described her experience conducting research at the State Records Office and State Library as: "Amazing! Being able to go through the archives in the reading room on weekends and until 8pm during the week is a researcher's dream. This has been one of the best research experiences of my life and I've been doing this for over 20 years. Staff have been so supportive and helpful, pointing me to new primary sources."

# OUR OPERATING ENVIRONMENT

*The State Records Act 2000 defines a record broadly as any record of information, however recorded.*

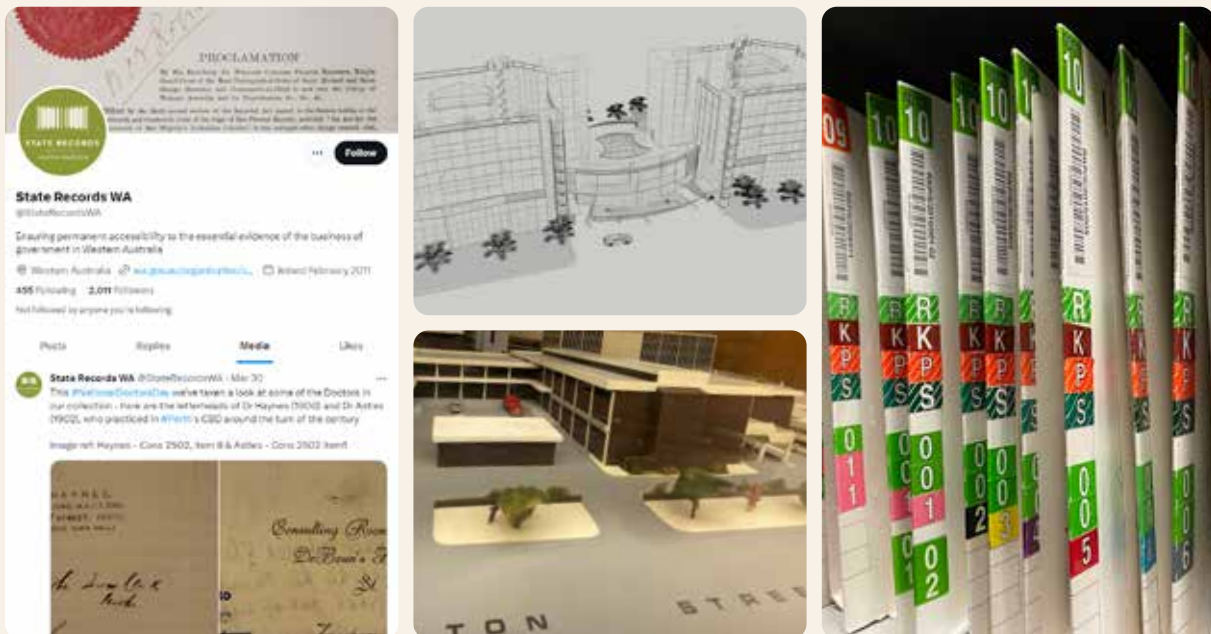
Although often thought of as only information of long-term significance, relating to key decisions, State records are defined under the Act as any recorded information and the media on which they are recorded, including digital files and data, paper files, microfilm, maps, plans, photographs, video and audio recordings.

## Records management in the public sector

In performing its functions, the Commission is responsible for ensuring that State record keeping is of a standard that best serves the interests of the people of Western Australia.

There are some 300 government organisations and statutory organisations (including 138 local government authorities) and these entities employ over 100,000 people who produce or receive a very large volume of information in a wide range of formats.

### CASE STUDY: "ANY RECORD OF INFORMATION ..."



*The State Records Act 2000 defines a record broadly as "any record of information, however recorded". In practice, that means the Act, and the principles and standards established by the Commission apply to the way agencies collect or create and manage all forms of recorded information.*

*The examples of records above illustrate the wide range of records subject to the Act and supporting framework.*

Under section 61 of the Act, the Commission must establish principles and standards for the governance of record keeping by State organisations and other matters relating to the management of State records. In administering the Act, the Commission has established a regime which places primary responsibility for effective records management on these organisations.

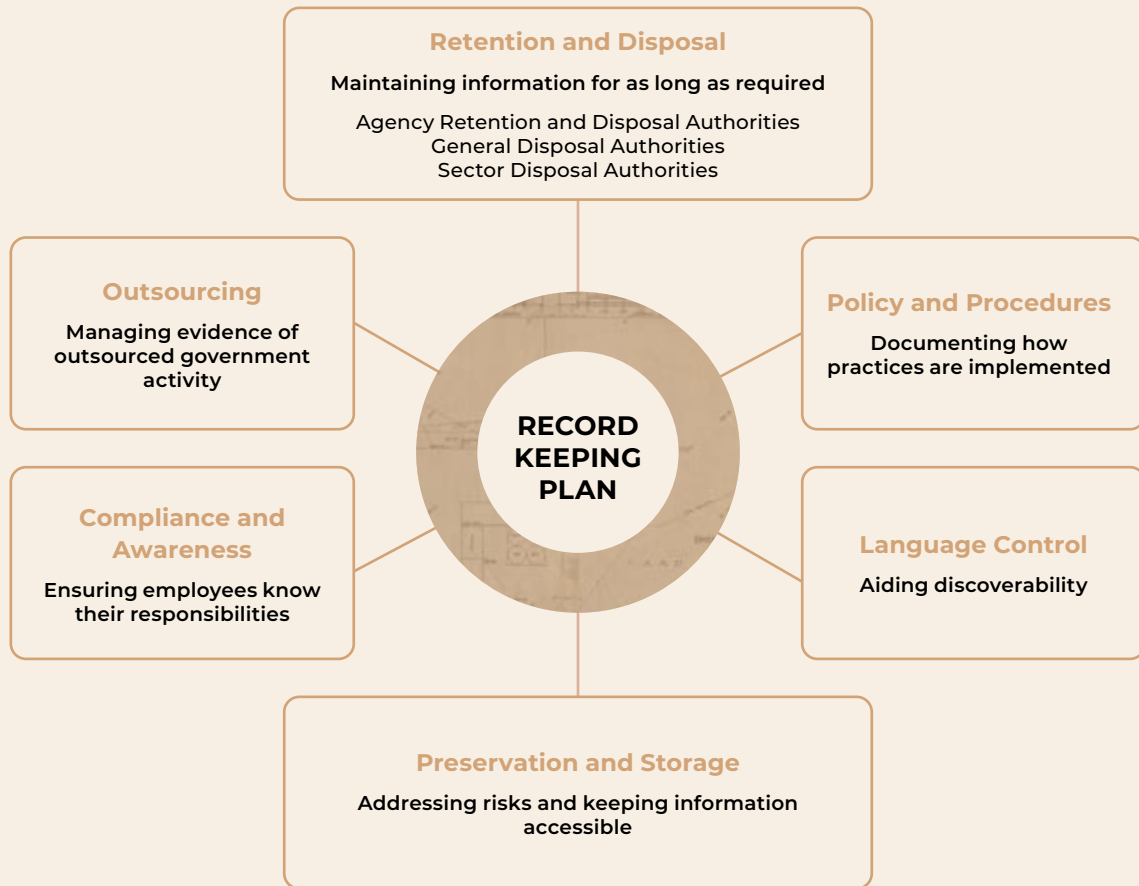
The State Records Office (SRO) provides support to agencies to ensure compliance through maintaining Standards approved by the Commission, supported by specifications, templates, records management advice and advisory services.

As of June 2023, there were seven Standards containing 29 Principles and 105 compliance requirements.



**7 STANDARDS - 16 PRINCIPLES**

As of June 2023, there were seven State Records Commission Standards for the management of records of information. The Standards are numbered 1 through 8 in this diagram as Standard 5 was superseded by Standard 7 in June 2016.



Record keeping plans are required to be maintained by every government organisation covered by the Act. They contain information about processes, documentation, and systems - planned or in place - for managing records of information.

Record keeping plans are required to be maintained by State government organisations covered by the Act. They contain information about processes, documentation, and systems - planned or in place - for managing records of information.

Under the Act, each record keeping plan must also set out provisions for the retention periods and ultimate disposal actions for the records created and maintained by the organisation. These retention and disposal provisions are stipulated either by a General Retention and Disposal Authority or another retention and disposal authority that is approved by the Commission.

Government organisations' Record keeping plans are based on the compliance requirements set out in State Records Commission Standard 2: Record Keeping Plans and SRC Standard 6: Outsourcing.

These Standards address requirements for an organisation's employees and third party providers working on an organisation's behalf.



### 'RECORD KEEPING AND DISPOSAL OF RECORDS'

*In the State Records Act 2000 any reference to 'record keeping' is described as including a reference:*

- (a) to creating, maintaining, indexing, organizing, storing, preserving, securing, retaining and managing records; and*
- (b) to maintaining, preserving, securing and retaining the means by which any information on a record can be recovered.*

*However, Commission standards also require organisations to regularly 'sentence and dispose' of records. This means to identify and action decisions about what records are retained and for how long, and what records are destroyed and when.*

*The regular legal destruction of records no longer required is an important part of the management of State records. This minimises risks associated with the retention of data (records), such as breaches or unauthorised release of personal data. It also reduces the complexity and associated costs of managing these records.*

### State archives

State archives are those records of long-term significance that are retained in perpetuity and represent around five per cent of records created. Other State records are destroyed over time according to approved Disposal Authorities.

State archives are the significant government business records which have ongoing evidential and cultural value. It is estimated that there are over 75 linear kilometres of paper-based State archives, as well as thousands of films and photographs, representing millions of individual records held across government. The SRO holds some 15 linear kilometres of a selection of these permanent value official records from over 2,000 government agencies since colonisation in 1829 in the State archives collection. This is the largest archival collection in WA.

Today, most State records are created in digital format, that is, they are born digital. Currently, all born-digital State archives are held by the government organisations that created them.

It is likely these organisations hold tens of petabytes of data in this form and this volume of data is growing rapidly. It is estimated that some five per cent of these records are likely to be of long-term value (State archives), representing perhaps several hundred terabytes of data of long-term archival value.

Under section 73 of the Act, the Director State Records is required to provide an information service about access to unrestricted State archives. The SRO provides this service through online services and a research facility collocated with the State Library of Western Australia.



### CASE STUDY: HISTORICAL OCCURRENCE BOOK FROM THE WILLIAMS POLICE STATION

*Ms Sue Lefroy from the Albany Public Library and Ms Heather Rose worked with the State Records Office to ensure an important historical Police Occurrence Book from the Williams Police Station was preserved in the State archives collection. The book covers the period 1879-1881 and is the second in a complete series of early Williams Police Occurrence Books held at the SRO. The existence of the book was made known to the Albany History Collection by Williams resident, Ms Rose. A digitised version was transcribed by a volunteer, resulting in a searchable document that provides an important insight into the early colonial history of the Great Southern. Williams, one of several Stations on the old Perth Road, was an important link on the Perth to Albany mail route.*



*Partnering with the State Library and other service providers in the Alexander Library Building in the Perth Cultural Centre means that the research facility there is open during Library opening hours, including most weekday evenings and weekends. The SRO deeply appreciates the support of the State Library of WA for this partnership.*



### Strategic focus

In 2022-23 the SRO developed a new Strategic Plan for the period 2023-2026 that describes a series of strategic priorities and reflects key functions in support of the Commission.

This new Strategic Plan 2023-2026 is published to [wa.gov.au](http://wa.gov.au) and describes a vision for successful application of the Act.

The three strategic priorities in the plan are:

- 1 Build better information management capabilities
- 2 Enhance information management awareness and knowledge
- 3 Improve access to State archives



For more information about the new SRO Strategic Plan visit

<https://www.wa.gov.au/government/publications/state-records-office-of-western-australia-strategic-plan>



The Vision Statement for the SRO Strategic Plan describes how good records management creates value for all Western Australians.

## KEY CHALLENGES

The Commission faces a number of significant issues which may have an effect on the Commission's outcomes and objectives including:

### Managing records of information across diverse digital systems

Government organisations use a wide range of digital systems to capture and manage information. This presents both a challenge in terms of ensuring information is managed efficiently across these systems – including appropriate discovery and access, and an opportunity to simplify how we use these systems to reduce complexity and costs.

The SRO is proactively engaging with agencies across the public sector to better understand and support the management of records of information outside Electronic Document and Records Management Systems (**EDRMS**) traditionally used to manage records.

### Access to State archives outside the State archives collection

The SRO has established systems and facilities to provide an information service about State archives in the State archives collection in accordance with s73(1)c of the Act. This service is used extensively by government and the community to access the collection. However, most State archives are still held by the agencies that created them or have become custodians for these important records. The SRO has limited information about what these records are and where they are held and regularly makes referrals for assistance to other agencies on behalf of the public and government organisations requesting access.

The SRO is working with government organisations to better understand and streamline access to State archives outside the collection wherever possible. For example, the SRO and Department of Education share detailed information on holdings of State archives that make it easier to find and access these records regardless of whether they are held by the SRO or the Department.



# PERFORMANCE

The Commission reports to Parliament on progress and achievements against the requirements of 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.

State records include all records of information collected, created and managed by government organisations. This includes data and other information managed outside electronic document and records management systems (EDRMS). It is critical that organisations leverage technology to manage all these records effectively.



# HIGHLIGHTS

**On behalf of the Commission, the SRO has made significant progress on a number of actions in its Strategic Plan – with a focus on both strengthening and modernising regulation of government record keeping and working with government organisations to improve access to State archives.**

## **Strengthening information management in the WA public sector**

Throughout 2022-23 the SRO continued development of, and consultation on, a draft single new State Records Commission standard for State records and a supporting framework. The proposed new standard would replace the seven existing Commission standards established under s61(1) of the Act. The proposed standard aims to simplify and modernise the this regulation of government record keeping by updating terminology and consolidating compliance requirements so they can be more effectively reported on. The draft single standard includes a new template for record keeping plans and a new online reporting approach based on a Records Management Maturity Model. The proposal was broadly supported through public consultation in 2020 and the SRO has been able to use feedback from this and subsequent consultation to enhance the draft.

The Commission and SRO are investing significant time and effort in preparing for the rollout of this important reform to ensure WA government organisations are well supported through the transition from the current set of standards to the new standard and reporting framework.

## **An Information Management Framework for WA**

In 2022-23 the SRO continued development of an Information Management Framework (IMF) for WA in consultation with other government organisations. To be completed and launched in the coming year, the IMF will focus on helping agencies more easily navigate across the information management requirements of the wide range of legislation, regulation and policy that now impacts information management and governance. The IMF will also enable government organisations to more easily evaluate the effectiveness of information management plans and policies and provide a clear statement of responsibilities and accountability for staff at all levels.

## STATE RECORDS COMMISSION AWARD FOR EXCELLENCE IN RECORDS AND INFORMATION MANAGEMENT

The W.S. Lonnie Awards were established by the Institute of Public Administration Australia – WA Division (IPAA WA) to recognise excellence in annual reporting by public sector organisations. Since 2006, the Commission has sponsored a specialist Lonnie Award to acknowledge excellence in reporting about organisational records management programs.

The Commission was delighted to present its Award for the 2021-22 reporting year to the Main Roads Western Australia.

Main Roads WA has excelled in presenting a comprehensive and dynamic overview of its information management activities, as required under State Records Commission Standards. The judges were particularly impressed by the inclusion in the report of provision of solid examples which brought to life the detailed descriptions of their service delivery and training initiatives. Main Roads WA have also demonstrated a proactive approach to future trends, as evidenced by several strategies to improve cyber security, data governance and lifecycle management.

Main Roads' State Archiving Strategy is delivering tangible results across metropolitan and regional offices, evidenced by a comprehensive summary of recent improvements to statewide retention and disposal activities. Further progress in carrying out information management training is demonstrated by engaging graphics that communicate a significant uptake in training across the agency. Judges noted the significance of these achievements, given the challenges of training across many offices.

The State Records Commission commends the recognition of information assets as a valuable resource in demonstrating accountability and decision making.



*A/Director State Records, Dr Leisa Gibbons (left) presents the State Records Commission Award for Excellence in Records and Information Management for the 2021-22 reporting year to Mr Philip D'Souza, Acting Executive Director Finance and Commercial Services at Main Roads WA.*

## Helping WA and the world discover the State archives

A total of 8,364 requests to access State archives were received by the SRO via the State archives collection catalogue (AtoM) in 2022-23. These requests were for access via digitisation or in person visits to the Reading Room in the Alexander Library Building, Perth Cultural Centre. An additional 948 requests to access State archives were made by clients during their visits to the Reading Room. Total requests for access (online and in person) increased 13% over 2022-23, due largely to the increase of in person visits to the Reading Room.

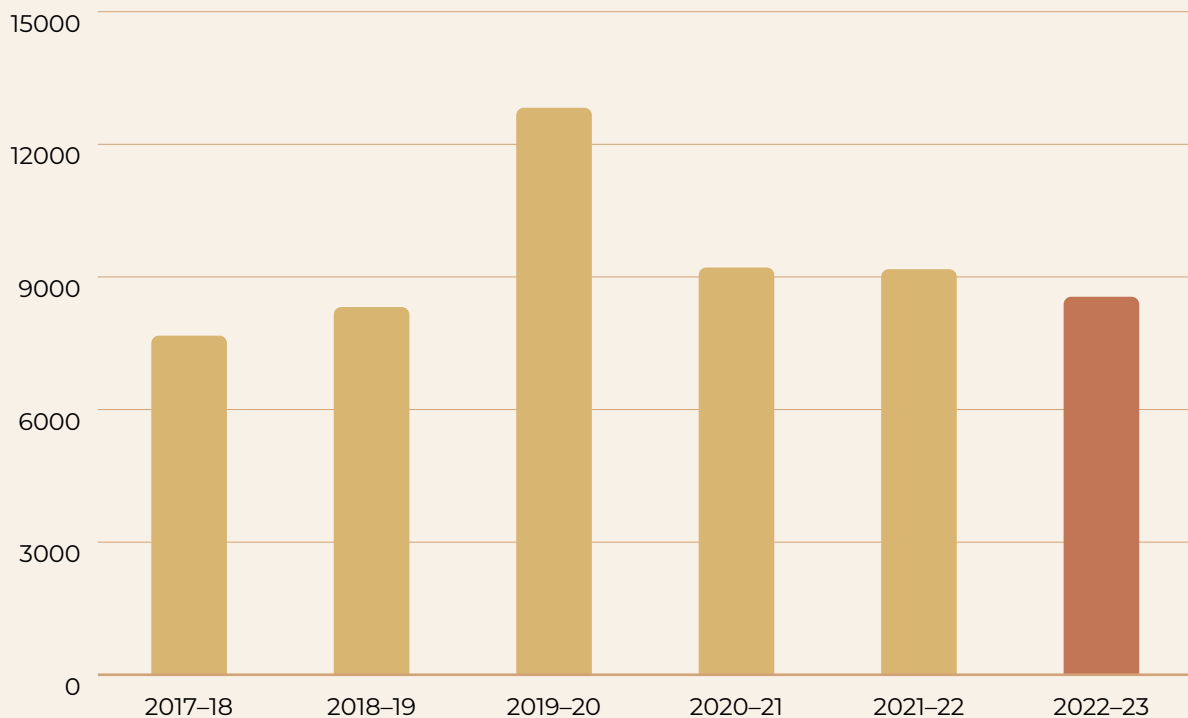
The Reading Room facility is located on the 3rd floor of the Alexander Library Building, the site of the J.S. Battye Library of West Australian

History. This collocated facility, shared with the State Library, Family History WA and Aboriginal History WA, enables original State archives to be accessible during all State Library opening times.

The SRO continues to offer an appointment-based support service, launched in 2020 to assist first-time clients and clients with complex research enquiries. Appointments are booked online and can be delivered in both online and face to face appointments with specialist archivists.

Online access to State archives and supporting services — our digitisation on request service — is an important part of making access equitable across Western Australia and to clients in other

### NUMBER OF REQUESTS TO ACCESS STATE ARCHIVES



Source: State Records Office data contributed to reporting for the Council of Australasian Records and Archives Authorities (CAARA).

Demand for access to State archives in 2022-23 was consistent with demand in recent years. Data shows requests per person as reported in the archives catalogue and includes digital on demand and Reading Room.

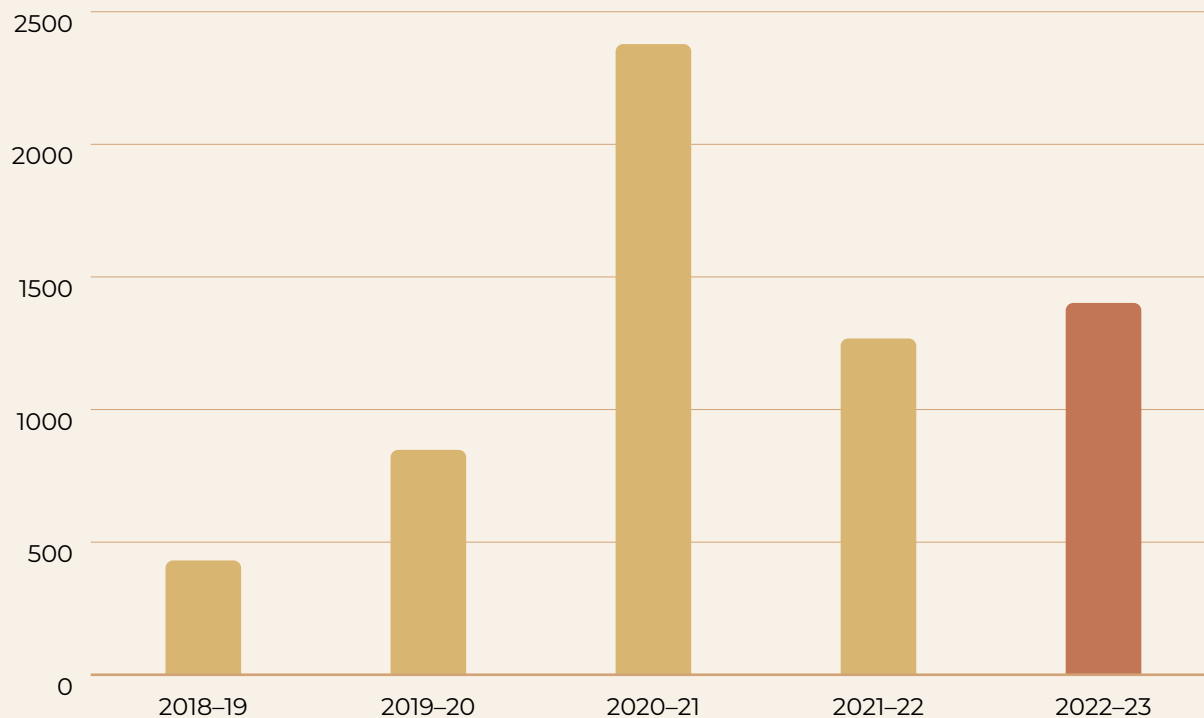
jurisdictions who are unable to visit the Reading Room. In 2022–23 demand for State archives continued to grow with the supply of 1,402 items compared to 1,268 items the previous year.

collaboration across the WA culture and arts institutions, and RetroMaps, a collaboration with the Friends of Battye Library and Water Corporation.

Note: Digitisation on request service commenced in 2018–2019; a prototype service operated in 2017–2018. The peak in 2020–21 occurred during the Covid-19 pandemic, when there were periods where clients could not visit to view items in the Reading Room. Items supplied to clients include a mix of prior and new digitisations.

Thousands of Western Australians have explored the State archives collection through a range of online platforms, including Culture WA, a

### NUMBER OF REQUESTS FOR DIGTISED STATE ARCHIVES



Source: State Records Office data contributed to reporting for the Council of Australasian Records and Archives Authorities (CAARA).



**GEOFFREY BOLTON LECTURE 2022: LOOKING UPRIVER // LOOKING DOWNRIVER**

*A podcast recording of the 2022 Geoffrey Bolton Lecture was published in two parts in late 2022 and early 2023. The speaker was past Margaret Medcalf Award winner, Dr Julian Bolleter, from UWA's School of Design and Co-Director of the Australian Urban Design Research Centre (AUDRC). The lecture explores our changing relationship with the Derbarl Yerrigan (Swan River) – looking both 'downstream' (to the past two hundred years) and 'upstream' (to the next century).*



**Digitising State archives**

The SRO continued several digitisation projects in 2022-23 with the aim of both preserving and improving access to these important records.

These projects included:

Project overview	Funder	Agencies involved	Details
Selected State archives	SRO	University of WA	Test project with the Digitisation Centre on WA
Fremantle Prisoner photographs	SRO	N/A	Digitisation of Fremantle Prisoner photographs
Library Stock Books in State archives collection	State Library of WA	State Library of WA	Digitisation of library Stocks Books in State archives collection
19 <sup>th</sup> Century hospital admission registers held by RPH (proof of concept)	SRO	Royal Perth Hospital	Digitisation of 19 <sup>th</sup> Century hospital admission registers held by RPH (proof of concept)
Wanneroo Minute Books in State archives collection	City of Wanneroo	City of Wanneroo	Digitisation of Wanneroo Minute Books in State archives collection
Cockburn Ratebooks in State archives collection	City of Cockburn	City of Cockburn	Digitisation of Cockburn Ratebooks in State archives collection
Probate / letters of administration records in State archives collection	Ancestry.com	N/A	Digitisation of historical probate / letters of administration records in State archives collection 1832-1947
Prisoner photographs and Mental Hospital registers	SRO	Department of Health	Ongoing project to digitise records

## MARGARET MEDCALF AWARD FOR EXCELLENCE IN RESEARCH USING THE STATE ARCHIVES



*Pictured: Shortlisted finalists for the 2022 Margaret Medcalf Award. Ms Margaret Medcalf OAM (centre, fifth from right) stands next to the Hon. David Templeman MLA, Minister for Culture and the Arts.*

*The Margaret Medcalf Award is hosted by the SRO and is presented for excellence in research using the State archives collection. This annual award was established by the State Records Commission in 2003 and honours Ms Margaret Medcalf OAM, the second State Archivist for Western Australia (from 1971 to 1989), for her valuable contribution to the development of archives in WA.*

*Nominations for the 2022 Award covered a very wide range of topics of broad interest to the community, including new perspectives on first contact in colonial Western Australia, life in 19th and 20th century Perth and regional WA, and the history of local architectural landmarks.*

*On 18 November 2022 the SRO hosted the presentation of the 2022 Margaret Medcalf Award for excellence in research using State archives. The Award was co-presented by the Minister for Culture and the Arts and Ms Margaret Medcalf OAM. The co-winners of the Award were:*

*Prisoners, Power and Panopticon: Investigating Fremantle Gaol, 1831-1841 by Emily Lanman - Submitted in partial fulfilment for the Master of Philosophy, Notre Dame University, School of Arts and Sciences, Fremantle Campus.*

*The Petticoat Parade: Madam Monnier and the Roe Street Brothels by Leigh Straw - Published 2021 by Fremantle Press.*

# REGULATION OF RECORDS AND INFORMATION MANAGEMENT

On behalf of the Commission, the SRO liaises with government organisations regarding their commitments to the standards based approach to the governance of records management outlined earlier in this report.

## Reviews and updates of record keeping plans

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 (Plan) must be reviewed within five years of its approval date (or previous review), with a report of the review to be submitted to the Commission. A review can take the form of either a review report, or a fully amended Plan.

This year, 56 agencies were required to review their Plans (see [Appendix 1](#)).

A total of 37 review reports and 55 new or fully amended plans were received by the SRO during the reporting period. Readers should note that several reviews were received from the 2021-22 reporting period or received before their due date in the 2023-24 reporting period. A number of agencies also submitted a review report prior to a plan during 2022-23.

The SRO evaluates review reports and amended plans and liaises with organisations in order to finalise them for the Commission's consideration.

During 2022-23 the Commission approved 42 new or amended record keeping plans and the continuation of a further seven requiring no amendment. The Commission also noted the review reports for two record keeping plans requiring approval external to the Commission, where both reports identified the plans did not require amendment.

A total of 37 record keeping plan reviews were considered by the Commission.

Two newly established organisations were required to submit a record keeping plan. Both organisations complied with the requirement (see [Appendix 2](#)).

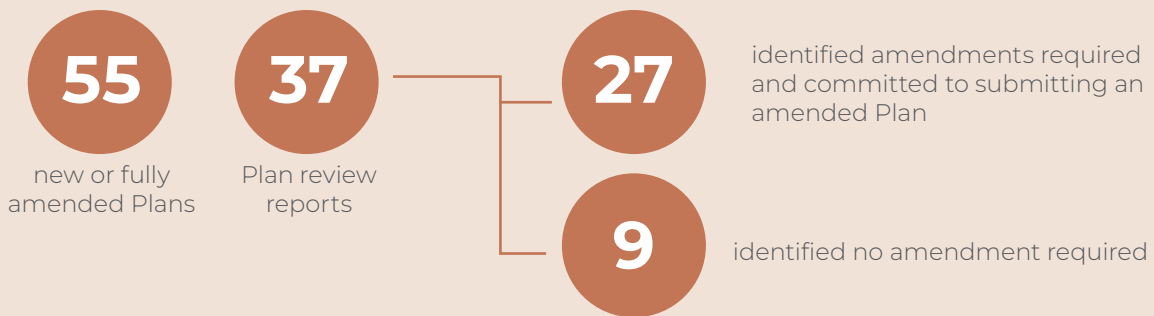
For the 2023-24 reporting period, a total of 53 agencies will be required to review their record keeping plans (see [Appendix 3](#)).

Reviewing and updating record keeping plans plays a vital role in ensuring that all agencies have confidence that their work to ensure the integrity of records is undertaken as effectively and efficiently as possible. We strongly value the work that all agencies do in this regard and thank them for their efforts.

**Chris Field PSM, Chair, State Records Commission and  
Damian Shepherd, State Archivist and Executive Director.**



## RECORD KEEPING PLANS AND RETENTION AND DISPOSAL AUTHORITIES RECEIVED AND CONSIDERED DURING 2022-23



## RECORD KEEPING PLANS APPROVED DURING 2022-23



## RETENTION AND DISPOSAL AUTHORITIES APPROVED DURING 2022-23



## Updates to Retention and Disposal Authorities

Retention and Disposal Authorities are an integral part of an organisation's record keeping plan, as they fulfil the legal requirement for the Plan to identify State archives for permanent retention, and the retention periods for all other records.

All State records must be disposed of in accordance with an approved Disposal Authority. Disposal Authorities may take the form of a:

- 1 General Disposal Authorities
- 2 Retention and Disposal Authorities
- 3 Sector Disposal Authorities
- 4 Ad Hoc Disposal Authorities
- 5 Disposal List

No.	Function/Activity	Description	Disposal Action	Custody
41.4		Allowances/benefits provided to elected members	Destroy	Retain 7 years after action completed, then Destroy.
42	ELECTIONS	<p>Conducting public elections to select local government Elected Members, including Mayoral elections. Also includes records associated with preparing the electoral roll.</p> <p>See also related ACTIVITIES:</p> <ul style="list-style-type: none"> <li>o 10. APPEALS</li> <li>o 56. Industrial relations</li> <li>o 71. MARKETING/PROMOTIONS/CAMPAIGNS</li> <li>o 86. PROCEDURES</li> <li>o 93. REGISTERS</li> </ul>		
42.1		Elections – Returning officer's declaration of outcome	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
42.2		Election of Council President/Deputy or Mayor, including elections by other Elected Members	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
42.3		Elections - photographic history	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
42.4		Electoral roll - Returning Officer's copy	Destroy	Retain 30 years after action completed, then Destroy.

This is an excerpt from the **General Disposal Authority** for Local Government Records. This Authority describes the types of records of information created and managed by local government organisations, the time period these records are retained for and their eventual disposal or retention in perpetuity as State archives.

**General Retention and Disposal Authorities (GRDAs)** are documents, developed by the SRO in consultation with other agencies, enabling the lawful disposal of information documenting the common operations within government.

They provide consistent disposal decisions and eliminate the need for each government organisation to prepare individual disposal authorities for a large proportion of records.

Four General Retention and Disposal Authorities are currently in force to cover the legal disposal of:

- State Government Information - covering common administrative records across government organisations;
- Local Government Records - covering all records of all local government organisations in Western Australia;
- Records relating to incidents and allegations of child abuse or neglect, in line with the Royal Commission into Institutional Responses to Child Sexual Abuse; and
- Source Records – enabling the destruction of hard copy source records after digitisation, once certain conditions have been met.

**Sector Disposal Authorities (SDAs)** are developed by the SRO, in consultation with other organisations across these sectors, and cover records common to a group or sector of like organisations which operate with common functions.

SDAs have also been developed by agencies in close liaison with the SRO. These include SDAs for Court and Tribunal Services, Western Australian Universities and State Training Providers.

There are currently 11 SDAs, covering the core business records of approximately 70 government organisations.

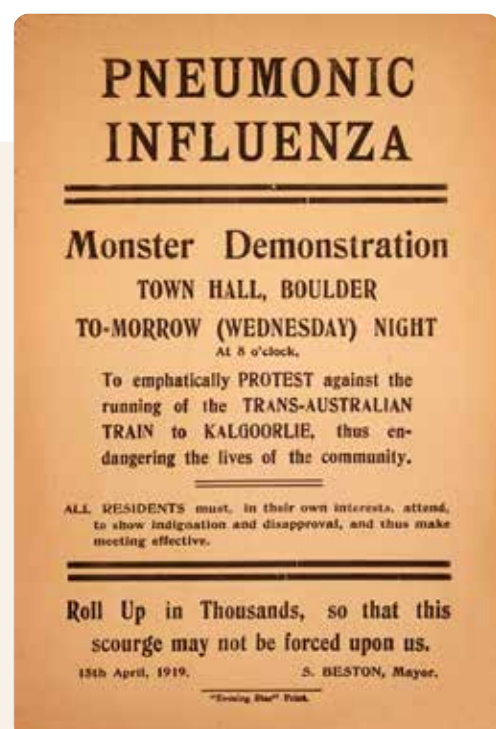
During 2022-23, the Commission approved one SDA, covering records for Western Australian Universities.

Unless records are covered by a General Retention and Disposal Authority, government organisations are required to develop Retention and Disposal Authorities to authorise the disposal of their core business (or functional) records.

#### CASE STUDY: RECORDS MANAGEMENT ADVICE - RETENTION AND DISPOSAL OF COVID-19 INFORMATION

*During 2022-23 the State Records Office assisted State and local government organisations with advice regarding the timely disposal of information following the end of Western Australia's Public Health State of Emergency on 4 November 2022. This work also provided an opportunity for the SRO to provide advice on retention and management of records and State archives that will provide an important record of the response of government to this historic event.*

*This record from the 1918-19 Influenza pandemic illustrates the importance of these records for historical research. Certain State records from the COVID-19 pandemic will be of interest to researchers over the coming decades and centuries beyond.*



Online Record Keeping & Disposal Application

Welcome Fred Bloggs | Log Off

Home Dashboard Disposal Authorities Record Keeping Plans Search Reports Help

### Dashboard

#### Pending Disposal Authorities

DA No.	Organisations	DA Type	DA Title	Status		
2023-003	[Applies to all State organisations]	Functional	Department A	Draft	<a href="#">Workflow</a>	<a href="#">Edit DA</a>

Displaying Items 1 - 2 of 2

#### Pending Records Management Plans

RMP No.	Organisations	RMP Title	Status				
2023-007	[Applies to all State Government organisations]	Department A	Draft	<a href="#">Related Documents</a>	<a href="#">Workflow</a>	<a href="#">Edit RMP</a>	<a href="#">Edit RMP</a>

Displaying Items 1 - 1 of 1

The Online Record Keeping and Disposal Application (ORDA) is a web-based system that allows government agencies to draft and submit their Retention and Disposal Authorities to the SRO for review, and also facilitates associated approval processes.

Following advice from the SRO and the State Records Advisory Committee, the Commission approved four fully revised Retention and Disposal Authorities, and one amendment, during 2022-23.

See also [Appendix 4](#) for further detail on the progress of disposal authorities during 2022-23.

### AD HOC DISPOSAL AUTHORITIES

An Ad Hoc Disposal Authority is a specific instance disposal authority relating to one or a limited number of series, or an identified part of a series of records. This kind of authority is most often used when old or superseded records are being appraised for disposal. The purpose of an Ad Hoc Disposal Authority is to authorise disposal action on a once-only basis, i.e., for records in a specific category or date range.

During 2022-23 the Commission approved two new Ad Hoc Disposal Authorities and one amended Ad Hoc Disposal Authority, covering:

- Border Restriction Program Applications and Related Records
- WorkCover WA – Insurer Management - Securities
- User Data in Government Mobile Device and Web Applications (“apps”) - an amendment to incorporate web applications.

### DISPOSAL LISTS

Disposal Lists are considered by the Commission when an agency has identified the need to approve a one-off disposal of a discrete set of records, often in the event of physical damage, where the records are deemed irreparable.

During 2022-23 the Commission approved three Disposal Lists.

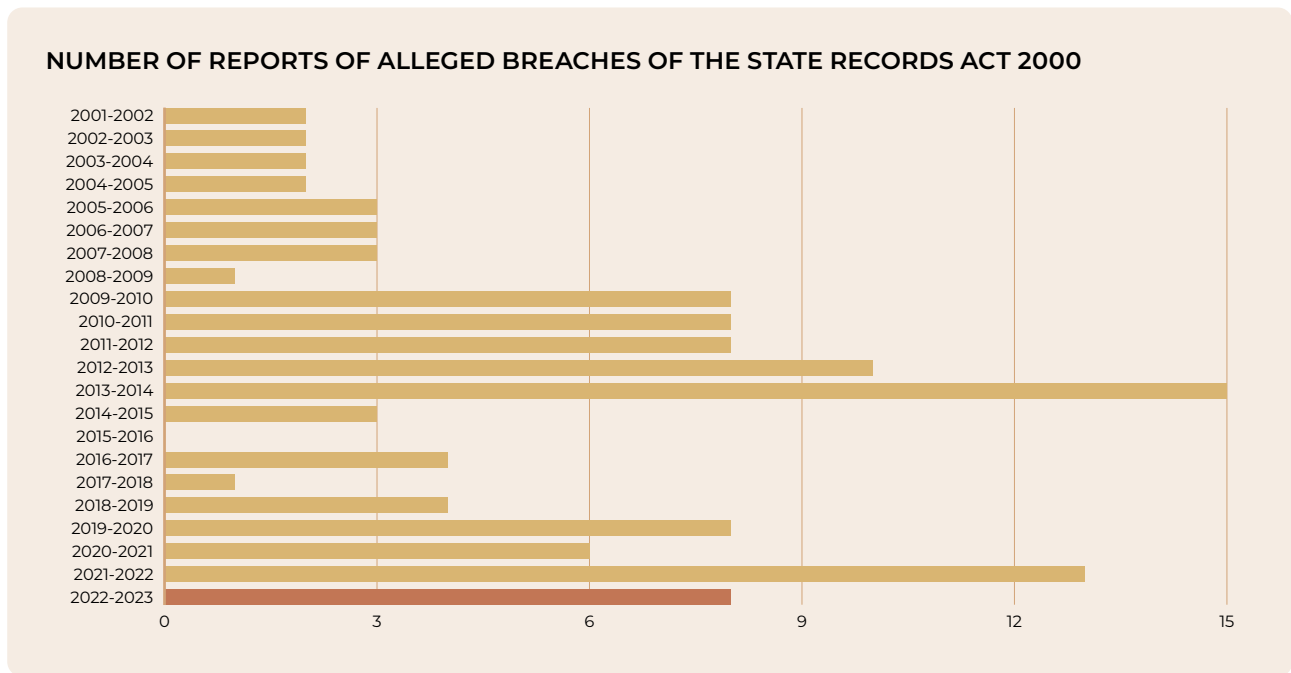
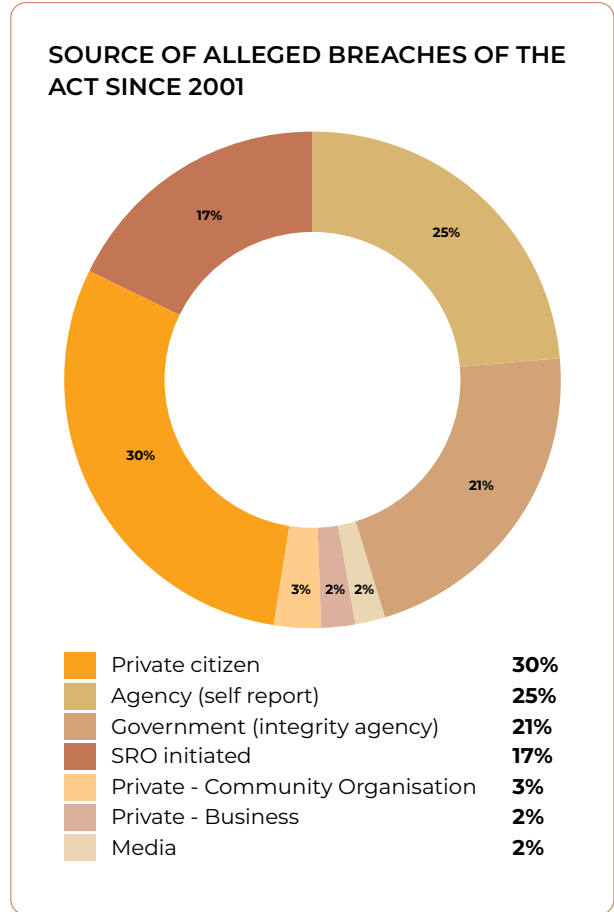
### Monitoring compliance with the State Records Act 2000

Under section 60(1) of the Act, the Commission is required to monitor the operation of the Act, and government organisations' compliance with their record keeping plans. Monitoring is achieved through a range of regulatory mechanisms, including education, training and self-evaluation undertaken by government organisations, as well as the SRO's inquiries into reports of alleged non-compliance with (breaches of) the Act.

In 2022-23 the SRO received eight reports of alleged breaches of the Act.

Of the eight reports received in 2022-23, five were self reported by government organisations, one by a private citizen and two by community organisations. This is in line with the proportion of reports received from various sources in previous years. Historically, reports have also been received from private businesses, media and referred to the SRO by integrity agencies.

The SRO makes inquiries into all alleged breaches on behalf of the Commission and follows up where required with agencies to address issues. The Commission receives reports on the status of these enquiries and makes decisions on actions where required and appropriate. In most cases, issues are able to be resolved through corrective actions and/or improvements to systems and processes to avoid similar issues recurring.



## State Records Advisory Committee

The State Records Advisory Committee (the Committee) was established under section 62(1) of the Act 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 considers the retention and disposal components of record keeping plans, a critical element of record keeping plans as required under the Act. The SRO leads and provides administrative support to the Committee and recommendations are presented to the Commission following each meeting.

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

During 2022-23, the Committee met on 13 October 2022, 23 February 2023, and 15 June 2023.

### MEMBERSHIP OF THE COMMITTEE DURING 2022-23:

#### Chair of the Committee

Mr Damian Shepherd – State Archivist and Executive Director, State Records Office

#### Executive Secretary

Ms Lena Stekl – Recordkeeping Consultant, SRO

#### Minutes Secretary

Administrative Assistant,  
State Records Commission

### AUSTRALIAN SOCIETY OF ARCHIVISTS

#### Ms Lesley Jolliffe

(Deputy: Mr Tom Reynolds)

### ABORIGINAL INTERESTS

#### Ms Anna Wyatt PSM

(resigned 23 February 2023)

(Deputy: Mikaela Trenorden)

### HISTORICAL INTERESTS

#### Mr Michael Nind (from 5 August 2022)

(Deputy: Dr Bobbie Oliver)

(from 1 February 2023)

### INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA (WA DIVISION)

#### Ms Emma Forrest

(Deputy: Ms Tami Maitre)

### LAW SOCIETY OF WESTERN AUSTRALIA

#### Mr Robert O'Connor KC

**LOCAL GOVERNMENT RECORDS MANAGEMENT GROUP**

Ms Eddy Brown

**Local Government CEO**

Mr Bill Parker

**Regional Local Government CEO**

Mr Tim Clynh

**RECORDS AND INFORMATION MANAGEMENT PRACTITIONERS ALLIANCE - GLOBAL**

Ms Ming Ghee Khoo

(resigned 16 June 2023)

(Deputy: Tanya Wright)

**STATE GOVERNMENT CEO REPRESENTATIVE**

Commissioner Darren Klemm AFSM

(Deputy: Ms Michelle Hoad)

**THE COMMISSION WOULD ALSO LIKE TO ACKNOWLEDGE THE VALUABLE CONTRIBUTIONS MADE BY THE FOLLOWING COMMITTEE REPRESENTATIVES DURING 2022-23:**

Ms Anna Wyatt PSM

Aboriginal Interests Representative, Member

Ms Ming Ghee Khoo

Records and Information Management Practitioners Alliance – Global, Member

The Commission extends its appreciation to all Committee representatives for their participation and contribution to the important work of the Committee.

**COMMITTEE REMUNERATION 2022-23**

**Position:** Member

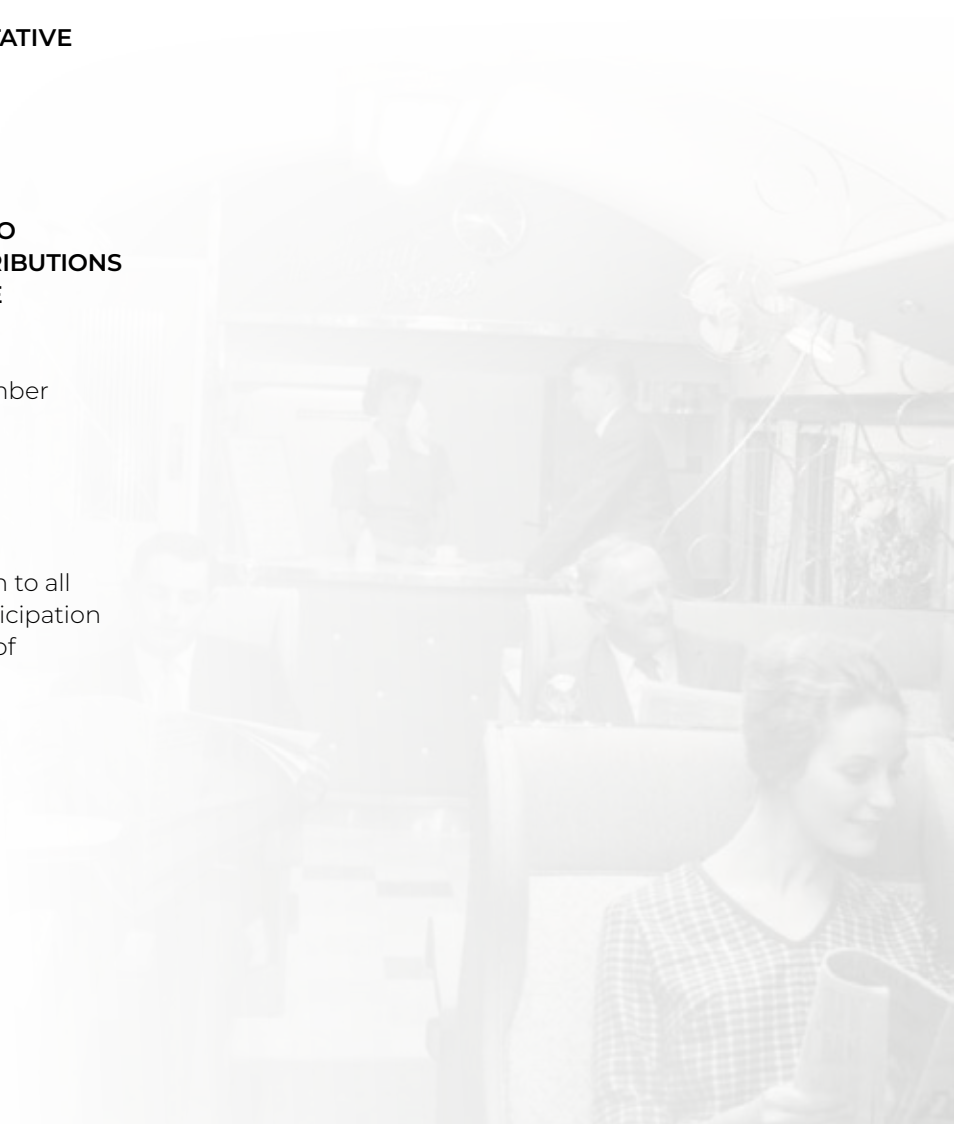
**Name:** Mr Robert O'Connor

**Type of remuneration:** Per meeting / half day

**Period of Membership:** 3 years

**Gross/actual Remuneration:** \$300

**Total:** \$300



## COMMITTEE MEMBER PROFILE



### Institute of Public Administration Australia (WA Division)

**MEMBER: MS EMMA FORREST**  
**DEPUTY: MS TAMI MAITRE**

The Institute of Public Administration WA is proud to support the work of the State Records Office by providing a representative for the State Records Advisory Committee. Emma Forrest (member) and Tami Maitre (deputy) are IPAA WA Council members who commenced their term on the Committee in April 2022 after Andrew Brien (member) and Chris Avent (deputy) stood down from the Committee.

IPAA WA exists to advance excellence in the public sector by providing high quality professional development and training opportunities for those working with and alongside all levels government. IPAA WA facilitates collaboration and celebrates achievements through its program of events such as the Achievement Awards, Women in Public Service Leadership and the Young Professionals Conference. IPAA WA provides professional development and educational opportunities for individuals and organisations through an extensive suite of courses and seminars.

Emma has served as Secretary on the IPAA WA Council for three years and has spent over 17 years working in central and line agencies in the State public sector on a

range of social and economic policy projects. Since April 2020, Emma has worked for the Economic Regulation Authority. The importance of managing State records well for current and for future use has been highlighted in every role Emma has held within government. Emma feels privileged to be part of the SRAC as the SRO implements Digital Discovery and a new State Records Commission standard, which will simplify the process of keeping and accessing records across the public sector. As someone with generations of family history in Western Australia, Emma is grateful for the State archives collection which holds fascinating details about her forebears and the history of public administration in WA.

Tami brings 23 years of public service having worked in regional development, training and most recently in human services with the Department of Communities. Tami has played a key role in the risk management and maintaining business continuity during the COVID pandemic, Cyclone Seroja and the recent Kimberley flooding event. It is through this lens that Tami is committed to best practice in maintaining and enabling access to records for now and future generations.



# PUBLICATIONS ON RECORDS MANAGEMENT

During 2022-23 the SRO continued research and redesign work on records management guidance.

This included a review of publications and other documents in order to address government requirements and other records management issues, targeting specific activities.

The SRO published the *Records Management Advice - Retention and Disposal of COVID-19 Information* guidance document during the reporting period.



View the **Retention and Disposal of COVID-19 Information** document at:  
<https://www.wa.gov.au/government/publications/records-management-advice-retention-and-disposal-of-covid-19-information>

The screenshot shows the WA.gov.au website. The main heading is "Records Management Advice". Below the heading, it states: "Records Management Advice is developed by the State Records Office as quick guides for organisations on a particular records management topic. Records Management Advice is also downloadable in PDF format." It also notes "Last updated: 6 June 2023".

**Contents**

- Records Management Advice
- Digital Records Management Publications

**Records Management Advice**

- Records Management Advice - Retention and Disposal of COVID-19 Information >
- Records Management Advice - Advice on State Recordkeeping and COVID-19 - Updated >
- Records Management Advice - Retention of Personal Information >
- Records Management Advice - Metadata and Discoverability >
- Records Management Advice - NAB FlexiPurchase >
- Records Management Advice - Annual Reporting Requirements >
- Records Management Advice - Business Information Systems >
- Records Management Advice - Day Batching of State Records >
- Records Management Advice - Destruction of Temporary Records >

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## RECORDS MANAGEMENT ADVICE FROM THE STATE RECORDS OFFICE

The State Records Office has developed a library of short Records Management Advice documents to assist organisations with certain aspects of records and information management.

# KNOWLEDGE SHARING AND TRAINING

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

The SRO website and a range of other sources can be used by agencies to inform good records management practices. In addition, training is available locally through a number of providers.

Training requests from agencies are currently addressed by referring to appropriate guidance published on the SRO website or other relevant sources.

## Information Classification Working Group and Community of Practice

In August 2020 State Cabinet approved the Western Australian whole of government Information Classification Policy and its progressive implementation across the public sector over five years. The Policy provides a common language for agencies to identify risks and apply appropriate security controls to protect, store and share their information assets.

An interagency Information Classification Working Group was established as an advisory body to the Business and Technology Advisory Committee, which in turn is an advisory body to the Directors General Information and Communications Technology Council.

In February 2022, secretariat support for this working group was transferred from the Office of Digital Government to the SRO. The SRO is supporting the working group to identify and overcome barriers to implementation of the policy and developed a supplementary guide to the policy to guide agencies.

A broader Community of Practice across State and local government, and utilities, is also supported by the SRO to leverage the benefits of the working group.

## Information Management Framework Working Group

State Cabinet has approved the development of a whole-of-government Information Management Framework (IMF) for WA. The IMF will provide greater clarity regarding how today's records and information management environment interacts with existing and developing legislation, regulations and policies for information management and sharing.

A cross-agency working group, chaired by the Executive Director State Records, was established in February 2022 through the Business and Technology Advisory Committee to develop the IMF in consultation with other agencies. This work leverages extensive experience in other jurisdictions that have developed similar frameworks. The IMF for WA is expected to be completed in the coming year.

# ENGAGEMENT AND COLLABORATION

It has never been more important for all organisations to leverage collaboration and partnerships to achieve outcomes.

Given the increasingly rapid and disruptive change in information management technology and approaches to the way government and other organisations conduct business, it is essential that the SRO continuously develops its working relationships with a wide range of public and private sector professionals and organisations to ensure the Commission can continue to support effective records management across WA.

## Council of Australasian Archives and Records Authorities

The Council of Australasian Archives and Records Council of Australasian Archives and Records Authorities

The Council of Australasian Archives and Records Authorities (CAARA) comprises the heads of the government archives authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories; and is a peak body of government archives and records institutions in Australia and New Zealand. The SRO is CAARA's Western Australian representative.

In early 2023 CAARA published a new Statement of Strategic Intent.



The CAARA Statement of Strategic Intent can be viewed at

<https://www.caara.org.au/wp-content/uploads/2023/03/CAARA-Statement-of-Intent-Version-1.0-2023.pdf>

The Statement describes the important role records and archives authorities across the region in:

- Documenting our nations' stories and memories
- Preserving the memory of government and securing access
- Underpinning integrity and trust in government

The Statement also sets out three areas of leadership focus for CAARA:

- 1 **Sharing Experience and Knowledge** to unlock the long-term value of government records and archives for the people of Australia and New Zealand.
- 2 **Collaborating and Building Expertise** to secure, preserve and make records available to communities today and in the future.
- 3 **Creating Common Understanding** of emerging issues and opportunities for records and information management, so we can respond more effectively together.

The SRO contributes to a number of working groups that address these functions.

## AUSTRALIAN SOCIETY OF ARCHIVISTS – NATIONAL CONFERENCE 2022 – 'HERE WE ARE'

Between 17 and 20 October, the Executive Director and several other SRO staff attended the Australian Society of Archivists annual conference ('Here We Are') in Canberra. SRO staff delivered an interactive panel discussion on 'Starting from The Right of Reply: planning to digitise Western Australia's Colonial Secretary Office records'. The panel drew on knowledge and experience shared by listeners online and in the room to explore how the SRO might develop an approach to this digitisation project by incorporating the concept of a 'right of reply'.



### CASE STUDY: GUIDE TO STATE CABINET PAPERS

*Each year the State Records Office publishes an online Guide to State Cabinet records which have been released from their 30-year restriction access period in the previous calendar year. The Guide for the 1992 State Cabinet minutes and decisions will be released in September 2023 to coincide with International Access to Information Day.*

*State Cabinet records are historically significant documents which reveal the decisions made by the government of the day. These unique records are the primary source documents for information about the issues raised at Cabinet meetings. This online Guide is intended to assist the Western Australian community with access to these records.*

*This year (2023) the Guide to the 1992 State Cabinet Records has been produced with the assistance of Ms Mehardeep Kaur, a student from the University of Western Australia during a McCusker Centre for Citizenship Internship at the SRO. During her placement Ms Kaur researched the 1992 State Cabinet Minutes and Decisions and Meeting Summaries, compiling a detailed list of Cabinet meeting subjects as well as drafting sections on world, national and local events.*

### Local Government Records Management Group

The SRO continued its engagement with the Local Government Records Management Group during 2022-23.

The Local Government Records Management Group is an important forum for records and information managers working in local government in WA. The forum is also provides opportunities for other government and private sector organisations to engage with these staff regarding records management issues.

### Microsoft SharePoint and Office 365 for Records and Information Management – Community of Practice

The SRO continued to support a cross-agency community of practice established in 2020 to enable WA government organisations to share knowledge, information and experience in using SharePoint and Office 365 for managing records of information. Several agencies joined the community of practice, which uses an online platform to help the agencies communicate and share information.

## Recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse

The SRO's existing disposal authorities, including the General Disposal Authorities for the State and local government sectors, are currently being reviewed to incorporate appropriate retention periods for records documenting, or potentially relevant to, child sexual abuse cases or allegations in line with the Royal Commission's recommendations. In the interim, the SRO's disposal freeze on government agency records relating to children remains in force.

## Other engagement

SRO staff also attended regular meetings of the:

- Accountability Agencies Collaborative Forum
- Business and Technology Advisory Committee (BATAC) – Observer (Office of Digital Government)
- Friends of Battye Library Inc
- Standards Australia – IT 21 Committee



Records of Royal Commissions in Western Australia represent an important component of the State archives collection and State archives still managed by other agencies as they often have long-term impacts on the operation of government. The origins of the State Records Act 2000 can be traced to the recommendations of the Royal Commission into Commercial Activities of Government in the early 1990's.

## EVENTS

### SRO staff delivered the following presentations in 2022-23:

18 AUG  
18 August, the Executive Director gave a presentation at a Roadshow event for RIMPA Global (Records and Information Management Practitioners Alliance). The SRO also worked with RIMPA Global to arrange a panel session with the CIOs from Office of Digital Government and Department of Biodiversity, Conservation and Attractions.

15 SEP  
15 September, the Executive Director was a guest speaker at the Public Sector Network event 'Cyber Security and Risk Management Roadshow'. The Executive Director spoke on how good information governance enables cybersecurity. Other presenters included the Chief Information Security Officer from WA Police and representatives from the WA Cyber Hub at Edith Cowan University.

12 OCT  
12 October, SRO Program Managers presented at the RIMPA event, "Data, how big is it?" on the topic of "Data and Evidence in the Age of Algorithms".

12 OCT  
12 October, the Executive Director delivered a talk with Ms Natalia Kacperek from the Office of Digital Government to the Small Business Development Corporation. This collaboration focussed on how good information management underpins data sharing and analytics across government.

11 MAR  
11 March, a Senior Archivist from the SRO delivered a presentation on the use of the State archives collection to the Emerging Writers Program in 2023 from Fremantle Press.

13 MAR  
13 March, a Senior Archivist from the SRO delivered a presentation on the use of the State archives collection to students from the University of Notre Dame.

17 MAY  
17 May, Public Sector Network 2023 Operational Excellence Roadshow (WA) – Perth (online). Government Keynote: Connecting people and data to save time and effort and create new opportunities - Harnessing the benefits of investment in information governance and management across the business, Meeting the expectations of the community today and preparing for tomorrow. Presented by the Executive Director. Followed by a panel session with speakers from the Office of the Auditor General and Department of Jobs, Tourism, Science and Innovation.

19 MAY  
19 May, FST Gov Summit – Perth (in person). Transparency and Trust – Access to Information as a Foundation for Integrity. Joint presentation from the Office of the Information Commissioner and Executive Director.

15 JUN  
15 June, Executive Director delivered a presentation on 'Getting a Better Return for Cyber from Policy and Regulation' at the Public Sector Network Cyber Security Roadshow.

# DISABILITY ACCESS AND INCLUSION

In 2022-23 the SRO joined the Disability Access and Inclusion Plan for the Department of Local Government, Sport and Cultural Industries, having previously reported through a joint plan with the State Library of WA.

The SRO was able to leverage improvements to wa.gov.au to more easily check content against international Web Content Accessibility Guidelines (WCAG) to meet Digital Services Policy requirements (Level AA) and higher.

The SRO also contributed to raising awareness about inclusion via social media e.g., story for epilepsy awareness month (21 March 2023) and Epilepsy WA 60th Anniversary – trailblazing politician Ruby Florence Hutchison.

# MULTICULTURAL PLAN

In 2022-23 the SRO joined the Multicultural Plan for the Department of Local Government, Sport and Cultural Industries, having previously reported through a joint plan with the State Library of WA.

The SRO continued to share and promote stories about the contributions of migrants to WA, including stories shared by the National Archives of Australia via social media for Harmony Week, Eid Mubarak, and Lunar New Year.

*The State Records Office shared these images via social media for Epilepsy Awareness Month during which Epilepsy WA celebrated its 60th anniversary. Shown here are original plans from the State archives for headquarters at Ruby Hutchison House, Subiaco. Inset is a more recent photograph of the site. Photograph courtesy State Library of WA SLWA-BA1530/1239.*



## RECONCILIATION ACTION

The SRO supports ongoing reconciliation work through its mission to 'Ensure permanent accessibility to the essential evidence of the business of government in WA'.

The new SRO Strategic Plan 2023-2026 will support reconciliation action for the Commission by establishing meaningful and ongoing engagement with Aboriginal people to facilitate access and use of State archives.

In support of National Reconciliation Week 2023 - 'Be a Voice for Generations' – the SRO partnered with Aboriginal History WA (Department of Local Government, Sport and Cultural Industries) to present a Street Banner in the Perth Cultural Centre between 27 May and 3 June 2023.

Throughout this reporting period the SRO continued to provide assistance and advice on access to State archives to the Yamatji Government Partnership Committee.

In October SRO staff attended a workshop with the Bundi Yamatji Aboriginal Corporation at Boola Bardip (WA Museum) in Boorloo (Perth) and SRO staff also attended a workshop at the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) in Canberra on 'Implementing the Tandanya Declaration'.

*The State Records Office proudly shared a street banner with the Aboriginal History WA research unit from the Department of Local Government, Sport and Cultural Industries again for National Reconciliation Week 2023. The artwork for the banner this year is: Jartuti water place east of Parnngurr. In pujiman (traditional, desert dwelling) days old people walked and hunted there, we went there recently with KJ (Kanyirn inpa Jukurrpa) ranger mob, lovely place." Beverley Rogers*





# COMPLIANCE REPORT – STATE RECORDS ACT 2000

PART or SECTION	NOTES
<b>Part 2</b>	<b>Record keeping plans for parliamentary departments</b>
Section 13 – Amending plans	No action required during 2022-23.
Section 14 (2) – Review of plans	The Legislative Council submitted a review of its record keeping plan in October 2022 as required under section 14(2).  The Legislative Assembly submitted a review of its record keeping plan in February 2023 as required under section 14(2).
<b>Part 3</b>	<b>Division 2</b>
Section 23(1) – approve or refuse to approve record keeping plans	The Commission approved 42 record keeping plans.
Section 23(2) – give reasons for refusal to approve record keeping plans	All approved.
<b>Part 3</b>	<b>Division 3</b>
Section 25 – Commission to have a plan	Current plan to be reviewed by 7 December 2023.
Section 26 – State Records Office to have a plan	The SRO submitted an amended plan in August 2021 which was approved by the Commission in November 2021.
Section 27 – Schedule 3 organisations to have plans	The Electricity Generation and Retail Corporation (Synergy) record keeping plan, approved by the Minister for Energy in January 2017, was reviewed by Synergy, and a report of the review submitted to the Minister in January 2022 as required under Section 28 (7), with a commitment to submit an amended plan. The plan was approved by the Minister in February 2023.  The Regional Power Corporation (Horizon Power) Record keeping plan, approved by the Minister for Energy in July 2017 was reviewed and a report of the review submitted to the Minister in August 2022. An amended plan is due to be submitted in the next reporting period.

## Key



approved or completed



ongoing action



issue identified



no action required

PART or SECTION	NOTES
<b>Part 3</b>	<b>Division 4</b>
Section 28(3) – the Commission may require a government organisation to review its record keeping plan (discretionary)	In preparation for the release of the proposed new standard for the management of State records and the accompanying updated record keeping plan submission process, the Commission approved the SRO requesting a further review in two years' time, under s.28(3), from organisations that indicated no amendment of their plan is required.  A total of seven government organisations, and the Legislative Assembly and Legislative Council, advised in their reviews that an amendment of their plans is not required, and the SRO advised a further review may be requested in two years' time.
Section 28(5) – five yearly review of all record keeping plans	The record keeping plans of 45 government organisations were due for review during 2022-23 (see <a href="#">Appendix 1</a> ).
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.
<b>Part 4</b>	
Section 32 - State archives to be transferred to the State archives collection	In 2022-23, the SRO received emergency transfers of State archives from the Animal Resources Centre, the Department of Communities, the Department of Justice, Landgate and the State Library of WA.
<b>Part 5</b>	<b>Division 2</b>
Section 37(2)(b) – restricted access archives identified	In 2022-23 the Commission approved applications to restrict Animal Resources Centre records transferred to the State archives collection; an interim restriction period for the Department of Planning Lands and Heritage to enable examination of State archives and consultation with Aboriginal people and bodies; and the transfer of responsibility to the Department of the Premier and Cabinet to deal with client requests to access restricted Ministerial records in the State archives collection.

**Key**

approved or completed



ongoing action



issue identified



no action required

PART or SECTION	NOTES
<b>Part 5</b>	<b>Division 2</b>
Section 37(5) – Review of archives restricted under 37(2)(b)	As a result of the review of restricted access archives, in 2022-23 the SRO proposed to further examine and review processes for identifying and managing restricted State archives through investigating the impact of digitisation and the potential impact of privacy legislation on access.
Section 38 (3) – change in restricted access period for records in the State Archives Collection	There were no changes in restricted access time periods submitted to the Commission for approval in 2022-23.
<b>Part 5</b>	<b>Division 3</b>
Section 40(2) – approve or refuse to approve the archives keeping plan	The archives keeping plan was approved by the Commission at its 6 December 2019 meeting.
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	The Archives Keeping Plan will be reviewed by 6 December 2024 and a report of the review submitted to the Commission by that date.
<b>Part 5</b>	<b>Division 4</b>
Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil.
<b>Part 6</b>	
Section 48 - Archives containing exceptionally sensitive information	In 2022-23 the SRO submitted a report to the Commission on the review of State archives restricted as exceptionally sensitive under s.48 of the Act. The report outlined those records in the State archives collection that are exceptionally sensitive. The report also included a recommendation that all former Personal files created, microfilmed and digitised by the Departments of Communities and Aboriginal Affairs and their predecessors, are restricted for 100 years and designated as exceptionally sensitive archives, subject to 5-year reviews.

**Key**

approved or completed



ongoing action



issue identified



no action required

PART or SECTION	NOTES																				
<b>Part 8</b>	<b>Division 1</b>																				
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 compliance with the Act.																				
Section 60(1)(b) – monitor compliance by government organisations with record keeping plans	The 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>Alleged breaches</th> <th>22-23</th> <th>21-22</th> <th>20-21</th> <th>19-20</th> </tr> </thead> <tbody> <tr> <td>Active</td> <td>12</td> <td>19</td> <td>9</td> <td>9</td> </tr> <tr> <td>Resolved</td> <td>8</td> <td>15</td> <td>5</td> <td>6</td> </tr> <tr> <td>Carried Forward</td> <td>4</td> <td>4</td> <td>4</td> <td>3</td> </tr> </tbody> </table>	Alleged breaches	22-23	21-22	20-21	19-20	Active	12	19	9	9	Resolved	8	15	5	6	Carried Forward	4	4	4	3
Alleged breaches	22-23	21-22	20-21	19-20																	
Active	12	19	9	9																	
Resolved	8	15	5	6																	
Carried Forward	4	4	4	3																	
Section 61 – establish principles and standards	<p>Throughout 2022-23 the SRO continued development of, and consultation on, a draft single new State Records Commission standard for the management of State records and a supporting framework.</p> <p>No new record keeping principles and standards were issued during 2022-23.</p>																				
Section 62 – establish committees	<p>The State Records Advisory Committee met three times during 2022-23.</p> <p>No new Committees were established.</p>																				
Section 64(1) and (3) – submit annual report to Parliament by 1 November each year	<p>Submitted to both Houses of the State Parliament on 7 October 2022.</p> <p>Copies were tabled in the Legislative Council on 11 October 2022 and the Legislative Assembly on 18 October 2022.</p>																				
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 was delivered to the Minister on 7 October 2022.																				

**Key**

approved or completed



ongoing action



issue identified



no action required

PART or SECTION	NOTES
<b>Part 8 Division 2</b>	
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.
<b>Part 8 Division 3</b>	
Section 68 – Commission may request a government organisation to report about its record keeping or an aspect of its record keeping	No requests issued.
Compliance with SRC Standard 2, Principle 6	<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>An amended Plan for the SRO was approved by the Commission in November 2021. This Plan included updated records management policies and procedures and the SRO’s Disaster Recovery Plan, incorporating management and protection of the Commission’s records.</p> <p>On 5 April 2022, the Commission also approved the amalgamation of previously separate retention and disposal authorities for the SRO and Commission to address the considerable overlap between the type of records maintained by the two organisations. No changes were made to the Commission’s retention and disposal arrangements previously approved by the Minister. The updated retention and disposal authority was noted by the Minister in June 2022. Following this, it was applied to the Commission’s records in the SRO’s records management system.</p> <p>The Commission’s Plan is due for review in December 2023 and the report will document the changes in policies and procedures, the updated retention and a disposal authority and the revised Disaster Recovery Plan.</p> <p>The Commissioners participate in the analysis and review of SRO business activities and related documentation while executing their roles on the Commission, including the development of the new, draft State Records Commission standard for the management of State records. In addition, their work with government agencies and interaction with industry associations ensures they maintain knowledge of current record keeping issues.</p>

**Key**



approved or completed



ongoing action



issue identified



no action required

# APPENDIX 1

## Record keeping plans required for review in 2022-23

Agency	Review Due	Received
Architects Board of Western Australia	30 August 2022	29 August 2022
City of Bunbury	23 March 2023	1 March 2023
City of Cockburn	24 October 2022	7 April 2022
City of Nedlands	23 March 2023	21 March 2023
City of Perth	23 March 2023	7 February 2023
Department of Biodiversity, Conservation and Attractions (Department of Parks and Wildlife)	23 March 2023	21 March 2023
Department of Communities	23 March 2023	23 March 2023
Department of Education	24 October 2022	19 October 2022
Department of Education - Education Agencies	24 October 2022	19 October 2022
Department of Jobs, Training, Science and Innovation	22 March 2024	20 June 2023
Department of Justice	23 March 2023	23 March 2023
Department of Planning, Lands and Heritage	23 March 2023	30 March 2023
Department of Primary Industries and Regional Development	23 March 2023	21 January 2023
Department of Transport	24 October 2022	21 October 2022
Department of Treasury	08 December 2022	24 November 2022
Department of Water and Environmental Regulation	23 March 2023	22 March 2022
Edith Cowan University Student Guild	30 August 2022	12 Aug 2022
Horizon Power (Regional Power Corporation)	20 July 2022	5 Aug 2022*
Legal Aid Commission of Western Australia	24 October 2022	28 October 2022
Legislative Assembly	28 February 2023	23 February 2023*
Legislative Council	16 October 2022	19 October 2022*
Lotteries Commission (Lotterywest)	24 October 2022	17 October 2022
Metropolitan Cemeteries Board	23 March 2023	28 February 2023
Office of the Director of Public Prosecutions	24 October 2022	30 September 2022

\* Review submitted to a body other than the Commission

### Key



Agencies who submitted early



Agencies who submitted an RKP as proof of their Review

## Record keeping plans required for review in 2022-23

Agency	Review Due	Received
Shire of Corrigin	10 August 2023	26 May 2023
Shire of Dandaragan	30 August 2022	12 Sept 2022
Shire of Donnybrook Balingup	08 December 2022	10 October 2022
Shire of Dundas	23 March 2023	3 May 2023
Shire of Gingin	24 October 2022	19 July 2022
Shire of Mount Marshall	31 May 2023	Not yet received
Shire of Mukinbudin	24 October 2022	13 October 2022
Shire of Narembeen	23 March 2023	30 June 2023
Shire of Narrogin	23 March 2023	27 March 2023
Shire of Plantagenet	31 May 2023	24 May 2023
Shire of Trayning	31 May 2023	20 June 2023
Shire of Waroona	24 October 2022	13 July 2022
Shire of Williams	24 October 2022	24 October 2022
Shire of Wiluna	24 October 2022	27 September 2022
Shire of Woodanilling	24 October 2022	30 September 2022
Shire of Wyndham East Kimberley	24 October 2022	24 October 2022
State Library of Western Australia	2 December 2022	4 November 2022
State Solicitors Office (including the Solicitor General Office)	23 March 2023	21 March 2023
TAFE Sector, including the Department of Training and Workforce Development	10 August 2023	21 June 2022
Veterinary Practice Board	24 October 2022	17 November 2022
Western Australia Country Health Service	2 August 2023	5 September 2022
Western Australia Sports Centre Trust (Venues West)	24 October 2022	9 August 2022
Western Australian Electoral Commission	30 August 2022	29 August 2022

\* Review submitted to a body other than the Commission

### Key



Agencies who submitted early



Agencies who submitted an RKP as proof of their Review

# APPENDIX 2

## New organisations required to submit record keeping plans

Agency Name	Due Date	Submission Date
Arts and Culture Trust	1 January 2023	27 February 2023
Office of the Independent Monitor	12 April 2023	28 April 2023



## APPENDIX 3

### Record keeping plans due for review in 2023-24

Agency	Review Date
Albany Cemetery Board	3 June 2024
Art Gallery of Western Australia	10 August 2023
Building and Construction Industry Training Fund	5 December 2023
Bunbury Harvey Regional Council	10 August 2023
Burswood Park Board	22 March 2024
Chemistry Centre	22 March 2024
City of Albany	22 March 2024
City of Kwinana	9 December 2023
City of Rockingham	7 December 2023
City of Wanneroo	10 August 2023
Construction Industry Long Service Leave Payments Board	2 August 2023
Department of Health	22 March 2024
Department of Jobs, Tourism, Science and Innovation	22 March 2024
Department of Mines, Industry Regulation and Safety	10 August 2023
Department of the Premier and Cabinet	7 December 2023
Department of the Registrar, Western Australian Industrial Relations Commission	10 August 2023
Dwellingup Cemetery Board	22 April 2024
Gascoyne Development Commission	22 March 2024
Geraldton Cemetery Board	9 March 2024
Kalgoorlie Boulder Cemetery Board	3 June 2024
Mental Health Advocacy Service (Council of Official Visitors)	10 August 2023
Murdoch University	10 August 2023
Office of the Chief Psychiatrist	17 March 2024
Parliamentary Services Department	15 February 2024
PathWest Laboratory Medicine Western Australia	22 March 2024
Pilbara Regional Council	7 March 2024
Public Transport Authority	7 December 2023
Salaries and Allowances Tribunal	6 December 2023
Shire of Bruce Rock	22 March 2024

## Record keeping plans due for review in 2023-24

Agency	Review Date
Shire of Cranbrook	22 March 2024
Shire of Derby West Kimberley	7 December 2023
Shire of Esperance	17 March 2024
Shire of Goomalling	2 August 2023
Shire of Kulin	6 December 2023
Shire of Leonora	7 December 2023
Shire of Mount Magnet	22 March 2024
Shire of Murray	22 March 2024
Shire of Northam	2 August 2023
Shire of Northampton	10 August 2023
Shire of Three Springs	10 August 2023
Shire of Wagin	10 August 2023
Southern Metropolitan Regional Council	9 December 2023
State Records Commission	7 December 2023
State Solicitors Office (including the Solicitor General Office)	1 March 2024
Supreme Court of Western Australia	21 March 2024
Tamala Park Regional Council	17 March 2024
Town of Bassendean	2 August 2023
Town of Cambridge	10 August 2023
Town of Cottesloe	9 December 2023
Town of East Fremantle	22 March 2024
University of Western Australia	22 March 2024
Western Australia Police Force	7 December 2023
Western Australia Tourism Commission (Tourism Western Australia)	7 December 2023

## APPENDIX 4

### Changes to Retention and Disposal Authorities during 2022-23

Name	Type of Disposal Authority	Status
Border Restriction Program Applications and Related Records	Ad Hoc	Approved by SRC
Burswood Park Board	RDA	Approved by SRC
Contaminated Patient Record - North Metropolitan Health Service Site (Graylands Hospital)	DL	In progress
Department of Biodiversity Conservation and Attractions	RDA	In progress
Department of Communities	RDA	In progress
Department of Education / Geraldton Senior High School	DL	Approved by SRC
Department of Education / Kinross College	DL	Approved by SRC
Department of Education / North Metropolitan Education Regional Office	DL	Approved by SRC
Department of Education / Southern Grove Primary School	DL	In progress
Department of Education and other Education agencies	RDA	In progress
Department of Jobs, Tourism, Science and Innovation	RDA	In progress
Department of Local Government, Sport and Cultural Industries	RDA	In progress
Electricity Generation and Retail Corporation (Synergy)	RDA	In progress
General Retention and Disposal Authority for Local Government Records	GRDA	In progress
General Retention and Disposal Authority for Reproduced Records	GRDA	In progress
General Retention and Disposal Authority for State Government Information	GRDA	In progress
Horizon Power	RDA	In progress
Legal Aid Western Australia	RDA	In progress
Legal Practice Board of WA	RDA	In progress

#### Type of Disposal Authority:

Ad Hoc	Ad Hoc Disposal Authority
DL	Disposal List
RDA	Retention and Disposal Authority
GRDA	General Retention and Disposal Authority
SDA	Sector Disposal Authority

#### Note:

The State Records Advisory Committee reviews Retention and Disposal Authorities which are then submitted to the State Records Commission (SRC) for approval.

## Changes to Retention and Disposal Authorities during 2022-23

Name	Type of Disposal Authority	Status
Main Roads Western Australia	RDA	In progress
Minerals Research Institute of Western Australia	RDA	Approved by SRC
National Trust of Australia (WA)	RDA	In progress
Office of the Director of Public Prosecutions for Western Australia	RDA	In progress
Public Transport Authority (PTA) - Amendment	RDA - Amendment	Approved by SRC
Racing, Gaming & Wagering, and Liquor Regulators	SDA	In progress
Reviews, Investigations and Special Inquiries	SDA	In progress
Rottneest Island Authority	RDA	Approved by SRC
School, College and Campus Records	RDA	In progress
State Library of Western Australia	RDA	In progress
User Data in Government Mobile Device and Web Applications ("Apps")	Ad Hoc - Amendment	Approved by SRC
Veterinary Practice Board of Western Australia	RDA	In progress
Water Services Corporations	SDA	In progress
Western Australia University Sector Disposal Authority	SDA	Approved by SRC
Western Australian Local Government Association (WALGA)	RDA	Approved by SRC
Western Australian Meat Industry Authority	RDA	In progress
Western Australian Police Force	RDA	In progress
WorkCover WA - Insurer Management - Securities	Ad Hoc	Approved by SRC

### Type of Disposal Authority:

Ad Hoc	Ad Hoc Disposal Authority
DL	Disposal List
RDA	Retention and Disposal Authority
GRDA	General Retention and Disposal Authority
SDA	Sector Disposal Authority

### Note:

The State Records Advisory Committee reviews Retention and Disposal Authorities which are then submitted to the State Records Commission (SRC) for approval.



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 2022-23 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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